

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**IN THE NAME OF ALLAH THE MOST GRACIOUS
THE MOST MERCIFUL**



CONSTITUTION OF AL-AMEEN WELFARE FOUNDATION

AL-AMEEN WELFARE FOUNDATION

PREAMBLE

In the name of Allah, the most gracious and most merciful, we
the members of the **AL-AMEEN WELFARE FOUNDATION**;

Do **FIRMLY** believe that Allah is the supreme Creator and
Sustainer of the universe and all that it contains;

We also do believe in the Holy Quran and the Sunnah of our
Beloved Prophet Mohammed(PBUH) as the guide in the activities
of every social set up;

So we therefore recognize our role as vicegerents of Allah (SWT)
on earth;

DEVOTEDLY, we respond to the call of Allah to be a community
enjoining all that is good and forbidding (all that is evil); AND, we
are fully committed to holding fast to the cord of unity which
Allah has stretched for us; As such, this constitution shall not
contradict the Holy Qur'an and Sunnah shall be regarded as the
guidance of the constitution.

**WE DO HEREBY GIVE TO OURSELVES
THIS CONSTITUTION**

1.0 NAME AND LOCATION

1:1 NAME

The name of the organization is **AL- AMEEN WELFARE FOUNDATION** thereafter referred as “**AAWF**” or “**AL- AMEEN**”. The Organisation was registered with the registrar of companies at the Ghana Registrar General under the companies Act 2019 (Act 992) given under the President's (Boamah Ibrahim) hand and official seal at Accra on the 19th Day Of January 2023.

1:2 LOCATION

The Organization shall have its head office in Greater Accra; the address shall be P.O. Box 132 Accra,GA/R. Upon resolution by the directors, may move its headquarters to any place in Ghana as well as create branch offices as it shall deem necessary for the implementation of its activities and the achievement of its goals.

2.0 AIMS AND OBJECTIVES

2:1 VISION

Our vision is to educate young men and women in our various Muslim and Zongo communities and our country Ghana as a whole.

2:2 MISSION

Our mission is to teach and advocate Islam to non-muslims who want to revert to Islam. And also change the negative narrative and bad thoughts people have about Islamic religion.

2:3 MAIN OBJECTIVE

Our main objective is always to help the needy and orphanage homes in our various communities and Ghana as a whole.

2:4 SPECIFIC OBJECTIVES

- To also help combat poverty with the little we have in our communities.
- To address issues of poverty that hinders child survival, growth, and development through various interventions and Strategic Alliances.
- To receive funds from International and National Donors, Individuals, Corporates, and governments for carrying out the main aim of rehabilitation and social integration of children.
- To organize outreach programs such as excursion, sporting activities, etc which leads to peaceful coexistence within our communities.
- To provide a forum for the exchange of ideas on the social, cultural, and educational conditions of our societies.
- To work sincerely for people and humanity without any discrimination including but not limited to colour, caste, sex, creed, religion, or nationality.
- To collaborate with other NGOs working towards similar goals.

3.0 MEMBERSHIP AND GOVERNANCE

3:1 MEMBERSHIP

Who can become a member?

"Membership", typically outlines the criteria and guidelines for becoming a member of the organization, including:

- Eligibility requirements (e.g., age, residency, interests)
- Membership categories (e.g., individual, family, student, honorary)
- Membership fees and payment structures
- Rights and privileges of members (e.g., voting, attending meetings, receiving newsletters)
- Responsibilities and expectations of members (e.g., volunteering, contributing to decision-making)
- Procedures for membership application, approval, and termination

This section defines who can join the organization, how they can join, and what benefits and responsibilities come with membership. It helps ensure that the organization has a clear and transparent process for managing its membership.

3:2 CATEGORIES OF MEMBERSHIP

Here are some common membership categories of our organisation:

1. **Ordinary or Full Members:** The primary membership category, open to all individuals that support our organisation's mission and meet the membership criteria.

2. **Associate Members:** A secondary category for individuals or organizations that want to support the organisation but don't meet the full membership criteria.

3. **Honorary Members:** A special category for individuals who have made significant contributions to the organisation or its cause.

4. **Student Members:** A discounted membership category for students, often with reduced fees and limited voting rights.

5. **International Members:** A category for individuals or organizations from other countries, often with adjusted membership fees and rights.

6. **Founding Members:** A special category for the individuals that were instrumental in establishing the organisation.

