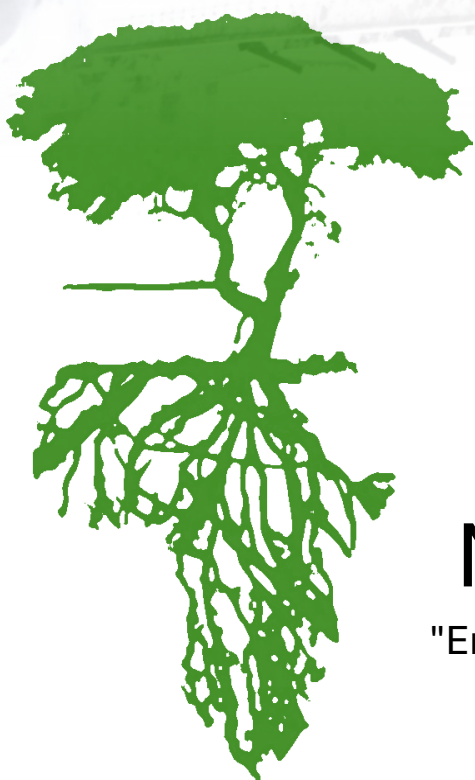




**Central Region African
Ascendants Association Ghana**



MEMBER HANDBOOK

"Empowering Diaspora, Enriching Ghana and Africa"

Central Region African Ascendants Association Ghana Membership Handbook

First Edition

Based on Original Constitution of 2006

February 15, 2026

Second Edition

Based on Amended Constitution of 2019

March 21, 2026

Third Edition

Based on Amended Constitution of 2019

April 8, 2026

TABLE OF CONTENTS

INTRODUCTION

Welcome	2
Purpose of this Handbook	3
Mission.....	3
Vision	3
Core Values.....	3
Aims and Objectives	4
A Brief History.....	4

MEMBERSHIP INFORMATION

Who Can Be a Member.....	6
How To Apply.....	6
Vetting - Interview and Orientation.....	6
Dues General Policy.....	6
General Membership Meeting Information.....	7
Benefits of Joining the CRAAAG Community.....	8
Membership Types.....	8
Membership Entitlements.....	9
Code of Conduct.....	9
Membership Denial.....	10
Membership Suspension.....	10
Membership Revocation.....	10
Disciplinary Committee.....	10
Member Resignation.....	10

COMMITTEES

Agriculture (Agriculture and Food Unit)	12
Akwaaba (Membership Unit)	12
Business Consortium (Business Unit)	12
Education and Awareness (Education and Propaganda Unit)	12
Health and Wellness (Health and Wellness Unit)	12
Marketing and Communications Unit	12
Projects and Events (Programs and Events Unit)	13
Security Unit	13
Welfare (Welfare Unit)	13

POLICIES AND PROCEDURES

General Policies and Procedures	15
Communications Policy	17
Proposal Submittal Procedure.....	20
Meeting Policy and Procedure	22

ORGANIZATIONAL STRUCTURE

Organogram (Organization Chart) 1	27
Roles, Responsibilities, Power, Limitations	28
Candidate Criteria	32
Tenure	32
Term Limits	32

TABLE OF CONTENTS

Selection and Election Process 32

Resignation 33

Removal 33

Vacancy 33

APPENDIX

Ghana National Anthem..... 34

Lift Every Voice and Sing..... 35



CRAAAG ORGANIZATION MOTTO

"Empowering Diaspora, Enriching Ghana and Africa"



CRAAAG PRINCIPLES OF LEADERSHIP MOTTO

"Championing Diaspora Integration, Enhancing Ghanaian Society"



Akwaaba!
Welcome!

**Central Region African
Ascendants Association Ghana**



Welcome to CRAAAG!

We are thrilled to welcome you to the **Central Region African Ascendants Association of Ghana (CRAAAG)**. As a new member, you are now part of a vibrant community dedicated to supporting each diasporan on their journey of living in Ghana and reconnecting with our Ghanaian family. CRAAAG will be your information hub about Ghana life, culture, traditions as well as serving as a place for all diasporans to discuss their experiences and express their ideas about living in Ghana. CRAAAG offers you many opportunities to be active and make meaningful contributions in your new home through committees that benefit both our members and our neighboring Ghanaian communities in the Central Region.

Briefly the committees are:

Agriculture Committee – focuses on food security, agricultural initiatives, and sustainability

Akwaaba Membership Committee - Focuses on recruitment, engagement, and retainage of members to ensure CRAAAG's growth and stability.

Business Consortium – focuses on business development and identifying opportunities for financial sustainability and partnerships

Education & Awareness Committee – provides educational outreach, advocacy and promoting CRAAAG's aims and objectives

Health & Wellness Committee – Promotes physical and mental health initiatives within the organization.

Marketing & Communications Committee – Manages CRAAAG's public image and communications, including social media presence and public relations.

Projects & Events Committee – organizes various social and cultural events and special projects

Security Committee – Maintains security for CRAAAG events and ensures safety of members during organizational events.

Welfare Committee – Promotes the well-being of members, providing support and resources during times of need.

We encourage you to explore and participate in one or more committees and upcoming events. Your input and presence will enhance the CRAAAG community experience. A handbook is provided to help guide you through the membership process. If you have any questions, feel free to reach out to us at CRAAAG.membership@gmail.com. We are here to help!

Welcome aboard and welcome to your new home Ghana. We look forward to getting to know you!

Sincerely,

The *Akwaaba!* Membership Committee

PURPOSE OF THIS HANDBOOK

This handbook contains information on organization activities, operation, policies, and procedures for the sole use of Central Region African Ascendants Association of Ghana (CRAAAG) members. Please note that any information contained in this handbook is subject to change at any time.

MISSION

The mission of CRAAAG is to be the primary vehicle for the support of the integration of African members of the Historically Unique Group (HUG)* returning from the diaspora into life in Ghana's Central Region, and to bring to bear the diversity of our resource base in the furtherance of Ghana's and Africa's development for our mutual benefit. *(Ascendants of formerly enslaved Africans from the North, South, Central and Caribbean of the Americas and elsewhere)

VISION

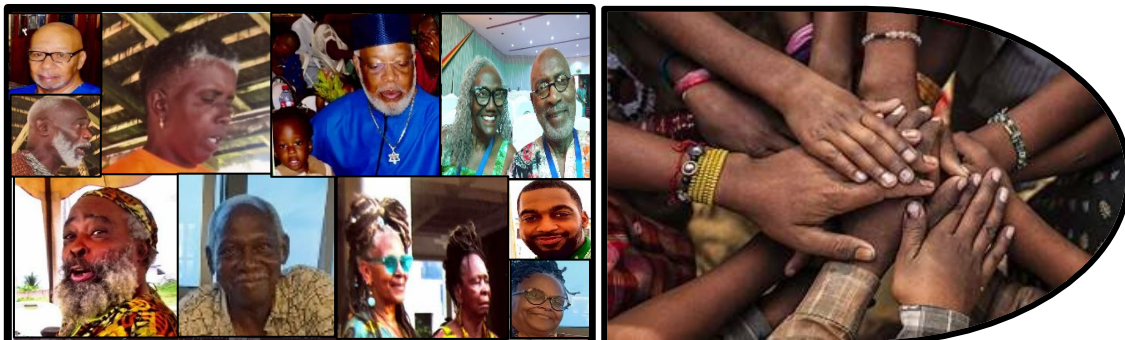
The vision of CRAAAG is to become the primary and most prominent HUG African diaspora vehicle for the re-entry of HUG Africans from the Diaspora into the cultural, social, economic, political, and spiritual fabric and realities of Ghana, in particular, and Africa, in general.

