

**Memorandum
&
Articles of Association
And
Policies
Of**

**Association of Ghanaian
Ex-servicemen
&
Women UK**



Registered in the United Kingdom with Charity No. 1108842

Association of Ghanaian Ex-servicemen & Women (UK)
(Acronym: **AGE-UK**)

(A company limited by guarantee)

The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having
a Share Capital

Governing Document/Constitution
From August 2004

Charity number 1108842
Company number 5294221

Registered Office: Devonshire House
582 Honeypot Lane
Stanmore
HA7 1JS

Correspondence Address: 45 Runbury Circle
Kingsbury
London
NW9 8RX

Meeting/Operational address: Ring Cross Community Centre
60 Lough Road
London
N7 8RH

Bankers: NatWest Bank,
Wembley Park Branch
15 Bridge Road
Wembley Park
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ABOUT US

When you are socially exclusive, alone from your family, ill or bereaved you think, “oh help, where do I go; what do I need, or when I am dead who will be there for me, inform and support my family?” The most important and practical thing is just getting people in touch with good and charitable people.

They were the burning concerns that sparked off the formation of the Association.



Founded in 2004, the Association of Ghanaian Ex-servicemen and women of UK, also known as AGE UK is a unique organisation: a registered charity providing a social welfare, voluntary service opportunities and support to anyone who served the Ghana Armed Forces, their spouses, dependents and any persons who share our values, vision and objects for improving the conditions of life.



We are dedicated to get families in touch with their loved ones who died or been seriously ill in the UK or elsewhere, alleviate hardship or a long term financial over-burden such as inadequate family support and funeral obligations, provide our members both adults and youth social inclusiveness in a reliable social environment, to support humanitarian developments and service projects.

We are concerned about people, therefore we educate, relieve hardship and provide other social welfare opportunities with the object of improving the conditions of life.

Our mission is to sustain a happier, dignify and responsible self-financed social and Welfare success in helping to alleviate hardships.



Introduction:

There are several reasons why you should join the Association of Ghanaian Ex-servicemen & women UK. Most people join social groups or charity organisation because there are many benefits for belonging to a group or helping to make a difference in people's life. Many people like to feel connected and feel that they can relate to others and not isolated. Others feel they have been abused in some forms, neglected, suffered from illnesses, atrocities or any forms of human suffering, or have witnessed victims of such human sufferings and/or deprivations and willing to do something about it.

The Association of Ex-servicemen and Women UK is an association of people that share a set of values, beliefs, principles or philosophies categorised below with a list of objects of improving the conditions of life.

The Association provides anyone the opportunity to meet your interpersonal needs such as inclusion, control and affection, and to be involved in charity works in relieving hardships.

- ✚ Inclusion to establish identity with others.
- ✚ Control to exercise your leadership qualities and prove your abilities without internal power struggle.
- ✚ The association provide outlets for this need. Some individuals do not want to be a leader. For them, the association will provide the necessary support and control over aspects of their lives.
- ✚ Affection to develop relationships with people. The association is an excellent way to make friends and establish relationships.
- ✚ Alleviation of pain, distress, etc to improve the conditions of life.

The trustees or members of the Association believe that from among an array of groups or organisations, people should be free to choose a social group or charity organisation that shares the values, beliefs, and principles or philosophies they believe in. By looking at the organisation's success and happiness of the people in an organisation, a person can determine if they want to be a member of the organisation.

That is why **our detailed values such as the following** concern 'human-centred' agenda worth pursuing in its own right, independent of any ethnicity, race or political affiliation.

- ✚ Individuals should be treated with respect and dignity
- ✚ The elected leaders are very well sustained in carrying out their roles and discharging their responsibilities
- ✚ Society, organisation or group, particularly the Association of Ghanaian Ex-servicemen and women UK climate should be characterised by mutual trust, openness, sensitivity to the feelings and emotion of others, shared goals, support and commitment to addressing and resolving conflict.
- ✚ Problems and conflicts should be confronted, and not disguised or avoided
- ✚ Any person affected by change and/or judgement or unanimous decision should accept whole-heartedly
- ✚ We encourage people to consider being effective, humanitarian or charitable in terms of profitability, the pursuit of their goals, or quality of life for those involved.

The Association of Ghanaian Ex-servicemen and Women UK is characterised by the following:

- ✚ Membership should be voluntary; members may resign at any time.
- ✚ We encourage members to seek another group if they do not agree with the values or philosophies of the Association.
- ✚ We provide the opportunity to serve and socialise with others.
- ✚ Members are required to obey the rules and regulations of the association and government laws.
- ✚ The leadership is open with information. That is, it is free and willing to make available accurate information about the finances and activities of the association.
- ✚ Neither members nor the association should act to inhibit the success of alternative principles. We believe that the growth of an organisation is based on the natural success of its leadership, strategy and performance.

