



# Togo Union UK

*Unity Is Strength*

Unity Centre of South London, 2 – 4 Ravenstone Street, Balham, London, SW12 9SS

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## **MEMBERSHIP, BENEFITS & CODE OF CONDUCT POLICY**

### **OBJECTIVES**

- 1. To gather all Togolese living in the UK and promote the welfare of the members through social events and support**
- 2. To make our contribution to the nation building process in Togo by helping various organisations and institutions in need**
- 3. To promote Togolese identity and culture among our children in the UK**

### **A/ MEMBERSHIP**

#### **Article 1**

Anyone who wishes to join Togo Nationals' Union, must complete an application form, which can be obtained from the General Secretary or any other member of the Executive.

#### **Article 2**

The applicant must return the form with two passport size photographs and a membership fee of £10=00 to the General Secretary. The application will be processed and a membership card will be issued to the applicant, upon receipt of which, he/she becomes a full member; and an information pack will be sent to him/her to that effect.

#### **Article 3**

Full members are expected to pay a yearly due of £48=00, which can be settled, either in one full payment or in 6 instalments of £8=00 at every meeting.

### **B/ BENEFITS**

#### **Article 4: Membership of the Union shall confer certain benefits to the holder as follows:**

- In the event of a member's death, the amount of £300=00 from the Union fund plus £20=00 funeral contribution from each member and £50=00 worth of drinks, will be given to the next of kin of the departed member mentioned on the application form.
- The amount of £150=00 from the Union fund plus the funeral contribution of £10 from each member plus drinks of a value of £20=00 will be given to the bereaved member for the loss of his father or mother.
- The amount of £100=00 from the Union fund plus £10=00 funeral contribution from each member will be given to bereaved parents for the loss of their child.
- In the event of birth, the amount of £50=00 plus drinks will be given to the member for their first two children.
- In the event of illness, two welfare officers will visit the member and give him/her fruits and /or flowers of the value of £20=00.
- The amount of £50=00 will be given to a member in serious hardship on the recommendation of the Executive committee.

#### **Article 5**

**To qualify for the Union benefits, members have to maintain a steady payment of their dues and contributions to funerals funds for a minimum of two years.**



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## **C/ YOUR RIGHT AS A MEMBER**

### **Article 10: As a member you have the right:**

- a. to speak and to be heard at all the Union meetings
- b. to attend any of the Union's activities and functions
- c. to receive all relevant communications
- d. to receive the Union benefits when needed
- e. to hold an office if so elected.

## **D/ DUTIES AND RESPONSIBILITIES OF MEMBERS**

### **Article 6: Each member has the responsibility:**

- a. to pay all levied fees and contributions;
- b. to attend meetings and approved functions of the Union and funerals; A member who does not attend at least two meetings within a year, will cease to be a member.
- c. to participate in all activities of the Union including fund raising activities and strive to work as a team;
- d. to attend a meeting prior to an event organised by the Union in order to share jobs and to organise the event;
- e. to act as an ambassador for the Union and a role model for new members;
- f. to respect one another's right to speak and be heard at meetings and avoid any kind of negative behaviour and attitude; Any member who displays unreasonable and disruptive attitude will be warned twice and on the third warning, he or she will be asked to leave the meeting.
- g. to endeavour to carry out to the best of their ability any such duties that has been assigned to them or for which they have volunteered;
- h. to purchase a ticket for every event organised by the Union, or donate the equivalent amount to the Union, should they be unable to attend.
- i. to declare a personal interest on a matter to be discussed before discussions begins. In this case, the following must apply:
  - ii) the member must withdraw from that part of the meeting unless expressly invited to remain in order
  - iii) to provide information.
  - iv) the member must not be counted in the quorum for that part of the meeting
  - v) the member must withdraw during the vote and have no vote on the matter.

