

**BYE-LAW ONE (1) ON
WELFARE
IN THE GHANA ASSOCIATION OF WRITERS**

Article 1. **PREAMBLE**

1.1. **PURPOSE**

1.1.1 The purpose of this Bye-Law is to set out the parameters for the management of Welfare in the Ghana Association of Writers.

1.1.2 This purpose shall remain same unless otherwise amended by authority and as appropriate.

Article 2. **MEANING OF WELFARE**

2.1 Welfare shall be construed to mean as follows:

“Attend to the welfare needs” of each and every member of the Ghana Association of Writers.

2.2 This meaning shall not cover the professional conduct and activities of the Association nor of its members.

Article 3. **WELFARE COMMITTEE**

3.1. There shall be a Welfare Committee established to manage Welfare in the Association.

3.2 The tenure of the Welfare Committee shall be THREE YEARS from the date of first appointment. It shall however not be co-terminus with the tenure of the National Executive Committee of the Association.

3.3 Membership to the Welfare Committee shall be by appointment by NEC, unless a change to this provision is otherwise subsequently provided in the Constitution of the Association.

3.4 The first Welfare Committee of the Association is constituted as follows:

- a. Chairman
- b. Member/Vice Chairman
- c. Member/ Finance
- d. Member/PRO
- e. Member/Administration
- f. Member/Secretary

3.5 The Welfare Committee shall determine its own meeting dates, timings and location in consultation with GAW Secretariat. The committee shall meet bi-monthly and half-yearly with the general membership.

3.6 The Welfare Committee shall maintain records of its deliberations and activities.

Article 4. **FUNCTIONS OF THE WELFARE COMMITTEE**

4.1 The functions of the Welfare Committee shall be, but not limited to, the following:

- a. Attend to the welfare needs of members of The Association.
- b. Assist members in times of need as prescribed.
- c. Recommend the nature and amount of support The Association should render to any member to be assisted.
- d. Consider the relevant provisions of this Bye-Law in the course of its work.
- e. Undertake any other related duty as directed by the National Executive Committee.

4.2 Under no circumstance shall a function or activity of the Welfare Committee conflict with the functions and activities of the Association or other Committees of the Association.

4.3 Functions and activities of the Welfare Committee shall, as far as possible complement, not contradict, the functions and activities as mentioned in Clause 4.2.

4.4 As much as possible, where necessary, the Welfare Committee shall coordinate its functions and activities with the Association and/or other Committees of the Association.

4.5 Except where this is of only administrative nature, all major decisions of the Welfare Committee shall be subject to the approval of the National Executive Committee to be effective.

Article 5. WELFARE FUND

5.1. **CREATION OF WELFARE FUND**

- a. Under the authority of this Bye-Law, there shall be established a WELFARE FUND for the Association.
- b. The Welfare Committee shall manage the Welfare Fund on behalf of the Association.
- c. The assets and objects of the Welfare Fund shall be maintained by the Welfare Committee.

Article 6. **OFFICERS OF THE WELFARE FUND**

6.1 The officers of The Welfare Fund shall be members of the Welfare Committee.

6.2 Functions and Duties of officers of the Welfare Fund are spelt out in the attached Charter of Duties.

Article 7. **OBJECTIVES OF THE WELFARE FUND**

7.1 The objectives of the Welfare Fund shall be, to:

- a. Generate and maintain enough funds to cater for the wellbeing of members of the Association in good standing.
- b. Invest idle funds accrued to the Welfare Fund.
- c. Provide adequate funds to support the activities of the Welfare Committee.

Article 8. **MEMBERSHIP OF THE WELFARE FUND**

8.1 Membership of the Welfare Fund is open to all members of the Association.

8.2 Membership of the Welfare Fund shall however be determined by all of the following:

- a. The individual's choice
- b. Registration (Form A1-GAW Welfare Fund Membership Form)
- c. Non-refundable registration fee
- d. Payment of monthly dues

8.3 All registered members of the Welfare Fund shall be issued with individual membership cards. Cost to be borne by members.

8.4 Membership of the Welfare Fund may be revoked on account of the following:

- a. By the individual's choice.
- b. The member defaulting in the payment of his/her monthly dues for three continuous months and after written reminders.
- c. When a member refuses to settle debts to the Welfare Fund over and above the stipulated period.

8.5 The revocation of membership of any member in breach of the above provisions (Subsections 8.4 a, b, c) shall not be prejudicial to any action the Welfare Committee shall take to recover its funds from such a person.

8.6 In the event of a revocation of a member's membership and where it is evident that the member shall not rejoin in the foreseeable future, such a member shall be entitled to only 50 per cent of his/her contribution less interest accrued provided the member has not made any claims.