Background of the Association

Association of Ghanaian Ex-servicemen and women UK, also known as AGE UK is a unique organisation: a registered charity providing a social welfare and service opportunities for anyone who served the Ghana Armed Forces, their spouses, dependents and any persons who share our values, vision and objects for improving the conditions of life.

Many Ghanaian ex-military personnel and other refugees had died or been seriously ill in the UK that their families in Ghana were unaware of. For those living in the UK with their families had often experienced a long term financial over-burden or unable to provide adequate finance for funeral obligations and to support their family causing them distress. This had raised many concerns for welfare organisations for refugees, ex-military personnel and their dependents in the UK and USA over the years.



Association of Ghanaian Ex-servicemen and Women UK (AGE UK) developed from the death of Warrant Officer Class I, Charles Amoah and ideas sparked by the believes that any person(s) who served the Ghana Armed Forces in any capacity, victims of any change and now living a civil life abroad or in Ghana must be given the chance to network for support and socialise without any form of segregation; whether it be status, commissioned or non-commissioned, civilian, age, ethnicity, years of service or method of exit from the Armed Forces. This has brought together the uplifting spirits of hundreds of these people and some members of our communities to meet often to provide reliable social environment. Also, to relieve poverty and distress by the provision of financial assistance, advice, support, information and assistance in such matters as health, education, training for employment and all other services deemed necessarily.

The association aims to provide general charitable purposes and in particular relief of poverty to Ghanaian refugees, particularly but not exclusively those who have served in the Ghana Armed Forces and their dependents, who are now based in the UK and general public or mankind. Also, to make grants to individuals (including loans), provide services such as care, youth mentoring and counselling. Provide advocacy, advice, information, human resource such as staff and volunteers.

The association's first general meeting was convened on the 14 May 2004 at which 13 Interim Executives were nominated to oversee the formation and writing of its constitution. On the 08 August 2004 a resolution was passed at a general meeting to allow members to register officially and pay their monthly dues.

The interim executives committee was dissolved after their three months hard work attending executive meetings fortnightly and monthly general meetings. However, they were re-elected plus additional four leaders. This same day, the constitution of the association was adopted. Memorandum and Articles of Association incorporated 23 November 2004 as a private limited company, as amended by special resolution dated 6 March 2005. By April 04, 2005 the associated was accepted and given charity status by the UK Charity Commission.

After thorough due diligence the association decided to empower its dedicated and committed women by setting up a Relief Women's group to be responsible for all matters specifically related to women with the object of improving the conditions of their lives.

Despite its many challenges at the forming and storming stages at its early stage, the association has experienced a remarkable fast growth compared to the growth rate of similar organisations in the UK. This, our members are proud of and committed to, where all members have an opportunity to contribute to the welfare of each individuals, learn, grow and advance based on merit, commitment, interpersonal skills, but not politics, background or ambitions of individuals.

OUR VALUES AND MISSION STATEMENT

Our values concern ‘human-centred’ agenda worth pursuing in its own right, independent of any ethnicity, race or political affiliation. Therefore, we are characterised by mutual trust, openness, sensitivity to the feelings and emotion of others, shared goals, support and commitment to addressing and resolving conflict.

Our mission is to sustain a happier, dignify and responsible self-financed social and welfare success by promoting concern for people, emphasizing the needs of our members and helping to alleviate hardships.

We seek to promote safe and productive activities and actions characterised by fair treatment, organisational spirit, open dialogues, personal accountabilities, and opportunities for growth and development.



Our detailed objectives are stated as the objects herein the memorandum of the association and summarised in our special resolution 1 under the below appendices.