At the same time, we aim to work toward the sustenance and advancement of our community here in Ghana by supporting our families, our businesses and professions; and by honoring our historical memory and cultural traditions, while continuing to fight for our legal and human rights in the recognition that we share a peculiar familial relationship borne of our common struggle outside of Africa as a historically unique people. We intend to work to ensure that our contributions to Ghana, in particular, and Africa, in general, are recognized and acknowledged, while at all times maintaining a posture of respect towards our brothers and sisters in Ghana, who have extended a hand of kinship to us in welcoming us back home.

CRAAAG sees itself as part of a historical and irreversible movement of HUG African people from the diaspora.

CORE VALUES

1. Unity: Fostering a sense of togetherness and collective effort among members
2. Respect: Maintaining mutual respect towards Ghanaian society and among members
3. Cultural Preservation: Honoring and preserving our African heritage and cultural traditions
4. Transparency: Ensuring openness and honesty in all organizational dealings
5. Advocacy: Promoting and protecting the rights and well-being of African Diasporans
6. Innovation: Embracing new ideas and technologies to advance our mission



AIMS AND OBJECTIVES

CRAAAG is a non-sectarian organization with the following objectives:

1. Create a positive image of Africans from the Diaspora in Ghana, Africa and in the Diaspora.
2. Promote the re-integration of Africans from the Diaspora into African culture and society.
3. Encourage the respect for basic, civil and human rights of all Africans.
4. Promote and honor the positive values that evolved from the African Diaspora's experience in the North, South, Central and Caribbean of the America's and elsewhere.
5. Encourage transparency and goodwill in all dealings within and outside the Diasporan community, especially as it concerns business of the organization and interaction with one another.
6. Embrace Pan Africanism; broadly defined to enhance interaction that mutually benefits one another.
7. Educate ourselves (African Diaspora) about African spirituality, culture and history via organizing, orientation classes; seminars; workshops; and lectures.
8. Educate Ghanaians about Africans in the Diaspora and the African Diaspora experience as a "Historically Unique Group - HUG.

A BRIEF HISTORY

In 1996 a small group of Central Region diasporans from the United States and the Caribbean came together to form a committee as a unified approach to addressing government policy in Ghana including the issue of citizenship. The committee was called the Returning African Descendants Committee. The initial diasporan organizations that formed this committee were Bereshith HaShuvah (a Hebrew Israelite organization), and One Africa representing African Americans, Caribbeans and other diasporans not associated with either organization. Although leaders like Kwame Nkrumah and Jerry Rowlands extended an open invitation to diasporans, in particular, those who were descendants of enslaved Africans, to return to Ghana to live, the government was not quite prepared to process requests for citizenship by diasporans from the West. These unique diasporans were at times faced with the threat of deportation if a disgruntled Ghanaian complained about their behavior or accused them of something illegal. So early on in accepting Ghana's generous invitation to return, citizenship became a real security issue and one that would continue to be a focus of the group going forward.

As more diasporans moved to Ghana's Central Region, the committee grew and expanded to become the Central Region African Descendants Committee. The activities expanded to housing, business and living conditions for diasporans. Around 2006, the committee decided it was time to formalize into a full-fledged organization with officers, committees, special projects, and events. A "Council of Elders" was also included in the new organization to reflect Ghana's traditional village structure wherein all village Chiefs and Queen Mothers seek out, value and adhere to the sage of wisdom and the advice of the members of the village Council of Elders. An important topic of discussion was the word "descendant" and whether it really fit the mission and vision of the organization. It was decided that it would be replaced with the word "ascendant," which means "rising in power and influence," and more appropriately describes the forward-thinking organization the group was molding into shape. Africans from the Diaspora and Ghanaian partners ultimately established the Central Region African Ascendants Association of Ghana or C.R.A.A.A.G. to promote integration and mutual development in Ghana.





Membership

MEMBERSHIP INFORMATION

WHO CAN BE A MEMBER

Membership is open to any Diasporan African or person of African Ascendancy, (peoples of African ancestry including Africans from the Diaspora, Ghanaian and other African Nationals living in Ghana), recommended by a CRAAAG member who is in good financial standing. The recommended person(s) must also complete a vetting process before membership can be finalized.

HOW TO APPLY

Interested persons should send a request to CRAAAG.membership@gmail.com for an application form. A link to the online application form will be sent to the applicant. All information will remain confidential and will only be used for CRAAAG-related purposes.

Membership Application Fee: GH¢ 50.00 (50 Ghana Cedis)

VETTING – INTERVIEW AND ORIENTATION

Vetting is a process of carefully assessing an applicant to ensure that they meet the requirements of CRAAAG membership. A member of the Membership Committee will review your application and contact you to schedule an interview and complete the vetting process. New members will attend an orientation session either in person or by virtual meeting.

DUES GENERAL POLICY

Total annual membership dues are GH¢ 300.00 (300 Ghana Cedis)

1. Members shall pay dues monthly during the fiscal year described below. Monthly membership obligations are due and payable at the beginning of each month. Dues still outstanding at the end of the month will be considered delinquent, thereby, affecting the “good financial standing” status. Privileges including the election to office, debating, making of motions, voting, and submitting proposals shall be limited to members in good financial standing.
2. Members may also pay the total annual dues in a single payment in January.
3. The CRAAAG fiscal year shall be from January 1st to December 31st.
4. CRAAAG shall be financed by monthly membership dues, donations, and various other fundraising activities. All collected funds shall be used to fund all CRAAAG activities, including operations, committee work, events, programs, and special projects.
5. Monthly dues - covering a fiscal year - shall be proposed subject to approval by the Council of Elders and General Membership not later than 31 December for the upcoming fiscal year.

**Central Region African
Ascendants Association Ghana**



Please join us!



**GENERAL MEMBERSHIP
MEETING INFORMATION**

1st Sunday of the Month

1:00 PM

Mabel's Table
Restaurant and
Guest House



Takoradi Road

Elmina, Ghana

+233 (0)20 821 0027

For more information contact:

Kofi Brian Gray

Co-Convener

+233 (0)24.965.9786

CRAAAG.membership@gmail.com

BENEFITS OF JOINING THE CRAAAG COMMUNITY

People living outside their home country are often referred to as expatriates or expats for short. When enough expats come together, they form an organization or community to share experiences, support each other, and navigate the challenges of life abroad. In the Central Region of Ghana, West Africa, that community is CRAAAG. Our group includes Ghanaians and other African Nationals living in Ghana who can give diasporans firsthand knowledge of local customs, traditions, and history, making integration into our new home easier to understand and navigate. We have our local group that offers both in person and virtual meetings to keep members up to date on CRAAAG business and activities. We also have online forums such as WhatsApp, where members can share CRAAAG news and information, programs and events as well as event photos, awards, family and community milestones, etc. Other benefits include:

Emotional Support – Moving to Ghana can seem overwhelming and isolating in the beginning. The CRAAAG community can provide emotional support by connecting you with others like yourself (from your home country) who understand the challenges you face and are there to help you navigate your new world.

Practical Advice – Our community can provide practical advice in a variety of areas such as housing, transportation, doctors, hospitals, residency, citizenship, etc.

Social Connections – Build new social circles through our events, meetups, committee activities, programs, and projects. Stay connected with the latest news and information on our WhatsApp and other social media platforms. You also get -

- ✓ Entry to CRAAAG Events
- ✓ Discounted entry to CRAAAG Partnered Events as available.
- ✓ Assistance with integration opportunities such as citizenship

MEMBERSHIP TYPES

Membership/Affiliations shall be of four types - Regular, Associate, Student/Student Group, and Friend.