Article 9. **FUNDS OF THE WELFARE FUND**

9.1 The sources of funds of the Welfare Fund shall be the following:

- a. Membership registration fees payable only once.
- b. Monthly dues, which shall be obligatory on all members as provided for in this Bye-Law.
- c. Voluntary contributions from members, both members of the Fund and the Association.
- d. Fund-raising activities.
- e. Donations from any recognised and authorised sources.
- f. Returns from investments of idle funds.

Article 10. **ACCOUNTS & AUDITING**

10.1 The Welfare Committee shall operate and maintain both current and savings bank accounts for the Welfare Fund, to be known as:

- a. The GAW Welfare Fund Savings Account
- b. The GAW Welfare Fund Current Account

10.2 These accounts shall be separate from that of the Association's. They could however be maintained in the same bank, if required.

10.3 Lodgment of funds in the accounts shall be regular and timely.

10.4 Signatories to the account shall be the following:

- a. Chairman of the Welfare Committee.
- b. The Administrator of the Fund.
- c. The General Secretary of the Association.

10.5 All disbursements from the accounts shall only be authorised by all three signatories.

10.6 There shall be constituted an Audit Board consisting of three auditors who shall be appointed by the National Executive Committee to audit the accounts of the Welfare Fund.

10.7 The Audit Board so appointed shall report to the Welfare Committee which shall in turn forward the report to the National Executive Committee with its comments.

10.8 The accounts of the Welfare Fund shall be audited every financial year.

Article 11. **BENEFITS**

11.1 **ELIGIBILITY**

11.1.1 All members of the Welfare Fund are entitled to benefits, as appropriate. A member can however stand to benefit only after 12 consecutive months of dues payment.

11.1.2 Eligibility for full benefits shall however be determined by the following:

- a. The member must be in good standing. To be in good standing, such a member must have satisfied the conditions for this as provided for in the Constitution of the Association.
- b. The member must have paid up all his Welfare dues as at the time of making the request.
- c. The member makes a formal request. In the case of death or incapacitation of the member, the request should be made by the National Executive Committee.

11.1.3 At the time of making the claim any member who satisfies Clauses 11:2a and 11:2c but is outstanding in dues of up to (3) months or more within the past one year shall have his/her benefit reduced by 50 per cent.

Article 12. **CORE ISSUES WARRANTING ATTENTION**

12.1 The core issues that will attract attention under this Bye-Law are the following:

- a. Illness of a member
- b. Death of a member
- c. Death of a member's spouse, child and/or parent

Article 13. **CATEGORIES OF BENEFITS OFFERED IN RESPECT OF ARTICLE 12**

13.1 In the event of the illness of a member, the following shall be provided:

- a. When a member is ill and temporarily incapacitated, he/she shall be given two hundred and fifty Ghana cedis (GH¢250). This amount is subject to review as and when necessary. Such a review shall however be subject to approval by the National Executive Committee.
- b. Each case shall be reviewed by the Welfare Committee in consultation with the National Executive Committee.
- c. The Welfare Committee shall arrange a visit to the sick person either at home or in hospital. The delegation shall be approved by the National Executive Committee and shall include other members outside of the Welfare Committee.
- d. Any other non-monetary attention could be provided the sick person as appropriate and approved by the National Executive Committee.
- e. Beneficiaries shall show clear evidence of hospitalisation or incapacitation to access this benefit.

f. Members shall benefit in respect of illness only once in a year.

13.2 In the event of the death of a member the following shall be provided:

- a. The Welfare Committee on behalf of the Association shall make a donation comprising the following:
 - i. 50 percent of the member's contribution to the Welfare Fund. Where this is not up to Five Hundred Ghana Cedis (GH¢500.00) the Welfare Fund shall top it up to that amount.
 - ii. Members shall make voluntary contributions. A portion of this amount shall be converted to drinks as custom demands and donated to the family.
- b. The Association shall send a delegation to the funeral.
- c. The Association shall read a tribute at the funeral and present same for publication in the funeral brochure.
- d. The transportation, feeding and upkeep of the delegation shall be borne by the Welfare Committee with the appropriate assistance from the Association as necessary.

13.3 In the event of death of a spouse of a member who is himself/herself not a member of the Association, assistance to the surviving bereaved member shall consist of the following:

- a. A donation of Two Hundred Ghana Cedis (¢200.00).
- b. Voluntary contributions from members of the Association.
- c. A delegation to the funeral, consistent with Clauses 13.2b and 13.2c.

13.4 In the event of the death of a child of a member, the member shall be assisted as follows:

- a. A donation of Two Hundred Ghana Cedis (¢200.00).
- b. Voluntary contributions from members of the Association.
- c. A delegation to the funeral, consistent with Clauses 13.2b and 13.2c.