**Memorandum of Association of
ASSOCIATION OF GHANAIAAN EX-SERVICEMEN
& WOMEN UK LTD**

1. The Company's name is ASSOCIATION OF GHANAIAAN EX-SERVICEMEN & WOMEN UK LTD (and in this document it is called "the Charity").
2. The Charity's registered office is to be situated in England and Wales.
3. The Charity's objects ("the Objects") are:
 - (i) To relieve financial hardship, assist, educate and promote the interests of those who have served with the Ghana Armed Forces either as military personnel or as civilians and their dependants who are now based in the UK.
 - (ii) To help, assist, support and promote the interests of dependants of those who have served in the Ghana Armed Forces, and are now based in the UK.
 - (iii) To help and support those leaving the Ghana Armed Forces and choosing to settle in the UK. Also, to assist and support those who are fleeing violence or harassment, and seeking to settle in the UK and civilian life.
 - (iv) To extend sympathy, guidance, counselling and/or make grants to widows or widowers or recorded next of kin upon the death, illness or serious accident of those who have served in the Ghana Armed Forces, their spouses and dependants.
 - (v) To provide general information and advice to Ghanaian Ex-servicemen and women, their spouses and dependents now living in UK.
 - (vi) To provide information and promote connections with volunteers and professionals able to provide support to members of the Association.
 - (vii) To provide reliable social interaction opportunities for those Ghanaian Ex-servicemen and women, their spouses, children, dependents who are socially isolated.
 - (viii) To promote communal and social service projects, and restore attachments to community and culture.
 - (ix) To co-operate with other charities and organisations to achieve common goals in synergy with the Aims stated above.
4. In furtherance of the Objects but not otherwise the Charity may exercise the following powers:
 - i. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Charity;
 - ii. To raise funds and to invite and receive contributions: provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
 - iii. To acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;
 - iv. Subject to clause 5 below to employ such staff, who shall not be directors of the Charity (hereinafter referred to as "the trustees"), as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
 - v. To establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;

**Memorandum of Association of
ASSOCIATION OF GHANAIAN EX-SERVICEMEN
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- vi. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;
 - vii. To pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity; to do all such other lawful things as are necessary for the achievement of the Objects;
5. The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to members of the Charity and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing in this document shall prevent any payment in good faith by the Charity:
- (a) Of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers when instructed by the Charity to act in a professional capacity on its behalf: Provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration or that of his or her partner is under discussion;
 - (b) Of reasonable and proper remuneration for any services rendered to the Charity by any member officer or servant of the Charity who is not a trustee;
 - (c) Of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
 - (d) Of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company;
 - (e) Of reasonable and proper rent for premises demised or let by any member of the Company or a trustee;
 - (f) To any trustee of reasonable out-of-pocket expenses.
6. The liability of the members is limited.
7. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding 10) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves.
8. If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.

The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share Capital

Articles of Association of

ASSOCIATION OF GHANAIAAN EX-SERVICEMEN & WOMEN UK LTD

1. Interpretation

In these articles:

"the Charity" means the company intended to be regulated by these articles;

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

"the articles" means these Articles of Association of the Charity;

"clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

"executed" includes any mode of execution;

"the memorandum" means the Memorandum of Association of the Charity;

"office" means the registered office of the Charity;

"the seal" means the common seal of the Charity if it has one;

"secretary" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

"the trustees" means the directors of the Charity (and "trustee" has a corresponding meaning);

"the United Kingdom" means Great Britain and Northern Ireland; and words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid words or expressions contained in these Articles shall, unless the context requires, otherwise bear the same meaning as in the Act.

2. Members

- (a) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61, shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the trustees.
- (b) Unless the trustees of the Charity in general meeting shall make other provision under Article 61, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.

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3. General meetings

The Charity shall hold an annual general meeting each year in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next:

- (a) Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation it need not hold it in the year of its incorporation or in the following year.
- (b) The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.

4. Extraordinary meetings

The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting any trustee or any member of the Charity may call a general meeting.

5. Notice of general meetings

An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:

- (a) In the case of an annual general meeting by all the members entitled to attend and vote; and
- (b) In the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.
- (c) The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.
- (d) The notice shall be given to all the members and to the trustees and auditors.

6. The accidental omission

To give notice of a meeting to or the non-receipt of notice of a meeting, by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

7. Proceedings at general meetings

No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted each being a member or a duly authorised representative of a member organisation or one tenth of the total number of such persons for the time being whichever is the greater shall constitute a quorum.

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8. Absence of Quorum

If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine.

9. Presiding of meetings

The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.

10. Absence of chairman or trustee

If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their numbers to be chairman.

11. Entitlement of trustee

A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.

12. Meeting adjournment

- (a) The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had an adjournment not taken place.
- (b) When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

13. Resolution

A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act a poll may be demanded:

- (a) By the chairman; or
- (b) By at least two members having the right to vote at the meeting; or
- (c) By a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

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14. Demand of poll

Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

15. Withdrawal of poll

The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

16. Holding and/or Declaration of poll

A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

17. Equality of votes

In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.

18. Poll on election or Question of Adjournment

- (a) A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately.
- (b) A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded.
- (c) The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded.
- (d) If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

19. Notice on immediate poll

- (a) No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded.
- (b) In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

20. Votes of members

Subject to Article 17, every member shall have one vote.