3:3 RIGHTS AND DUTIES OF MEMBERS

ORDINARY or FULL MEMBERS

Rights:

- Have voting rights and can participate in the Organization's decision-making processes
- Can hold office or serve on committees
- Receive regular updates and communications from the Organization
- Can attend and participate in general meetings and events

Responsibilities:

- Support the mission and objectives of the Organization
- Pay the required membership dues
- Must participate in the Organization's decision-making processes
- Must participate in general meetings and events

Ordinary Members are the backbone of the Organization, and their participation and engagement are crucial to achieving its goals and objectives.

ASSOCIATE MEMBERS**Rights:**

- Right to participate in meetings and events
- Right to access member-only resources and information
- Right to vote (in some organizations)
- Right to participate in committees and task forces

Responsibilities:

- To uphold the organization's bylaws and rules
- To pay dues and fees
- To participate in meetings and events
- To contribute to the organization's goals and objectives
- To respect the rights and privileges of other members

Note: The specific rights and responsibilities of associate members may vary depending on the organization and the level of membership. It's always best to check with the organization directly to understand the benefits and limitations of associate membership.

HONORARY MEMBERS**Rights:**

- No need to sign an application for membership or pay fees or subscriptions
- Entitled to attend all general meetings and speak
- Exempt from payment of dues
- Entitled to visit the chapter at any time

Responsibilities:

- Uphold the organization's bylaws and rules
- Participate in meetings and events
- Respect the rights and privileges of other members
- Contribute to the organization's goals and objectives

STUDENT MEMBERS**Rights:**

- Voting rights (may be limited)
- Participation in meetings and events
- Access to resources and support services
- Opportunities for leadership development and training
- Networking opportunities with professionals and peers
- Eligibility for scholarships or awards (if offered)
- Receipt of newsletters and updates

Responsibilities:

- Active participation in organization activities and events
- Contribution to decision-making processes
- Volunteering for committees or task forces
- Adherence to the organization's code of conduct and policies
- Regular payment of membership fees (if applicable)
- Respect and support for fellow members and the organization's mission
- Attendance at general meetings and annual general meetings (if possible)

Note that the specific rights and responsibilities may vary depending on the organization's bylaws, policies, and goals. Student members are expected to engage actively, respect the organization's values, and uphold their responsibilities while enjoying the benefits and opportunities provided.

INTERNATIONAL MEMBERS**Rights:**

- Voting rights (may be limited or through a proxy)
- Participation in international meetings and conferences
- Access to global resources and support networks
- Opportunities for international collaboration and knowledge sharing
- Receipt of newsletters and updates
- Eligibility for international awards or recognition (if offered)

Responsibilities:

- Adherence to the organization's international code of conduct and policies
- Respect for cultural diversity and differences
- Active participation in international committees or task forces
- Contribution to global decision-making processes
- Regular payment of international membership fees (if applicable)
- Maintenance of professional standards and ethics
- Support for international initiatives and projects
- Compliance with local laws and regulations in their respective countries

Note that international members may face additional challenges such as language barriers, cultural differences, and distance, which should be considered when defining their rights and responsibilities. The organization should strive to create an inclusive and supportive environment for all members, regardless of their location.

FOUNDING MEMBERS**Rights:**

- Lifetime membership or honorary status
- Special recognition or awards for their contributions
- Privileged voting rights or veto power
- Leadership roles or positions on the Board of Directors
- Active participation in meetings and events
- Influence in shaping the organization's vision and mission
- Access to exclusive events or meetings
- Legacy recognition or naming rights for programs or facilities

Responsibilities:

- Leadership and guidance in setting up the organization
- Financial contributions or fundraising efforts
- Networking and outreach to establish the organization's presence
- Setting the organization's initial goals and objectives
- Recruiting and mentoring new members or staff
- Ensuring the organization's stability and growth
- Upholding the organization's values and mission

Founding members have a unique role in establishing the organization, and their rights and responsibilities reflect their significant contributions. They are often seen as the pioneers and visionaries who have shaped the organization's foundation and future.

3:4 EXECUTIVES COMMITTEE

1. Until otherwise varied by a special resolution passed at a General Meeting, the Executives shall consist of 15 members which includes;

- President
- Vice president
- Director
- Deputy director
- P.R.O
- Deputy P.R.O
- Secretary
- Deputy secretary
- Organizer
- Deputy Organizer
- Financial secretary
- Deputy financial secretary
- Treasurer

2. The Executive Committee shall be elected by members of the foundation.

3. The Executive Committee shall individually and collectively answer to the entire members of the foundation.

4. The Executive members, after being elected to office, shall first hold power for one year in order to determine their activeness based on their duties. And if after one year they are not really active, they shall be removed from office.