1. **Regular:** An individual who meets the qualifications above and successfully completes the vetting process and whose association dues are current.
2. **Associate:** An individual of African descent that does not meet the above criteria but who - through the vetting process - qualifies by virtue of, at minimum, a 12-month continuous and active engagement with a recognized Diaspora group whose goals and objectives are in alignment with the CRAAAG mission, goals and objectives.
3. **Student/Student Group:** A full time College/University student or Members of appropriately structured College/University Student Groups may secure and submit CRAAAG Membership Applications.
4. **Friend:** A person(s) who do not qualify (or who has/have not applied) as members in either of the foregoing categories but embrace the CRAAAG goals and objectives, and, who wish to support and further the achievement thereof. Establishment of “Friends of CRAAAG” (FOC) shall be authorized with the specific designation and afforded FOC presence via electronic and social media.

MEMBERSHIP ENTITLEMENTS

1. Voting
 - a. Voting is limited to those members in good financial standing.
 - b. Those members entitled to vote may do so by way of a “proxy.” The Proxy shall be in writing, either signed by the member entitled to vote or contained is a self-authenticating email or facsimile. The Proxy letter shall be delivered to another CRAAAG member entitled to vote, and its duration shall not exceed three months. Prior to the exercise of the Proxy, it must be delivered to the Secretary. Any revocation of the Proxy shall be in writing, either signed by the member entitled to vote or contained is a self-authenticating email or facsimile and delivered to the Secretary.
2. Debating and Making Motions
3. Election to Office
4. Submitting Proposals (for Projects, Programs, Events, and other Activities)

CODE OF CONDUCT

CRAAAG, as an organization member of the Universal Pan African Diaspora Coalition of Ghana (Coalition), has adopted the Coalition Code of Conduct, which shall apply to all CRAAAG members.

1. Continued Coalition membership requires all members - Organizations/Ghanaian Nationals alike - to respect, at all times, the rights, dignity and worth of every member as well as Coalition representatives. Official organization representatives consist of the Head and 1 Executive Member. A maximum of 5 observers may attend a regularly scheduled meeting with 10 days advanced notification.
2. Organization/Individual members are required to consistently display high standards, both professionally and personally, and to refrain from conduct likely or reasonably expected to cause harm or distress to other organizations and or their members: including, among others, spreading lies or malicious gossip, financial deception and or fraudulent dealing.
3. Any dispute relating to an alleged breach of a provision of the Coalition Code of Conduct will be referred to a Dispute Resolution Panel (DRP) comprised of the Heads or the Designated Executives from neither fewer than 3 nor more than 5 disinterested member organizations. The dispute resolution process will be as follows:
 - a. Any member may request a hearing to resolve a dispute involving another member regarding an alleged breach of the Code of Conduct.
 - b. All dispute requests shall be filed, in writing, with the Secretary stating the nature of the alleged breach, the relevant Code of Conduct provision and the type of relief sought.
 - c. A private hearing will be held within 30 days written notice to the involved members and head or designated executive member of the respective organizations indicating the Hearing date, time, location, and matters in dispute. Each party (Individual or Organization) may attend the hearing with the organization’s Head or Designated Executive member, as appropriate.
 - d. The matters in the dispute will be discussed in confidence (in a closed meeting) and resolved by agreement between the members or majority rule of the DRP. However, any sanction against a member for a breach of the Code of Conduct may be imposed at the discretion of the DRP decided by simple majority.

MEMBERSHIP DENIAL

CRAAAG membership may be denied if, in the determination of the Membership (Vetting) Committee, the applicant, among others, presents a real or potential conflict of interest with the stated goals and objectives of either CRAAAG or the Coalition; has demonstrated behaviors, attitudes or positions that, in the opinion of the Membership (Vetting) Committee, are inconsistent with the spirit of the Memorandum of Agreement, Code of Conduct, CRAAAG objectives and expectations or overall qualities of ‘good character’.

MEMBERSHIP SUSPENSION

CRAAAG membership may be suspended if it is determined that a member has behaved in violation of the Code of Conduct; has received an unfavorable determination by the Disciplinary Committee; has habitually been in an unacceptable financial status, or for other good cause shown to warrant suspension. The Disciplinary Committee shall draft specific reinstatement requirements for any suspension with clear timelines and deliverables before reinstatement will be considered.

MEMBERSHIP REVOCATION

Revocation of membership is deemed extraordinary; therefore, a Disciplinary Committee recommendation to revoke a membership shall be placed on the agenda of a regular meeting, and, following a summary of the underlying issues including the rationale for the revocation recommendation, a statement, if any, from the member and membership discussion, a consensus will be sought. In the event consensus is not achieved a majority vote will determine the disposition of the matter. Revocation will constitute permanent removal with no opportunity to re-apply.

DISCIPLINARY COMMITTEE

The Disciplinary Committee of CRAAAG will be an ad hoc committee of 3 to 5 members whose function will be consistent with that of the Dispute Resolution Panel (DRP) as herein described in paragraph 3 of the Coalition Code of Conduct above.

1. All disputes arising within CRAAAG shall be submitted, in writing, with the CRAAAG Secretary stating the nature of the alleged breach, the relevant Code of Conduct provision and the type of relief sought.
2. Each dispute request shall be reviewed by the CRAAAG Executive Committee, who shall conduct individual interviews with all parties involved and any witnesses identified in the submittal.
3. The CRAAAG Executive Committee shall schedule a private meeting within 30 days of receipt of a dispute request with all parties involved to resolve the dispute.
4. If the dispute cannot be resolved by the Executive Committee, then the matter will be submitted to the CRAAAG Council of Elders for review and resolution, which shall be final.

MEMBER RESIGNATION

A member may resign at any time by giving written notice to the Secretary at CRAAAG.membership@gmail.com.



COMMITTEES



COMMITTEES

CRAAAG offers several opportunities for members to participate and contribute to the operations of the organization, the well-being of fellow members, and for investment, development, and growth in Ghana.

AGRICULTURE (AGRICULTURE AND FOOD UNIT)

Role: Focuses on food security, agricultural initiatives, and sustainability.

Power: Proposes agricultural projects and food-related initiatives for community engagement.

Limitation: Subject to approval by the Executive Team.

AKWAABA (MEMBERSHIP UNIT)

Role: Focuses on recruitment, engagement, and retainage of members to ensure GRAAAG's growth and stability.

Power: Processes new member applications, organizes onboarding/orientation and membership networking events, and evaluates the effectiveness of engagement initiatives.

Limitation: Subject to approved budgets and resources.

BUSINESS CONSORTIUM (BUSINESS UNIT)

Role: Focuses on business development, identifying opportunities for financial sustainability and partnerships.

Power: Proposes business initiatives and strategies for approval by the Executive Team.

Limitation: Cannot finalize agreements without the consent of the Co-Convenors and Executive Team.

EDUCATION AND AWARENESS (EDUCATION AND PROPAGANDA UNIT)

Role: Responsible for educational outreach, advocacy, and promoting the organization's objectives.

Power: Planning and execution of educational programs and campaigns.

Limitation: Must seek approval for messaging from the Marketing and Communications Unit and the Co-Convenors.

HEALTH AND WELLNESS UNIT

Role: Promotes physical and mental health initiatives within the organization.

Power: Organizes health events and wellness programs.

Limitation: Subject to approved budgets and resources.

MARKETING AND COMMUNICATIONS UNIT

Role: Manages CRAAAG's public image and communications, including social media presence and public relations.