13.5 In the event of the death of a member's parent, the member shall be assisted as follows:

- a. A donation of Two Hundred Ghana Cedis (¢200.00).
- b. Voluntary contributions from members of the Association.
- c. A delegation to the funeral, consistent with Clauses 13.2b and 13.2c.

13.6 Members are only entitled to benefits in respect of only one spouse, two bonafide parents and up to two children below the age of 18. In the event where both parents of the member had passed on before the implementation of these provisions, such a member shall be allowed to present two certified names for consideration as parents for the sake of equity.

13.7 All amounts referred to, are subject to review as appropriate.

Article 14. **OTHER BENEFITS**

14.1 Members may benefit from soft loans to settle pressing and genuine needs.

14.2 Members shall benefit from this facility only once per year. Such benefit shall be determined on case-by-case basis.

14.3 Such a loan shall be given subject to the following additional terms and conditions:

- a. Submit an application.
- b. Complete the requisite form (Form A2-GAW Welfare Fund Loan Request Form).
- c. An interview.
- d. Upon consideration of the application, the Welfare Committee shall inform the applicant in writing of the outcome of the deliberation on the application.
- e. The applicant shall acknowledge receipt of the response, and if the loan has been approved, the applicant shall state his/her acceptance of the terms and conditions or otherwise.
- f. Repayment of the loan shall be within Twelve (12) months with 2 (two) per cent interest per annum. Should repayment extend beyond the 12 months, the loan repayment shall attract interest of 5 (five) per cent per annum.
- g. The Welfare Committee reserves the right to slash down the amount requested.

Article 15. **DEFAULTERS**

15.1 Members are obliged and encouraged to settle their financial obligations to the Welfare Fund.

15.2 Payments that elapse after the 12 month period shall attract interest of five (5) percent.

15.3 In addition to provisions in Clauses 8.4b, and 8.4c, 14.3f and 14.3g, the appropriate sanctions shall apply for default in the payment of monthly dues and repayment of loans obtained from the Welfare Fund.

15.4 Other penalties may also apply for defaulting.

MISCELLANEOUS

Article 16. VOLUNTARY CONTRIBUTIONS

16.1 Notwithstanding the commitment of the Welfare Fund and the Association vide these provisions, members are encouraged to make voluntary contributions, whenever appropriate or called upon to do so.

Article 17. DEPOSITING OF DOCUMENTS

17.1 The Welfare Committee and the Welfare Fund, through the Welfare Committee, are mandated to deposit all records of their activities at the National Secretariat of the Association.

17.2 These documents shall be well filed and labeled.

17.3 Records of digital activities shall also be provided in the appropriate form and well labeled.

Article 18. SCHEDULES

18.1 The following schedules are attached to this Bye-Law

- a. Form A1 – Ghana Association of Writers Welfare Fund Membership Registration Form.
- b. Form A2 – Ghana Association of Writers Welfare Fund Loan Request Form.

Article 19. CONSTITUTIONAL ISSUES

19. 1 AUTHORITY OF THE WELFARE COMMITTEE

19.1.1 The Welfare Committee derives its authority from Article of the Constitution of the Ghana Association of Writers.

19.1.2 The Welfare Committee reports directly to the National Executive Committee.

Article 20. AMENDMENTS TO THIS BYE-LAW

20.1 This Bye-Law is subject to amendment.

20.2 Any request for amendment of any provision in this Bye-Law shall be submitted in writing to the Welfare Committee for the consideration of the National Executive Committee.

20.3 Such a request shall be accompanied by cogent reasons for the amendment.

20.4 Amendments shall be effected after majority of members have voted for the amendment and such amendment endorsed and approved by the National Executive Committee.

Article 21. **DISPUTE RESOLUTION**

21.1 In the event of any dispute arising from the activities of the Welfare Committee and/or the Welfare Fund, the issue in contention shall be submitted in writing either by one party or all the parties involved jointly to the National Executive Committee for further action.

21.2 As much as possible, it is encouraged that such an issue in dispute shall be resolved first at the local level.

Article 22. **DEFINITIONS**

22.1 The following words and terms as used in this Bye-Law shall be construed to mean as stated.

- a. The Association – the Ghana Association of Writers.
- b. Welfare Committee – the Committee entrusted with the responsibility to oversee welfare in the Ghana Association of Writers and as constituted by the National Executive Committee and provided for in the Constitution of the Association.
- c. Welfare Fund – the Welfare Fund as provided for only in this Bye-Law.

EFFECTIVENESS

Article 23. **PROMULGATION**

23.1 This Bye-Law comes into force with effect from and as authorised by the National Executive Council of the Ghana Association of Writers.


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