3:5 ROLES AND RESPONSIBILITIES OF THE EXECUTIVES

THE PRESIDENT

The president shall;

- Be the Chief Executive Officer of the foundation.
- Preside over all meetings unless otherwise decided by the executive committee.
- Direct and monitor the executives.
- Represent the foundation at an event.
- Oversee short-term and long-term financial goals.
- Collaborate with agencies, foundations, and major donors to develop branding and marketing strategies.
- Make presentations to executives, donors, or board members

VICE PRESIDENT

The vice president shall;

- Assist the president with official duties.
- Act as the president in the absence of the president either by death or deformity or journey or sickness, or dismissal from the foundation or removal from office or suspension from the foundation.
- Undertake any duty assigned by the president.

DIRECTOR/ DEPUTY DIRECTOR

The directors shall;

- Manage the day-to-day programs, volunteer/community outreach services.
- Supervise all general fundraising activities.
- Handle applications and any outside funding.
- Direct and supervise the executive committee members.
- Travel to meet and negotiate with possible donors.
- Be responsible to the board for the organization's overall performance.
- Provide feedback to the executive committee members.
- Prepare all program goals and objectives and evaluate progress and effectiveness of all executives.
- Provide support to all members to achieve all project deliverables within the required timeframe and prepare all work plans and grant deliverables as per requirement.
- Administer everyday functions for the organization and prepare all long-term strategies to achieve all goals and evaluate the performance of various fundraising programs.
- Develop various alliances to achieve all conversation objectives and coordinate with various departments to schedule all agenda for meetings.

P.R.O/ DEPUTY P.R.O (PUBLIC RELATION OFFICER)

Both P.R.Os shall;

- Publicize all notices of meetings as well as notices of all activities of the foundation.
- Deliver all information from the Executive Committee to the Ladies Wing and Sub-bodies of the foundation.
- Perform all other duties assigned to his office by the Executive Committee or at a meeting.
- In general be responsible for information flow internally and externally.
- Write creative press releases about upcoming events and make media presentations.
- Create and carry out promotional campaigns and attend press conferences.
- Getting in touch with the media and responding to all inquiries.
- Make strategic plans for promoting the organization's image.
- Handle all public events and work on the organization's social media profiles.

SECRETARY/ DEPUTY SECRETARY

The secretaries shall;

- On the direction of the president make all correspondences between the foundation and any other body or persons.
- Keep records of all meetings.
- Perform any other duty assigned to the office by the president.
- Be one of the two representatives of the foundation in an event
- Ensure Responsible Administration
- Prepare agendas in consultation with the President.
- Circulate agendas and any supporting papers in good time.
- Receive agenda items from other executive committee members.
- Check that quorum is present.
- Minute meetings and circulate the drafted minutes to all executive committee members.
- Ensure that the president signs the minutes once they have been approved.
- Check that executive committee members have carried out the action(s) agreed upon.
- Circulate agendas and minutes of the general meeting (AGM) and any special or extraordinary general meetings.
- Ensure up-to-date records are kept of executive committee membership.
- Make sure statutory requirements are met.

ORGANISER / DEPUTY ORGANISER

The organisers shall;

- Be responsible for securing the venue for the meetings.
- Ensure arrangements for meetings are met (booking of meeting or events place, arranging for equipment and refreshments, organizing facilities for those with special needs, etc).
- Be the chairperson of the projects and programmes committee
- Perform all other duties assigned to the office of organiser by the Imam, president and Secretary of the Executive Committee. But all other duties as may be deemed to be within the scope of their office are assigned to the foundation.
- Recruit members and expand membership participation.
- Monitor and assess the organization's success and promote the organization's strategies.

FINANCIAL SECRETARY/ DEPUTY FINANCIAL SECRETARY

The financial secretaries shall;

- Receive dues, donations and any other monies for the Foundation and shall disburse these monies as the Executive Committee may direct.
- Keep true records of all financial transactions of the Foundation and shall prepare the statement of account for auditing at the end of every year.
- Be the secretary of the Finance Committee
- Be actively involved in day-to-day administration of the affairs of the Foundation.
- Coordinate the organization's budget, including preparing the annual operating budget and capital expenditure budget, and monitoring the results of these budgets throughout the year.
- Receive and record incoming payments from executives and members, and deposit them in the organization's bank account.
- Maintain the organization's accounting records by updating records of income and expenses ensuring that financial transactions are properly recorded and processed according to established procedures and laws.
- Process invoices for payment, including record keeping, sending notices for late payment, and negotiating settlement amounts when appropriate.
- Review financial statements and recommend any changes that may be needed to reflect the current market.