Power: Oversees social media platforms (Facebook, Instagram, YouTube, WhatsApp, LinkedIn), approves and posts content.

Limitation: Must ensure that all communication aligns with CRAAAG's mission and vision and is vetted by the Co-Convenors.

PROJECTS AND EVENTS (PROGRAMS AND EVENTS UNIT)

- Role:** Responsible for planning, organizing, and executing all events and programs initiated by CRAAAG. This committee ensures that all events align with CRAAAG's mission and vision, foster community engagement, and are executed with professionalism and efficiency.
- Power:** Plan and propose events in alignment with CRAAAG's strategic vision. Can form subcommittees for specific events or tasks as needed.
- Limitation:** Cannot approve or finalize budgets without the consent of the Treasurer and Co-Convenors. Major events that require significant financial or resource commitment must be approved by the Executive Team and, if necessary, the Council of Elders.



SECURITY UNIT

- Role:** Maintains security for CRAAAG events and ensures safety of members during organizational events
- Power:** Coordinates with external security agencies for major events.
- Limitation:** Limited authority over internal matters without collaboration with the Executive Team.

WELFARE UNIT

- Role:** Promotes the well-being of members, providing support and resources during times of need.
- Power:** Facilitates welfare activities and manages welfare funds.
- Limitation:** Requires financial approval for large-scale initiatives

POLICIES & PROCEDURES



Central Region African Ascendants Association Ghana



GENERAL POLICIES AND PROCEDURES

MEMBERSHIP:

1. Membership is open to peoples of African ancestry including Africans from the Diaspora, Ghanaian and other African National living in Ghana.
2. Membership categories include Regular, Associate, Student, Friend.
3. Annual membership renewal with associated dues.

FINANCIAL MANAGEMENT:

1. Adherence to transparent financial practices.
2. Regular audits and financial reporting.
3. Budget approval by the Board of Directors.

COMMUNICATION

1. Regular updates to members through newsletters, meetings, and online platforms.
2. Clear protocols for internal communication to ensure information flow.

MEETING TYPES

Meetings shall be of three types, General, Special and Emergency:

1. A General Meeting, as approved by the Council of Elders, shall be held on the 1st Sunday of each month, however, for good cause shown and following consultation with and approval of the Council of Elders, the Co-Conveners may notify members of a re-scheduled General Meeting, including the date, time and location of any re-scheduled General Meeting.
2. A Special Meeting may be called by the Co-Conveners following consultation with and approval of a majority of the Council of Elders. In such an event the Co-Conveners are responsible for the Special Meeting agenda.
3. A Special Meeting may be called by a member of the Council of Elders following consultation with and concurrence of the Co-Conveners and/or a majority of the Council of Elders. In such an event the Elder Council member calling the meeting assumes responsibility for the agenda and proceedings of the Special Meeting.
4. An Emergency meeting may be called by the Co-Conveners or Council of Elders, under rare, unlikely and unanticipated circumstances when exigencies exist to warrant a meeting and time constraints make compliance with special meeting procedures impossible.

5. A Quorum for General, Special, Council of Elder and/or Special Board Meetings, where the general membership is anticipated, requires 51% of the Regular membership (irrespective of voting status) where any proxies shall be added to the count of Entitled members present.

MEETING PROCEDURES

1. Council of Elders: Quarterly meetings to review progress and make strategic decisions.
2. Executive Team Meetings: Monthly meetings to discuss operational issues and align priorities.
3. General Meetings: Annual meetings with all members to discuss achievements, challenges, and future plans.
4. Committee Meeting: Monthly meeting to discuss business and mandate of the committees.

DOCUMENTATION AND REPORTING

1. Standardized templates for project reports and financial statements.
2. Regular updates to stakeholders on progress and impact.
3. Maintenance of an online repository for key documents.

End of Policy

Central Region African Ascendants Association Ghana



COMMUNICATIONS POLICY

PURPOSE:

This Communication Policy is designed to ensure that all communications, including social media and WhatsApp platforms, by CRAAAG representatives are consistent, professional, and reflective of the organization's values and mission. This policy applies to all executive members and any individuals representing CRAAAG or using CRAAAG icons and logos.

SCOPE:

This policy covers all forms of communication, including but not limited to:

1. Social media (Facebook, Instagram, YouTube, LinkedIn, etc.)
2. WhatsApp Groups and Messages
3. Official Emails
4. Press Releases
5. Any other platform where CRAAAG's name, icons, or logos are used.

GENERAL GUIDELINES:

1. Representation:
 - Only authorized personnel may represent CRAAAG on any platform.
 - Any representation must align with the mission, vision, values of CRAAAG.
2. Professionalism:
 - All communications must be respectful, professional, and free of discriminatory or inflammatory language.
 - Avoid sharing personal opinions that could be construed as representing the organization's stance unless explicitly authorized.
3. Consistency:
 - Ensure that the messaging is consistent across all platforms.
 - Use approved templates and formats for official communications.
4. Accuracy:
 - Verify the accuracy of all information before sharing.
 - Rectify any misinformation immediately upon discovery.

SOCIAL MEDIA GUIDELINES

Platforms and Content Types:

1. Facebook:

- Content Types: Announcements, event promotions, member highlights, educational content, photos and videos from events, newsletters, community news.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Convenor / Co-Convenors.

2. Instagram:

- Content Types: Visual content including photos and short videos, event highlights, member stories, behind-the-scenes content, educational infographics.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

3. YouTube:

- Content Types: Event recordings, interviews, educational videos, webinars, tutorials.
- Responsibility: Media Team and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

4. LinkedIn:

- Content Types: Professional updates, press releases, articles, event promotions, member achievements, organizational milestones.
- Responsibility: Social Media Coordinator and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

5. WhatsApp:

- Content Types: Announcements, meeting reminders, urgent communications, coordination messages.
- Responsibility: Group Admins and designated executive members.
- Posting Authority: Only authorized individuals approved by the Co-Convenors.

Content Approval:

1. All posts and content must be approved by a designated executive member before being published.
2. Sensitive information and announcements must go through an additional layer of approval from the Convenor / Co-Convenors.
3. Engagement:
 - Respond to comments and messages in a timely and courteous manner.
 - Avoid engaging in arguments or controversial discussions.
4. Confidentiality:
 - Do not share confidential or proprietary information on social media platforms.
 - Respect the privacy of members and stakeholders.

WhatsApp Guidelines:

1. Group Management:

- CRAAAG WhatsApp groups should be administered by authorized personnel.
- Clear guidelines about the purpose of the group and acceptable conduct should be communicated to all members.

2. Messaging:

- Use WhatsApp for official communication and coordination purposes.
- Avoid sending personal, irrelevant, or excessive messages.

3. Respect:

- Respect all group members by refraining from sending messages during non-working hours unless urgent.
- Address conflicts or issues privately, not in group chats.

USE of CRAAAG ICONS and LOGO:

1. Authorization:

- Use of CRAAAG's icons and logo is restricted to authorized individuals and purposes.
- Any new material featuring CRAAAG's icons or logo must be approved by the Co-Convenors or a designated executive member.

2. Integrity:

- Ensure the logo is used in its official form and not altered or distorted.
- Represent CRAAAG in a positive light whenever the icons or logo are used.

COMPLIANCE AND VIOLATIONS:

1. Monitoring:

- Regular monitoring of communications will be conducted to ensure compliance with this policy.
- Any violations of this policy may result in disciplinary actions, including removal from the position or revocation of the authorization to represent CRAAAG.

2. Reporting:

- Report any concerns or breaches of this policy to the Co-Convenors or a designated executive member immediately.