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21. Right to vote

No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.

22. Objection

- (a) No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to be tendered and every vote not disallowed at the meeting shall be valid.
- (b) Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

23. A vote given or poll demanded

A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

24. Appointment of Council Representative and Powers

- (a) Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity.
- (b) The person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

25. Trustees

The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

26. First and Future Trustees

The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

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27. Powers of trustees

Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution:

- (a) The business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity.
- (b) No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given.
- (c) The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees.

28. Additional Powers of trustees

In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:

- (a) To expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity;
- (b) To enter into contracts on behalf of the Charity.

29. Trustees retirement

- (a) At the first annual general meeting all the trustees shall retire from office.
- (b) At every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or if their number is not three or a multiple of three the number nearest to one third shall retire from office.
- (c) But if there is only one trustee who is subject to retirement by rotation, he shall retire.

30. Trustees retirement by rotation

Subject to the provisions of the Act the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment but as between persons who became or were last reappointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

31. Trustee retirement causing vacancy

If the Charity, at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall if willing to act be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.

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32. Appointment of Trustee in General Meeting

No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless;

- (a) He or she is recommended by the trustees; or
- (b) Not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment, stating the particulars which would, if he or she were so appointed or reappointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or reappointed.

33. No person may be appointed as a trustee:

- (a) Unless he has attained the age of 18 years: or
- (b) In circumstances such that had, he already been a trustee he would have been disqualified from acting under the provisions of Article 38.

34. Notification of Appointment or Reappointment

- (a) Not neither less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting.
- (b) Notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee.
- (c) The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Charity's register of trustees.

35. Appointment by Resolution

Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and; may also determine the rotation in which any additional trustees are to retire.

36. Appointment by Voluntary

- (a) The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the article as the maximum number of trustees.
- (b) A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting.
- (c) If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

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37. Reappointment of retired trustee

Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be reappointed.

38. Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- (a) Ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (b) He or she becomes incapable by reason of mental disorder illness or injury of managing and administering his own affairs;
- (c) Resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (d) Is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

39. Trustees' expenses

- (a) The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties
- (b) But shall otherwise be paid no remuneration.

40. Trustees' appointments

Subject to the provisions of the Act and to Clause 5 of the memorandum:

- (a) The trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity.
- (b) Any such appointment may be made upon such terms as the trustees determine.
- (c) Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee.
- (d) A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.

41. Conflict of Interest

Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.

The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share Capital

Articles of Association

ASSOCIATION OF GHANAIAN EX-SERVICEMEN & WOMEN UK LTD

42. Proceedings of trustees

Subject to the provisions of the articles:

- (a) The trustees may regulate their proceedings as they think fit.
- (b) A trustee may, and the secretary at the request of a trustee, shall call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom.
- (c) Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote.

43. Business Quorum

The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than one third of their number or two trustees whichever is the greater.

44. Absence of Full Business Quorum

The trustees may act, notwithstanding any vacancies in their number, but if the number of trustees is less than the number fixed as the quorum the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.

45. Business Quorum's Chairman

- (a) The trustees may appoint one of their numbers to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present.
- (b) But if there is no trustee holding that office or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their numbers to be chairman of the meeting.

46. Appointment of Sub-committee (s)

- (a) The trustees may appoint one or more sub-committees consisting of three or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee:
- (b) Provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.

47. Defect in Appointment

All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that:

- (a) It be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office;
- (b) Or had vacated office or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.

The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share Capital

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48. Validity of Resolution

A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees:

- (a) Shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held.
- (b) Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.

49. Bank Account

Any bank account in which any part of the assets of the Charity is deposited:

- (a) Shall be operated by the trustees and shall indicate the name of the Charity.
- (b) All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

50. Secretary

Subject to the provisions of the Act:

- (a) The secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit;
- (b) And any secretary so appointed may be removed by them, and must handover properly and appropriately to the new secretary or a person taking over from him or her.

51. Minutes

The trustees shall keep minutes in books kept for the purpose:

- (a) Of all appointments of officers made by the trustees; and
- (b) Of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

52. The Seal

- (a) The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees.
- (b) The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee.

53. Accounts

Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

The Companies Acts 1985 and 1989
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54. Annual Report

The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

55. Annual Return

The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

56. Notices

Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the trustees need not be in writing.

57. Member Notification

The Charity may give any notice to:

- (a) A member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address.
- (b) A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity.