TREASURER

The treasurer shall;

- Oversee and present budgets, accounts and financial statements to the executive committee.
- Ensure that appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Advise on the organisation's fundraising strategy.
- Ensure use of funds complies with conditions set by funding bodies.
- Ensure effective monitoring and reporting.

- Prepare and present budgets for new or ongoing work.
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend.
- Present regular reports on the organisation's financial position.
- Prepare accounts for audit and liaising with the auditor, as required
- Present accounts at the Annual General Meeting(AGM)
- Manage bank accounts.
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash.
- Ensure everyone handling money keeps proper records and documentation.
- Ensure proper records are kept.

3:6 PATRON(S)

1. There shall be a Patron or Patrons depending on the decision of the Executive Committee.
2. The Executive Committee shall appoint their own or preferred patron(s).
3. The patron(s) shall offer advice and other forms of assistance for the smooth running of the foundation.
4. The patron (s) shall also act as a board of trustees in any transaction demanding the service of trustees.
5. The executive committee shall meet with the patron(s) at least twice in a year.
6. The patron(s) should not necessarily be a member of the foundation.
7. A patron(s) could be a well known Islamic leader.

4.0 REMOVAL OF EXECUTIVE AND CONDUCT OF MEMBERS

4:1 REMOVAL OF EXECUTIVE

1. For the purposes of avoiding doubt, an executive of this foundation shall be removed from office if;
 - a) He or She denounces Islam.
 - b) He or She acts in a manner that will bring the office and the foundation to disrepute.
 - c) He or She acts in a manner contrary to the provisions of this constitution.
 - d). Clearly engages in an Unislamic act.
2. Any petition seeking the removal of any executive from office with a stated reason shall be directed to the president who shall within fourteen days convene a General Meeting which shall be binding on all parties.
3. A petition against the president shall be directed to the Vice President who shall act on behalf of the President and convene a general meeting to consider the petition.
4. Any vacancy created as a result of removal from office shall be filled within fourteen days provided that it does not fall within the fourteen days immediately preceding the opening of nominations and subsequent conduct of elections ensuing administrative year.

4:2 CONDUCT OF MEMBERS

1. No member shall speak in a meeting except with the permission of the chair to whom all speakers must address themselves.
2. Every member at the meeting group shall direct his or her speech on the motion or agenda of the meeting under discussion.
3. No member shall be allowed to speak more than once on a matter under discussion as long as a member who has not spoken on the matter desires the floor. Brevity in speech should be respected by members.
4. For special reason(s) and upon a resolution by two-thirds majority present at a meeting, any or all the standing orders may be suspended.
5. All members shall be expected to partake fully in the activities of the foundation.
6. Members should behave in accordance to the QUR'AN and HADITH.
7. No sects or division (Sunnah, Shia, Tarika, Ahmedia, Iddreesia etc.) amongst us as we are all muslim.

5.0 MEETINGS AND QUORUM

5:1 STRUCTURE

The foundation shall generally operate under the following set up

- a. Meetings
- b. The Executive Committee
- c. Other Sub-bodies (Ladies Wing, Football Team etc.)

5:2 MEETINGS

1. Meetings shall generally be held fortnightly.
2. Attendance at meetings shall be compulsory for all members.
3. Special guests as well as observers can also be invited to meetings even though they will not have the power to vote when it becomes necessary to do so.
4. Meetings shall be the supreme legislative organ of the foundation.
5. Deliberations at meetings shall be centered on general policies and cases referred to it by the Executive Committee and members of the foundation.
6. Any decision taken or resolution(s) passed at meetings shall be regarded as the policy of the foundation.
7. When it becomes necessary for members to vote on an issue, decisions taken shall be by simple majority.
8. All meeting shall be conducted in strict accordance with the standing order in this constitution.

9. The Executive Committee may organize a programme in the form of a seminar, a lecture, a forum or any other programme to take place at the same time and venue with a meeting, either coming off after or before deliberations of the meeting.

10. Unless otherwise decided by the Executive Committee or the President, all meetings shall be decided over by the president.

11. Notwithstanding the provision in clause(1) supra, the Executive Committee shall have the discretion to postpone a meeting or organize an emergency meeting provided it is in the general interest of the foundation.

5:3 SPECIAL MEETINGS

1. A special meeting shall be organized within the first week of every month.

2. The president shall at the beginning of the Islamic year present at a special meeting, the state of the foundation address.

3. A special meeting shall be convened for the purpose of;

- a. Removal of an Executive officer
- b. Amendment of the Constitution
- c. Any emergency.