3. Review and Updates:

- This policy will be reviewed annually and updated as necessary to reflect the evolving communication needs and platforms.

CONCLUSION:

Adherence to this Communication Policy is essential in maintaining the integrity, reputation, and effectiveness of CRAAAG. All members and representatives are expected to familiarize themselves with and adhere to these guidelines to ensure cohesive and professional communication on behalf of the organization.

End of Policy

Central Region African Ascendants Association Ghana



PROPOSAL SUBMITTAL

PURPOSE:

To create a clear and easy process for submitting proposals (tendering applications) for Programs, Initiatives, Events, Special Projects, etc., to the Council of Elders and the General Membership for approval.

STEPS:

1. Submit Proposal (Application):
 - Write and submit your proposal to the CRAAAG Secretariat (members of the executive team).
 - Include:
 - ✓ Title and purpose
 - ✓ Detailed description
 - ✓ Benefits and impact
 - ✓ Costs/resources needed.
 - ✓ Timeline
2. Executive Committee Review:
 - The Executive Committee reviews the application for completeness.
 - If incomplete, the Secretary will ask you for more information.
3. Forward to Council of Elders:
 - The Secretary sends the completed application to the Council of Elders.
 - The Council reviews and may ask for more details.
4. Preliminary Decision:
 - The Council will decide to either move the application forward or reject it.
 - If moved forward, it will be discussed at the next General Membership meeting.
5. Notification:
 - The Secretary informs you of the Council's decision.
 - If rejected, you will get feedback and suggestions for re-submission.
6. General Membership Meeting:
 - The application is presented at the meeting.
 - Members get a summary of the application and the Council's initial thoughts before the meeting.
7. Discussion:
 - Members discuss the application at the meeting.
 - You or your representative may present and answer questions.

8. Approval or Rejection:

- A motion is made to approve or reject the application.
- Members vote on the motion.

9. Voting:

- Voting follows CRAAAG's rules.
- The vote result determines the final decision.

10. Communication Decision:

- The Secretary informs you of the final decision.
- If approved, the Executive Committee will guide you in the next steps.
- If rejected, you will receive feedback and recommendations.

CONCLUSION:

This process ensures fair consideration of all applications and transparent decision-making, involving the Council of Elders, Executive Committee and the General Membership.

End of Policy

Central Region African Ascendants Association Ghana



MEETING POLICY AND PROCEDURE

MEETING SCHEDULES

1. Executive Committee Meetings:

- Frequency: Weekly (Every Tuesdays or as otherwise agreed).
- Purpose: Address immediate organizational needs, discuss ongoing projects, plan events, approve budgets, and address urgent matters.
- Attendees: All Executive Members (Co-Convenors, Secretary, Deputy Secretary, Treasurer, Financial Secretary).
- Duration: 2-3 hours.
- Key Responsibilities:
 - Update on progress from standing committees.
 - Review upcoming events and programs.
 - Monitor financial status and approve budgets.
 - Manage immediate operational decisions.

2. Standing Committee Meetings:

- Frequency: Weekly (Flexible based on committee workload).
- Purpose: Discuss projects, propose new initiatives, prepare reports for executive meetings, and monitor specific areas of responsibility (e.g., Business, Welfare, Security).
- Attendees: Committee members (Business, Welfare, Marketing & Communications, etc.).
- Duration: 1-2 hours.
- Key Responsibilities:
 - Discuss and update projects assigned to the committee.
 - Submit weekly progress reports to the executive team.
 - Collaborate with other committees as necessary for joint initiatives.

3. General Meetings:

- Frequency: Monthly (First Sunday of every month).
- Purpose: Provide updates to the general membership, receive feedback, discuss key decisions, propose motions, and announce upcoming events.
- Attendees: All CRAAAG members.
- Duration: 2-3 hours.
- Key Responsibilities:
 - Update members on executive and committee decisions.
 - Discuss major organizational initiatives and seek input from the general membership.
 - Vote on major organizational motions.
 - Provide a platform for members to raise concerns or suggestions.

4. Council of Elders (COE) Meetings:

- Frequency: Quarterly (Every three months or as otherwise needed).
- Purpose: Strategic decision-making, high-level oversight, constitution amendments, and ensuring the mission and vision of CRAAAG are upheld.
- Attendees: Council of Elders.
- Duration: 2-3 hours.
- Key Responsibilities:
 - Provide oversight and review executive team actions.
 - Discuss strategic direction and long-term goals for CRAAAG.
 - Approve any amendments to the constitution or significant organizational changes.

GENERAL MEETING GUIDELINES

1. Agenda Setting:

- Agendas must be prepared in advance for all meetings, with input from the Executive, Standing Committees, and Council of Elders where applicable.
- Agendas should include time slots for each discussion point to ensure meetings stay focused and productive.

2. Attendance and Participation:

- Attendance at all meetings is expected for those responsible (executives, committee members, general members).
- Members are encouraged to attend and participate in general meetings to voice their opinions and vote on key organizational matters.

3. Meeting Minutes:

- Meeting minutes must be recorded and disseminated to all relevant parties after every meeting.
- Executive meeting minutes must be shared with committee chairs, while general meeting minutes should be accessible to all CRAAAG members.
- The Secretary or Deputy Secretary is responsible for ensuring minutes are properly documented and stored.

4. Quorum

- A quorum for General, Called Special Meetings, Council of Elders Meetings, and/or Special Board meetings must consist of 51% of the Ordinary Membership and/or Council of Elders. In calculating the quorum number, proxies shall be added to the count of persons present and entitled to vote.
- Meetings can take place with less than a quorum; however, no binding decisions can be taken.

5. Amendments

- The Constitution may be amended upon the presentation and recommendation of a duly constituted By-laws committee and by a 51% membership quorum at a General Meeting, provided notice has been given at a previous meeting. The proposed amendment should be in writing for submission to CRAAAG for consideration.

6. Voting Procedures:

- During general meetings, motions will be put to a vote if they are deemed significant to the organization's operations or strategy.
- A quorum must be present (per the CRAAAG constitution) for votes to be valid.
- Proxy voting is permitted as outlined in the CRAAAG constitution.

7. Meeting Conduct:

- All participants must conduct themselves in a respectful and orderly manner.
- The Sergeant-at-Arms is responsible for ensuring that meetings are conducted in line with CRAAAG's constitution and parliamentary procedure.

8. Frequency Adjustments:

- Meeting frequency can be adjusted based on organizational needs with the approval of the executive team or Council of Elders.

9. Conducting the Meeting

- Opening:
 - Start the meeting on time.
 - Welcome participants and introduce any new members or guests.
 - Review the agenda and set the tone for the meeting.
- Minutes:
 - Assign a member to record the minutes.
 - Ensure all key points, decisions, and action items are documented.
- Discussion:
 - Follow the agenda strictly.
 - Allow each participant to contribute.
 - Facilitate discussions to stay on topic and within the time frame.
- Decision-Making:
 - Use a structured decision-making process (e.g., voting, consensus).
 - Ensure clarity on decisions made and next steps.
- Closing:
 - Summarize key points and decisions.
 - Review action items and assign responsibilities.
 - Set the date and time for the next meeting.