58. Notice at meetings

A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

59. Proof of Notice

- (a) Proof that an envelope containing a notice was properly addressed prepaid and posted shall be conclusive evidence that the notice was given.
- (b) A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

60. Indemnity

Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against:

- (a) Any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted,
- (b) Or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

The Companies Acts 1985 and 1989
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Articles of Association

61. Rules

- (a). The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:

(61.a) continuation

- (i) The admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (ii) The conduct of members of the Charity in relation to one another and to the Charity's servants;
 - (iii) The setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (iv) The procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles;
 - (v) Generally, all such matters as are commonly the subject matter of company rules.
- (b). The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws which shall be binding on all members of the Charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained, in the memorandum or the articles.

Policies or Bye laws
of
ASSOCIATION OF GHANAIAN EX-SERVICEMEN & WOMEN UK LTD

1. Membership Categories.

- (a) Any person can join the Association; there are three types of Membership, the Ordinary Membership, Associate Membership and Honorary Membership.
 - (i) **Ordinary membership** is open to any person who has at any time served in the Ghana Armed Forces, his/her spouse and children regardless of nationality. Only such person could be a trustee or appointed a chairman.
 - (ii) **An Associate Member** is a Spouse and the Children of an Ordinary Member, and or organisation or any person who has not served in the Armed Forces but believes in the Aims and Objects of the Association. Such person must be approved by the Association.
 - (iii) **Honorary Membership** shall be conferred upon any person who has made outstanding contributions to the Association and has been nominated by the Chairman or Executive Officers. Such membership shall be conferred upon the approval of a General Meeting.

2. Membership Application

- (a) An applicant who meets any of the above categories may only be refused by the trustees or executives or at a general meeting if acting reasonably and properly, they consider it to be in the best interest of the Association.
- (b) The chairman or secretary must inform the applicant in writing of the reasons for the refusal within twenty-one days of their decision.
- (c) The trustees, chairman or executive members must consider any written representations the applicant may make about their decision. Any decision following any written representations must be notified to the applicant in writing but shall be final.

3. Membership Transfer

Membership is non-transferable to anyone else

4. Data repository & Information request

- (a) The chairman and secretary must keep a register of names, addresses and personal details of the members.
- (b) All those who have access to members' record must consider the safety and well-being of the member or others who may be affected by their actions before they are made available to any member upon request.
- (c) Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

5. Application and Membership Requirement

- (a) **Membership**
 - (i) An Applicant shall be required to submit a signed application form filled with personal details and a passport photograph.
 - (ii) An Applicant shall also declare any other acquired names, aliases, marital status and next-of-kin's details.

Policies or Bye laws
Of
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(b) Membership fee

Unless otherwise exempted, Applicant shall be asked to pay a one-time membership registration fee of £30.00 (thirty British pounds sterling) or an amount that shall be determined and reviewed from time to time by the trustees and/or executives, and members notified at a general meeting of the Association.

(c) Monthly Dues

- (i) A member shall pay a monthly due of £10.00 (five British pounds sterling) each calendar month, and shall be required to pay additional contribution or offer gift aid when necessary.
- (ii) Any member who failed to pay monthly dues or required contribution within three months would be prevented from getting any benefit from the association, unless all arrears of dues or any payments are paid in full accordingly.

(d) Meeting Attendance

- (i) Every member is obliged to attend monthly general meetings without failure.
- (ii) Any member absented from meeting within three consecutive months without convincing evidence and justification will be seen “Less Active” and will have his or her privileges and/or benefits of Association membership restricted or suspended.

(e) Member responsibilities

- (i) A member shall attend, be introduced and encouraged to be fellowshiping or socialising with members of the Association at properly constituted regular meetings and activities.
- (ii) A member at all times is expected to be well-mannered or disciplined, respect, live by examples, uphold the fundamental human rights of others, commit to the objects, values and principles of the Association.

6. Termination of Membership

Membership is terminated if:

- (a) The member dies or fails to fulfill the requirements of the association, or if the association ceases to exist;
- (b) The member resigns by written notice to the Association unless, after the resignation, there would be less than two members;
- (c) Any sum due from the member to the Association is not paid in full after three months or failed to agree on or fulfil repayments agreement;
- (d) The member is removed from membership by a resolution of the members that it is in the best interests (such as misappropriation of funds and/or property, gross misconduct) of the Association that his or her membership is terminated.
- (e) A resolution to remove a member from membership may only be passed if:
 - (i) The member has been given at least twenty-one days' notice in writing of the general meeting of the Association at which the resolution will be proposed and the reasons why it is to be proposed;
 - (ii) The member or, at the option of the member, the member's representative (who need not be a member of the Association) has been allowed to make representations to the meeting.