6.0 FINANCE STRUCTURE

6:1 FINANCE

i. The main source of finance for the foundation shall be from dues paid by members and executives.

ii. The amount to be paid as dues shall be determined by the Executive Committee for approval at a meeting.

iii. The foundation shall have a momo account or a Bank account into which all dues, donations and other contributions to the foundation shall be paid.

iv. Signatories to the account shall be the Imam, the president, director, secretary and the Financial Officer.

v. Any other momo account or Bank account that needs to be opened in the name of the foundation shall be done with approval at a meeting.

vi. The foundation may receive voluntary contributions or donations from any member or external bodies provided that it does not go with conditions which conflict with the principles of Islam or policy of the foundation and spirit of this constitution. Such monies shall go into the coffers of the foundation.

vii. Ten percent of funds from the Sub-bodies and Ladies Wing shall be paid on the Foundation account.

viii. Such a percentage shall be reviewed periodically by the Executive Committee subject to approval at a General Meeting.

ix. A cheque drawn by, for , or in the name of the foundation shall be jointly endorsed by the Imam, president, the director, the financial officer and the secretary.

x. The president, in consultation with the executive committee, shall prepare and lay before the General Assembly(members) at the beginning of the financial and administrative year, estimate the revenues and the expenditure of the foundation.

xi.No money should be given to any executives or members without the approval of the executives.

6:2 AUDITING

1. An Audit Committee shall be set up post meeting to audit the account of the foundation and shall submit reports and make copies available to executive committee and finally to the members.

2. In their corporate capacity the auditors shall be witnesses to the foundation in the event of legal claims against any executive, member, or any body inside or outside the foundation.

6:3 INDEMNITY

Any member or executive who incur any legal or other liabilities on behalf of foundation shall be indemnified out of assets and or funds of the foundation provided any such liabilities are incurred in the legitimate and legal performance of their duties as assigned to them under the provisions of this constitution on behalf of the foundation.

7.0 AMENDMENT AND SUSPENSION OF CONSTITUTION

7:1 AMENDMENT

1. All or any of the articles or clauses of this constitution may be changed, removed , added to or otherwise amended by decision at a general meeting.

2. Before the consideration of any matter of an amendment to this constitution there shall have been a written notice of the proposed amendment to all members of the foundation four clear weeks before the meeting at which such matters may be tabled or discussed.

3. The proposals to amend any part or parts of this constitution shall be delivered to the executive committee six clear weeks before the meeting at which the matter will be considered.

4. Amendments to the constitution can only be made by two-thirds majority decision of members present and voting at a meeting.

5. Congress may delegate the duty of amending the constitution to conform to stated proposals to a constitutional review committee, which has been set up for that purpose.

7:2 SUSPENSION OF PART OF THE CONSTITUTION

1. Congress may suspend any article or clause in this constitution for a specific period.
2. Any such suspension shall be by means of a motion to such effect moved and carried by two-thirds majority of members present and voting at a general meeting.

8.0 OATH OF OFFICE

8:1 EXECUTIVE COMMITTEE OATH

I.....do hereby accept the office of
.....of AL-AMEEN WELFARE FOUNDATION and declare as follows:
That I promise in the name of Allah to discharge my duties faithfully and honestly without fear of favour in accordance with the Holy Quran, Hadith and as stipulated in the constitution with regards to my office. That I will always abide by any decision of the executive committee and the general house without going against them once decided. Should I be found guilty of mismanagement of funds or any other un-Islamic practices, I affirm that necessary actions including legal action be taken against me.
SO HELP ME ALLAH.

8:2 SIGNATURES OF THE COMMITTEE

This Constitution was drafted on the 13th June 2024 in Accra, Ghana and signed by the AL-AMEEN WELFARE FOUNDATION Constitutional Committee. Which Includes,

EXECUTIVES

Emmanuel Kwabena Boamah Aidam
(President, AAWF)

Signature:.....

Amina Adam
(Deputy Director, AAWF)

Signature:.....

Fauziya Ibrahim
(Secretary, AAWF)

Signature:.....

Saeed Abusalman
(Public Relations Officer, AAWF)

Signature:.....

SENIOR MEMBERS

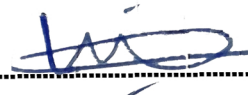
Fareed Ibn Abdur-razzaq
(Member, AAWF)

Signature:.....

Abdul Rauf Adam
(Member, AAWF)

Signature:.....

Latifa Ahmed
(Member, AAWF)

Signature:.....

Sherifatu Zakariyah
(Member, AAWF)

Signature:.....