10. Post-Meeting Follow-Up

- Minutes Distribution:
 - Distribute the minutes within three days of the meeting.
 - Include a summary of decisions, action items, and responsible people.
- Action Items:
 - Follow up on assigned tasks and deadlines.
 - Provide regular updates on progress in subsequent meetings.
- Feedback:
 - Collect feedback from participants to improve future meetings.
 - Adjust meeting processes as needed based on feedback.
- Post-Meeting Report for Third-Party Meetings:
 - Prepare a detailed report for any meetings involving third parties (e.g., stakeholders, partners, government representatives).
 - The report should include:
 - ✓ Date, time, and location of the meeting.
 - ✓ List of attendees
 - ✓ Key discussion points
 - ✓ Decisions made
 - ✓ Agreed actions and responsibilities.
 - ✓ Any follow-up items

11. Distribute the report to all relevant CRAAAG members and stakeholders within three days of the meeting.

12. Meeting Code of Conduct

- Respect:
 - Treat all participants with respect.
 - Listen actively and avoid interruptions.
- Confidentiality:
 - Maintain confidentiality of sensitive information discussed.
- Participation:
 - Encourage active participation from all members.
 - Value diverse perspectives and opinions.
- Professionalism:
 - Conduct meetings in a professional manner.
 - Avoid personal conflicts and focus on the organization's objectives.

End of Policy

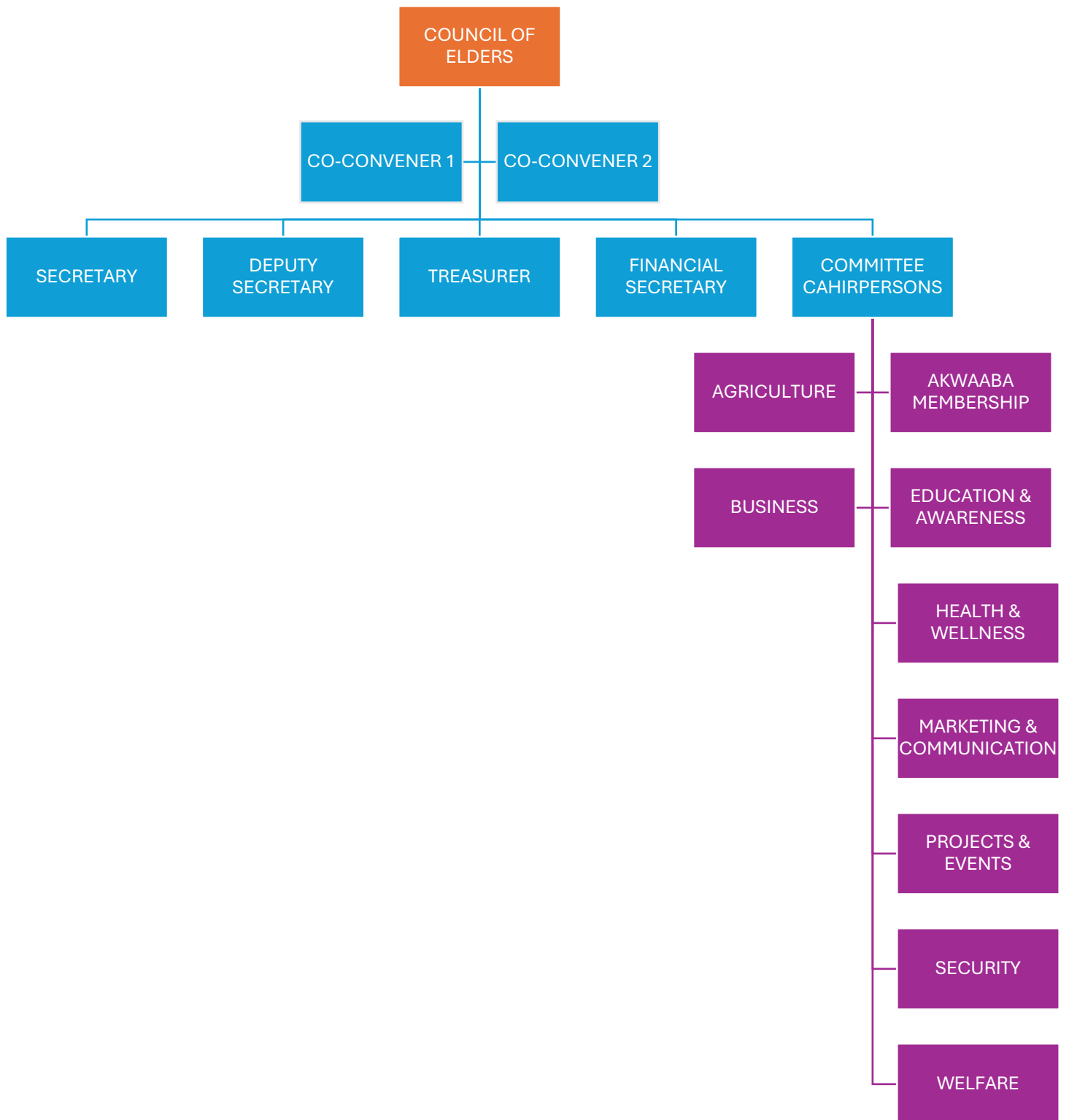
ORGANIZATIONAL STRUCTURE



ORGANIZATIONAL STRUCTURE

The following organograms (organization charts) define the leadership structure and give a clear hierarchy to ensure roles and responsibilities are well defined for CRAAAG's operations.

ORGANOGRAM (ORGANIZATION CHART): CO-CONVENERS STRUCTURE



ORGANIZATIONAL STRUCTURE: ROLES, RESPONSIBILITIES, POWERS, AND LIMITATIONS

COUNCIL OF ELDERS

- Role:
- Shall consist of a minimum of 7 and not exceeding 13 elected members of CRAAAG, inclusive of past Co-convenors who will have voting privileges and Emeritus Status.
 - Serve as the advisory and oversight body for CRAAAG (Executive Committee and General Membership).
 - Provide strategic direction and wisdom based on experience and knowledge.
 - Ensure that CRAAAG adheres to its mission, values, and constitutional framework.
- Responsibility:
- Meets at least once every 3 months (Quarterly). Special Meetings may be held when necessary.
 - Receives a financial report from the Treasurer at each Quarterly meeting.
 - Approve of annual budget for CRAAAG and any spending outside of approved annual budget.
 - Appoint committees when needed.
 - Address any major disputes or issues that arise within the organization. Acts as an arbitrator in any issue or matter of misunderstanding and or conflict between members or principles pertaining to CRAAAG.
 - Act in accordance with the spirit, intent, and requirements of the Constitution of CRAAAG.
- Power:
- Has veto power over decisions that may significantly affect the organization's core values or direction.
 - Appoints key leadership positions as per provisions in the constitution.
- Limitation:
- Does not involve itself in day-to-day operational decisions unless necessary.



EXECUTIVE COMMITTEE

- Role:**
- Manages the day-to-day operations and activities of the organization.
 - Executive Team consists of:
 - Co-Convener 1 & Co-Convener 2
 - Secretary
 - Deputy Secretary
 - Treasurer
 - Financial Secretary
- Responsibility:**
- Each member of the Executive Committee is expected to uphold the highest standards of integrity, transparency, and commitment to CRAAAG's mission and vision.
 - Each member shall regularly report on their activities and progress towards their strategic plan goals to the Council of Elders and General Membership.
 - The Executive Committee shall meet weekly to review progress, address challenges, and make decisions on key issues.
- Accountability:**
- An annual performance review of the Executive Committee shall be conducted by the Council of Elders.