Policies or Bye laws
of
ASSOCIATION OF GHANAIAN EX-SERVICEMEN & WOMEN UK LTD

7. Re-instatement

- (a) An ex-member wishing to be re-instated after voluntary termination or expulsion shall apply for registration as a new member.
- (b) Such applicants, if approved for re-instatement, shall pay a reactivating fee of one hundred per cent (100%) of any dues in arrears and also sign an undertaking to be of responsible behaviour for at least three months, or take the status of a new member and wait for twelve consecutive months and stay active in all aspects before such person is given any benefit.

8. Quorum size/Powers

- (a) An Executive and Area Meetings shall be held separately on dates scheduled by the Chairman and Area Leaders respectively in agreement with Attendees.
- (b) Such self-control does not give any group the power to act separately or on behalf of the Association unless approved by the Association's Chairman.
- (c) Twenty five (25%) per cent of paid up members all in good standing plus two executive members shall constitute a quorum at all general meetings likewise fifty (50%) per cent at area level and seventy-five (75%) per cent at Executive level.
- (d) In emergency case(s) the chairman will use his/her discretion and all powers (100% support from the members) to act on behalf of the Association.

9. Finances

- (a) The Association shall derive its incomes from monthly membership dues of ten pounds (£30.00) or an amount that shall be determined and reviewed from time to time in executive and general meetings.
- (b) A twenty percent (20%) discount applies if a lump sum due (i.e. One hundred British pounds sterling) is paid within a specified period within each year instead of One hundred and twenty pounds in 12 calendar months by instalments.
- (c) Additional sixty British pounds sterling (£60.00) shall be collected from each member in advance to finance a member funeral cost each time a good standing member dies. This is mandatory as this is our reassuring life cover designed to pay out a much needed cash sum at a difficult time. This shall be reviewed from time to time in the Executive and/or General meeting.
- (d) A one-time registration fee of thirty British pounds sterling (£30.00) or an amount that shall be determined and reviewed from time to time in the Executive and/or General meeting.
- (e) Levies, special charges, gifts, voluntary donations, fundraise, capital interest etc.
- (f) The association's funds will not be used for any purpose for the first year. In this one year period all situations that require funding will be borne by members' donation or levy.
- (g) Cash outflows will strictly be spent on all matters related to achieving charity objectives such as administration, humanitarian development, social inclusiveness, membership and dependant funeral support, welfare grants, etc.
- (h) Fifty per cent (50%) of its capital will always be kept untouched in the bank account of the Association unless otherwise in emergency case(s). Such measures shall be reviewed from time to time in the Executive and/or General meeting according to the growth of the Association.
- (i) Any funds received by the Association through any or all of the above means are non-refundable.

Policies or Bye laws
of
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10. MEMBER ASSISTANCE AND SUPPORT

The Association shall provide assistance and support for its members as and when the need arises. The extent, degree and depth of such support and assistance shall:

- (a) Depend on the individual's personal involvement and participation in the private and public events of the Association.
- (b) However, a member shall be entitled to financial benefit only when he/she has been a member for one (1) year and found to be committed, abiding by the rules and fulfilling his/her obligations as a standing member of the Association from the date of his/her registration.

11. EXTERNAL ASSISTANT & SUPPORT

The Association shall engage in the practice of supporting other social, charitable or research organisations for good causes and to helping people less well off than us to develop themselves economically, socially and spiritually as stated under the Objects. This will be discretionary based on the state of the bank account of the Association and on merit of individual case.

12. BENEFITS

The following benefits are set for members' guidelines and shall be reviewed regularly, again depending on the individual's personal involvement, participation and growth of the Association.

(a) Death

(i) Standing Member

- (a) On the death of any member in good standing in the UK, the Association shall do all it can to help the deceased families physically, spiritually, financially and emotionally.
- (b) The executive committee shall appoint a funeral committee, to arrange the funeral in conjunction with the family of the deceased.
- (c) Where no family member(s) is/are available, the Association would take the full responsibility of the burial and funeral arrangements.
- (d) The Association shall make available a maximum amount of **six thousand pounds sterling (£6,000)** to cater for the funeral arrangements.

(ii) Death of Spouse of Outstanding Member

Upon the death of a member's spouse, the Association shall express its condolence and offer the bereaved member the sum of **one thousand pounds sterling (£1000)**.

(iii) Death of Parents of Outstanding Member

- (a) Whilst upon the death of a member's father, mother or child, the Association shall express its condolence and offer the bereaved member the sum of **five hundred pounds (£500)**.
- (b) Additionally, when a member is bereaved in or outside the UK, the member shall inform the chairman, welfare leader or area leader. The chairman shall inform the membership in the event of the death and assign representatives to visit the bereaved member or family.

Policies or Bye laws
of
ASSOCIATION OF GHANAIAN EX-SERVICEMEN & WOMEN UK LTD

(12.a.iii) Death – continuation

- (c) As part of our expression of condolences and to demonstrate our heartfelt sympathy, and support to minimise stress, the Association shall present the bereaved member or family a **bottle of Gin or Schnapps, a crate of Guinness and a bottle of coke** - all costing not more than fifty British pound sterling (**£50.00**) to serve their visitors.
- (d) This should be presented on the first visit, at the week's ceremony or prior to an announcement of the time, date and place of the burial or funeral ceremony or directed by the bereaved member.
- (e) Should the member decide not to organise any formal funeral ceremony the Association shall select a week-end to **visit the bereaved family and make individual donations**.

(b) Illness of Outstanding Member

In the event of a member's hospitalisation within a week or involving an extended recuperation period of less than three (3) months:

- (i) The Association shall delegate a special team comprising the Vice Chairman/Counsellor(s), Women's Relief Group Leader, Area Leader or welfare committee to visit such a member;
- (ii) The Association shall spend or **donate One Hundred Pounds sterling (£100.00)** cash or by way of card(s), flower(s), food, etc. spread across depending on the period and the needs of the member.

(c) Special Occasions or Outstanding Member Invitations

On the occasion of a member's announced marriage or wedding, adoring, christening or naming ceremonies for a member's child, or sixtieths birthday of a Member;

- (i) The Association shall present a parcel or cash donation of **One Hundred British pounds sterling (£100.00)**. Marriage and wedding are considered as one event.
- (ii) All other invitations including those in arrears of any contribution, shall be attended and supported by members according to the commitment of the member extending the invitation and his/her relationship with invitees. In this case, contribution to support is based on **freewill and not mandatory**.

13. TERM OF OFFICE

(a) Term of office of Trustee

Trustee's term of office shall hold office by appointment, rotation, retirement, filling a vacancy or voluntary as in line with The Companies Acts 1985 and 1989 Company Limited by Guarantee and not having a Share Capital and as stated in the above **Articles of the Association**, sections 26, 29, 30, 31 and 36.

(b) Other Board and Executive members

All other Board or Executive members and Officers shall hold office for three (3) years and be eligible for re-election for additional three (3) years or more only if the majority of the members in a general meeting deem it necessarily.

Policies or Bye laws
of
ASSOCIATION OF GHANAIAN EX-SERVICEMEN & WOMEN UK LTD

13 Term of Office - continuation

(c) Exception and Office requirement

With the exception of the first election, a candidate for election of any office shall be a member in good standing for a period of at least the last two (2) years unless exceptional case where it deems necessarily.

14. NOTICE

Notice period required for monthly general meeting and notification to and from member shall be in line with section 5 above of the Article of the Association.

APPENDICES



Resolution 1

COMPANY NO: 5294221

THE COMPANIES ACT 1985 AND 1989
SPECIAL RESOLUTIONS
OF

THE ASSOCIATION OF EX-SERVICEMEN & WOMEN UK

PASSED ON THE 6TH DAY OF MARCH 2005 AT A GENERAL MEETING OF THE ABOVE-NAMED COMPANY, DULY CONVENED AND HELD AT THE GOLDEN STOOL RESTAURANT, 89-91 HIGH ROAD, SOUTH TOTTENHAM, LONDON N15 6DL.

THE FOLLOWING RESOLUTIONS WERE DULY PASSED AS SUMMARY OF THE ORIGINAL NINE OBJECTS:-

To relieve poverty and distress, preserve and protect good health and advance the education of Ghanaian refugees, particularly but not exclusively those who have served in the Ghana Armed Forces and their dependents, who are now based in the UK, by the provision of financial assistance, advice, support, information and assistance in such matters as health, education, training for employment, translation of services, welfare rights and such other services as the trustees deem necessary with the object of improving the conditions of life for such persons.

The provision of facilities for recreation and leisure-time occupation in the interest of social welfare with the object of improving the conditions of life for those persons who have need of such facilities.