ORGANIZATION CHART I – CO-CONVERNER 1 & CO-CONVENER 2

- Role:**
- Lead and manage the organization as a team, ensuring smooth day-to-day operations.
- Responsibility:**
- Divide responsibilities, with one Co-Convener focusing on administrative functions and the other Co-Convener on programmatic initiatives.
 - Preside at all meetings of CRAAAG.
 - Coordinate the work of officers and committees of CRAAAG.
 - Be a member ex-officio of all committees.
 - Represent CRAAAG as its primary spokesperson.
 - Represent CRAAAG upon invitation and other approval by the Council of Elders and confirmed by CRAAAG'S membership to serve on Boards and/or committees of outside entities.
 - Perform other such duties as may be assigned by the Council of Elders and/or CRAAAG's General Membership
 - Ensure that CRAAAG's vision and strategic plan are consistently pursued.
 - Serve as the main point of communication between the Council of Elders, the Executive Committee, CRAAAG Committees and General Membership.
- Power:**
- Make operational decisions and lead the Executive Committee.
 - Represent CRAAAG in official matters and external engagements.
 - Allocate resources and approve budgets (in consultation with the Treasurer and Council of Elders).
- Limitation:**
- Cannot make unilateral decisions without consultation with the Executive Committee or Council of Elders for major policy changes.
 - Must adhere to CRAAAG's constitution and bylaws.

SECRETARY

- Role: • Performs administrative tasks such as maintaining records, taking meeting minutes, and ensuring effective communication.
- Responsibility: • Keep accurate records of the proceedings of all General Membership meetings of CRAAAG.
- Receive all correspondence to CRAAAG and present it to the Co-Conveners.
 - Respond to correspondence as directed by the Co-Conveners.
 - Maintain a filing system for the housing of documents and storage of CRAAAG documents and materials.
- Power: • Manages official correspondence, disseminates information, and keeps records.
- Limitation: • Must consult the Co-Convenors for approval of official communications and policies.

DEPUTY SECRETARY

- Role: • Assists the Secretary in performing administrative tasks listed above.
- Responsibility: • Performs the duties of Secretary in the absence of the Secretary.
- Power: • Assumes full responsibility in the absence of the Secretary in case of resignation or termination of the Secretary.
- Limitation: • Cannot override decisions made by the Secretary without consent.



TREASURER

- Role:** • Manages the financial assets of CRAAAG, oversees budget planning, and ensures transparency in transactions.
- Responsibility:** • Maintains financial records and presents financial reports. Receive all monies and provide receipts for all monies collected.
- Receive from the Financial Secretary all monies collected for fees and donations made during fund-raising activities.
 - Make payments on all CRAAAG debts as authorized by the Council of Elders and/or by a majority vote of CRAAAG's membership and secure two (2) signatures necessary for all CRAAAG's bank checks to be disbursed. Signatures for check disbursement will be from two (2) of the following members:
 - ✓ Either of the Co-Conveners
 - ✓ Treasurer
 - ✓ Secretary
 - ✓ Financial Secretary
 - Maintain a petty cash allotment not to exceed GHc100 and to keep a separate receipt book for the purpose of tracking petty cash expenditures.
 - Maintain an accurate accounting of cash flow, showing monies received and monies disbursed on a ledger or spreadsheet, suitable for making reports and auditing, according to the laws and regulations of the Government of Ghana and Generally Accepted Accounting Procedures (GAAP).
 - Work with the Financial Secretary to prepare a monthly financial report for the CRAAAG monthly General Meeting.
 - Prepare an annual financial report for the Council of Elders and General Membership.
 - Prepare all financial records for a yearly independent audit.
- Power:** Approves all CRAAAG expenditures and budgets.
- Limitation:** Must work within the budgetary framework approved by the Co-Convenors and Council of Elders.

FINANCIAL SECRETARY

- Role:** • Assists the Treasurer in managing the financial assets of CRAAAG, budget planning, and ensuring transparency in transactions.
- Responsibility:** • Collects membership dues and maintains membership dues records.
- Collects all fees and donations from fund-raising activities and maintains records of such collections.
 - Provides receipts for all monies received.
 - Provides signature for check disbursements as requested by the Secretary.
 - Assists with financial reports.
- Power:** • Has authority to collect all monies on behalf of CRAAAG including membership dues, committee fundraising and donations, individual member donations, patron and/or supporter donations, and corporate fees and donations.
- Limitation:** • Cannot authorize large financial transactions without the Treasurer's or Co-Convenors' approval.

CANDIDATE CRITERIA

Criteria for becoming a Member of the Executive Committee or the Council of Elders

- A. Candidates must be members in good financial standing and meet any specific criteria outlined for each position as stated below.
- B. Each Executive Committee candidate shall be:
 - a. A member in good financial standing in CRAAAG for at least one year prior to General Elections and throughout his/her term of office. The one-year requirement is relative to the individual and can be waived in the case of a former member of CRAAAG who returns to Ghana after living abroad.
 - b. Must be lawfully in the country of Ghana for the purposes of Ghana Immigration Services (via VISA, Residency Permit, or Citizenship)
- C. Each Council of Elders candidate shall be:
 - a. A member of good financial standing
 - b. A minimum age of 60 years old
 - c. 5 years resident in Ghana
 - d. 3 years member of CRAAAG.
 - e. Must be lawfully in the country of Ghana for the purposes of Ghana Immigration Services (via VISA, Residency Permit, Citizenship)
 - f. Upon approval of the Council of Elders, Regional Representatives of designated CRAAAG Chapters can serve as Affiliate members of the Council of Elders.

TERMS OF REFERENCE FOR THE EXECUTIVE TEAM OF CRAAAG

Purpose: The Terms of Reference (ToR) for the Executive Committee of (CRAAAG) define the tenure and term limits for each office holder.

- **TENURE:**
 - Each member of the Executive Committee shall hold office for a term of two (2) years.
 - Each member of the Council of Elders shall hold office for a term of 4 years.
- **TERM LIMITS:**
 - An individual may serve in the same Executive Committee position for a maximum of two (2) consecutive terms (totaling four years).
 - After serving two consecutive terms, the individual must step down for at least one term (2 years) before being eligible for re-election to the same position.
 - There is no limit to the number of non-consecutive terms an individual may serve in the same position.
 - If an individual has served two consecutive terms in one position, they are eligible to run for a different position without any waiting period.
- **SELECTION AND ELECTION PROCESS**
 - All Executive Committee and Council of Elder positions shall be filled through a democratic election process by the General Body.
 - Nominations for Executive Committee and Council of Elder positions shall be opened 30 days prior to the scheduled election date and submitted to the Secretary.
 - All nominations for officers shall be presented from the floor by the Secretary.
 - Each nominee shall be given an opportunity to speak during the day of nominations. (Length of time to be allocated by the Convener or Co-Convener)

- Voting shall be held during a Called Meeting.
- The elections of officers shall take place at the first General Meeting, prior to **NOVEMBER.**

- The Secretary shall conduct the election of officers, including preparing ballots.
- In order to hold the election of officers, 51% of the Regular membership must be present or represented by proxy at the time of election. In calculating 51%, proxies shall be added to the count of persons present and entitled to vote.
- Voting shall be by secret ballot, and the candidate receiving the majority of votes shall be declared elected.

- New Officers shall assume their duties at the first General Membership meeting in January; at which time an Official Turning-Over Ceremony will be held.
- It shall be the responsibility of both retiring officers and newly elected officers to ensure a smooth transition during the interim period.
- Any person who is elected or holds an office position on the Executive Committee or the Council of Elders shall at all times during their tenure, be lawfully in the country of Ghana for the purposes of Ghana Immigration Services.