SIGNED _____
DIRECTOR OR SECRETARY OF COMPANY

DATE _____

APPENDICES

Appendix A - AGE-UK Certificate of Incorporation



AGEUK Cert.pdf

Appendix B - Confirmation of AGE-UK Charity status



AGE-UK_Charity_Stat
us.PDF

Appendix C - Resolution 1



AGE-UK_Reso1_06.0
3.2005.PDF

Appendix D - Resolution 2



AGE-UK_Resolution2
_21.11.2010.PDF

Appendix E - Resolution 3



AGE-UK_Reso3_21.1
1.2010.PDF

Appendix F - Resolution 4



AGE-UK_Reso4_07.0
8.2011.PDF

Association of Ghanaian Ex-servicemen & Women UK

Motto: To whom much is given, much is required of them

Contact: 020 8200 6522/07944 746697/07957 794223,
Fax: 070 9200 2413. **Email:** info@age-uk.net, or chairperson@age-uk.net. **Website:** www.age-uk.net

**Request for our Membership Application and Gift Aid Declaration forms, fill them out and return to the address below even if you did not fill or complete the Direct Debit instruction:
AGE UK, 45 Runbury Circle, London NW9 8RX**

**You can also make direct contributions or payments to the following
Bank Account: NATWEST Bank, Account No. 76530647, Sort 602309**



Join us in our monthly meetings every first Sunday of each month to discuss, be informed & socialise with good people and in a safe environment.

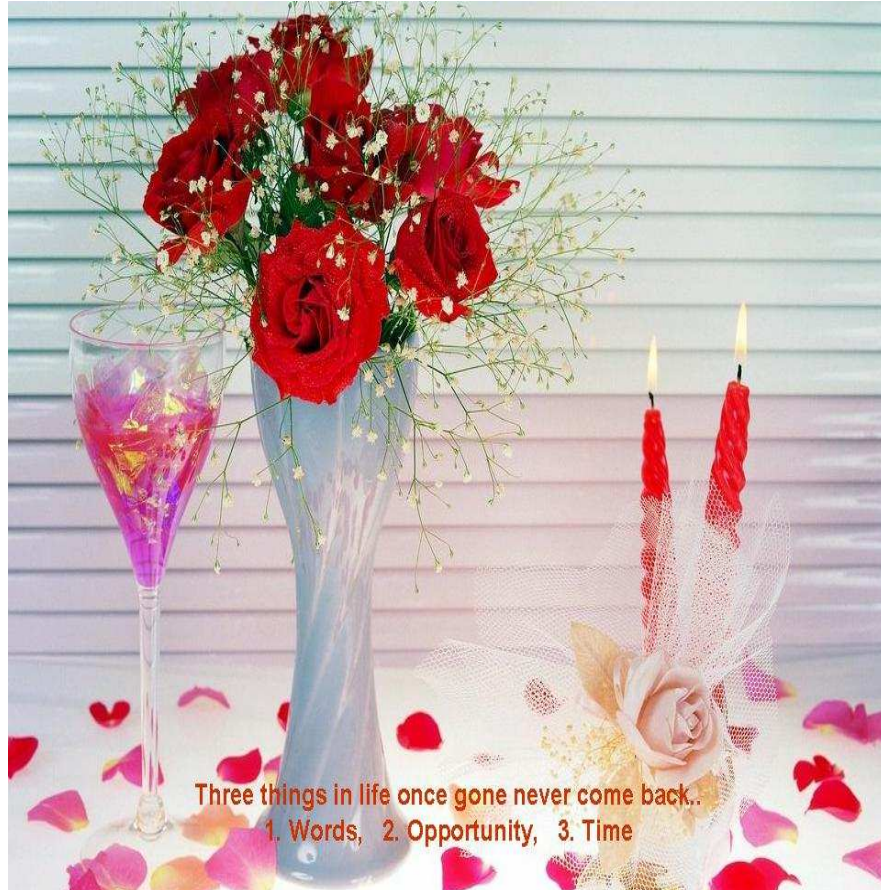
Venue: Ring Cross Community, 60 Lough Road, (Junction with Piper Close) Islington, London N7 8HZ (Near Holloway Tube station & turn right to Georges Rd off Holloway Rd from Highgate to Islington)

Time: 16:30—19:00 Hrs on every 1st Sunday of each Month unless otherwise

**Registered in England with Charity number 1108842
Registered Off: Devonshire House, 582 Honeypot Lane, Stanmore HA7 1JS**

Regulated by the UK Charity Commission

We are concerned about people, therefore we educate, relieve hardship and provide other social welfare opportunities with the object of improving the conditions of life.



Association of Ghanaian Exservicemen & women UK (AGE UK) is the trading and charity name of Association of Ghanaian Exservicemen & women UK (AGE UK) Ltd, a company limited by guarantee registered in England and Wales with registration numbers 05294221 & 1108842; and with registered offices at Devonshire House, 582 Honeypot Lane, Stanmore, London, HA7 1JS.

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Thank you.