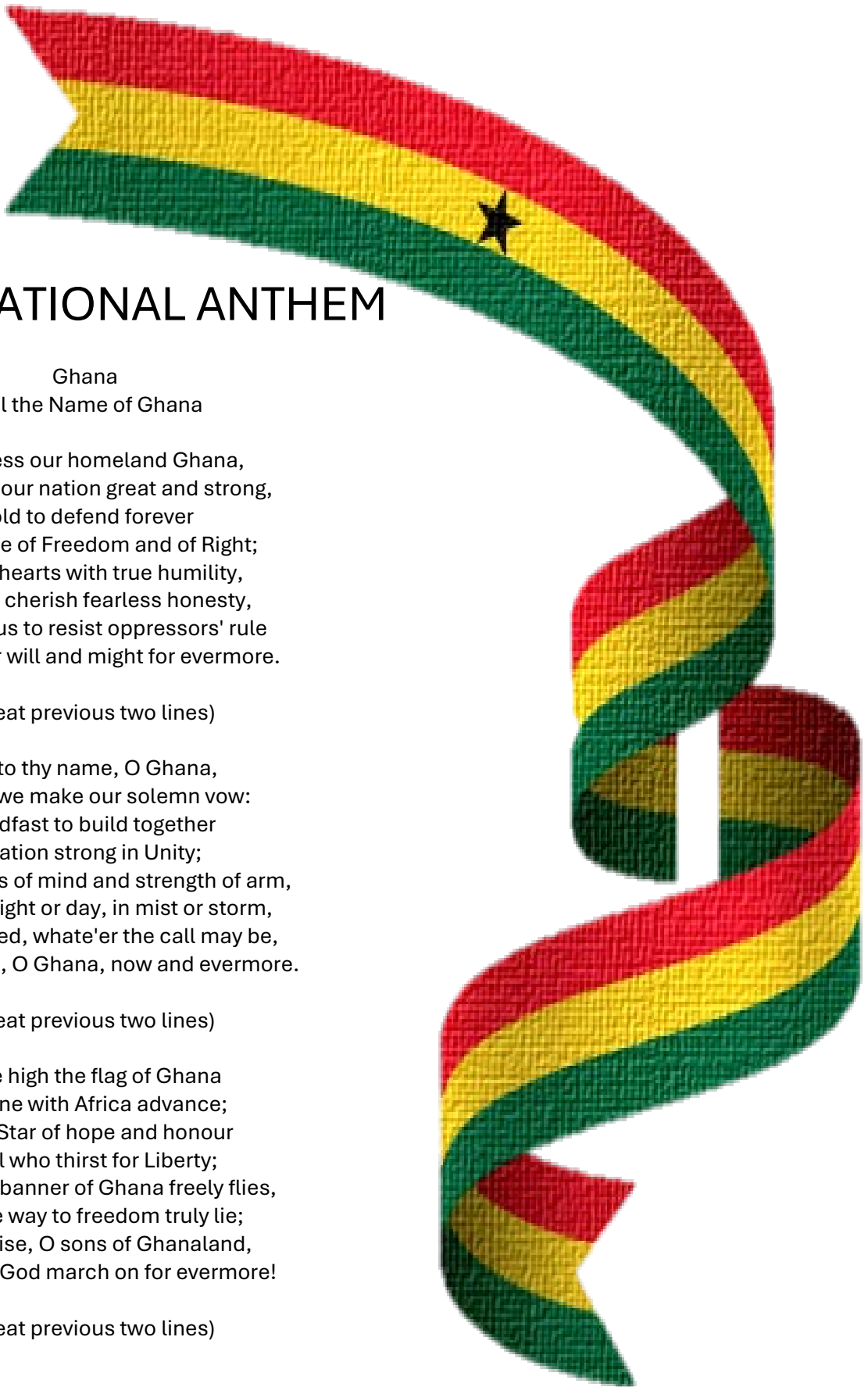
- RESIGNATION
 - An executive member may resign by submitting a written notice to the Co-Convenors or the Secretary.

- REMOVAL
 - An executive member may be removed from office for misconduct, failure to perform duties, or any action deemed detrimental to CRAAAG's interests.
 - Removal requires a two-thirds majority vote by the General Membership during a special meeting called for this purpose.
 - Any executive member who is absent from three (3) consecutive meetings (without adequate explanation) and/or not fulfilling the duties of the office as listed herein, may be recommended for removal of office by two-third (2/3) vote of the Council of Elders.
 - The recommendation is then presented to the General Membership during the next General Membership Meeting for a majority vote.

- VACANCY
 - Should a vacancy occur in the office of the Co-Conveners, the other Co-Convener will assume the office and serve the remaining term. A new Co-Convener shall then be elected by the majority of the members for the remaining term of office in a special election. Vacancies in other offices shall be fulfilled by appointment of the Council of Elders.



APPENDIX



GHANA NATIONAL ANTHEM

Ghana
Hail the Name of Ghana

God bless our homeland Ghana,
And make our nation great and strong,
 Bold to defend forever
The cause of Freedom and of Right;
 Fill our hearts with true humility,
 Make us cherish fearless honesty,
And help us to resist oppressors' rule
With all our will and might for evermore.

(repeat previous two lines)

Hail to thy name, O Ghana,
To thee we make our solemn vow:
 Steadfast to build together
 A nation strong in Unity;
With our gifts of mind and strength of arm,
Whether night or day, in mist or storm,
In every need, whate'er the call may be,
To serve thee, O Ghana, now and evermore.

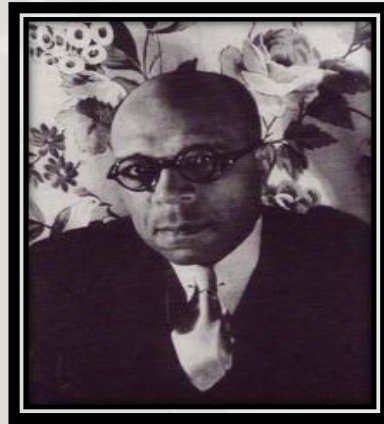
(repeat previous two lines)

Raise high the flag of Ghana
And one with Africa advance;
Black Star of hope and honour
 To all who thirst for Liberty;
Where the banner of Ghana freely flies,
 May the way to freedom truly lie;
Arise, arise, O sons of Ghanaland,
And under God march on for evermore!

(repeat previous two lines)

Lift Every Voice and Sing

Words by James Weldon Johnson and Set to Music by John Rosamond Johnson



Lift every voice and sing, till earth and heaven ring,
Ring with the harmonies of liberty.
Let our rejoicing rise high as the listening skies,
Let it resound loud as the rolling sea.
Sing a song full of the faith that the dark past has taught us,
Sing a song full of the hope that the present has brought us;
Facing the rising sun of our new day begun,
Let us march on till victory is won.

Stony the road we trod, bitter the chastening rod,
Felt in the days when hope unborn had died.
Yet with a steady beat, have not our weary feet,
Come to the place for which our fathers sighed?
We have come over a way that with tears has been watered,
We have come, treading our path through the blood of the slaughtered,
Out from the gloomy past, till now we stand at last,
Where the white gleam of our bright star is cast.

God of our weary years, God of our silent tears,
Thou who has brought us thus far on the way.
Thou who has by Thy might, led us into the light,
Keep us forever in the path, we pray.
Lest our feet stray from the places, our God, where we met Thee,
Lest our hearts, drunk with the wine of the world, we forget Thee.
Shadowed beneath Thy hand, may we forever stand,
True to our God, true to our native land.

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Ghanaian Proverb

“Eye den a eda w’anim no, eda
w’akyiri.”

**“What lies ahead of you is also
behind you.”**

This proverb reminds us that the future is shaped by the past, and our experiences today influence the opportunities and challenges we will face in the future.