### **Article 7: Failure to observe the above duties and responsibilities may result in the following disciplinary actions by the Executive:**

- a. Verbal warning to be given in the first instance, followed by a written warning if the member in question carried on breaking the rules.
- b. A suspension of membership for up to 6 months
- c. Dismissal from any responsibility post within the Union



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d. Expulsion from the Union without any refund of contributions and levied paid thereto;

**Article 8:** Any of the above disciplinary decisions may be appealed against within 28 days thereof. All appeals should be addressed, in writing, to the Chairman of the Union.

## **E/ COMPLAINTS PROCEDURE**

### **Article 9**

Any member who has cause to complain against another member or other members shall, in the first instance, approach the member or members concerned to settle the dispute or clear a possible misunderstanding;

### **Article 10**

If the complainant is not satisfied, he/she may approach the Chairman informally to try to resolve the matter;

### **Article 11**

If the complainant is still not satisfied, he/she may start a formal procedure by sending a letter to the Chairman with a copy to the General Secretary, setting out the nature of his complaint with names of any witnesses if necessary;

### **Article 12**

Upon receipt of a written complaint, the Chairman shall call a meeting of the Complaints Sub-committee, which shall be made up of the Chairman, the Vice-Chairman, the General Secretary and two advisers.

### **Article 13**

The Complaints Sub-committee shall call a meeting to listen to all parties involved, no later than two weeks from date their case is being received and settle the dispute

### **Article 14**

If the complainant is still dissatisfied, he/she may appeal to the full Executive Committee in writing, stating the reason(s) for their dissatisfaction.

### **Article 15**

The full Executive Committee shall then meet within a period of three weeks to hear the complainant and to resolve the matter; and its decision in this instance, shall be final and binding on all parties to the dispute.

## **F/ - ELECTION OF THE EXECUTIVE COMMITTEE MEMBERS**

### **Article 16: Election of officers**

- a. Any member who has been with the Union for at least a year will be able to stand for any office in the Union.
- b. To qualify to vote, a member has to be up-to-date with his/her contribution payments and be a member for a minimum of 6 months.
- c. To stand for office as an Executive Committee member, one must satisfy conditions a and b of the present article.



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- d. In order to stand for election, a candidate must nominate themselves or be nominated by another member.
- e. For a nominated candidate to be considered election, he/she needs to be seconded by at least one other member of the Union.
- f. All the members of the out-going Executive Committee shall resign their posts, but could be re-nominated to stand again, provided they have not served two consecutive terms in the same post.
- g. The Executive Committee shall forward the list of nominations for the posts to be filled to the Union members, no later than two weeks before the elections take place.
- h. The Executive Committee officers are elected in a single ballot by a simple majority of the vote cast.

## **Article 17: The Electoral Committee**

- a. An Electoral Committee shall be appointed to oversee the elections.
- b. To ensure impartiality and independence of the Electoral Committee, no member of the out-going Executive Committee shall be part thereof.
- c. The Electoral Committee shall elect a secretary, who will co-ordinate its work and make reports to the assembly of members.
- d. Any member of the Electoral Committee shall be able to vote in the elections, but cannot stand for office.
- e. A member of the Electoral Committee, who is nominated to stand for office, shall automatically resign his/her position in the committee.
- f. All nomination shall be submitted to the Electoral Committee by the deadline set by the Committee and agreed by the members.
- g. A Returning Officer shall be appointed by the Electoral Committee to lead the conduct of the election.
- h. The co-ordinator of the Electoral Committee shall assume the role of the Returning Officer.

## **Article 18: Term of office**

- a. All officers are elected for a 2-year term.
- b. All officers can serve 2 consecutive terms only.
- c. All previous officers shall be able to stand for any other office after one term since they have last served.
- d. In the event of an officer leaving his/her post before the end of their tenure, a by-election shall be organised at the next available meeting, to elect a replacement.
- e. All out-going members shall return any document pertaining to the Union to the out-going Chairman.
- f. An out-going Chairman shall be responsible for the safe return to the new Chairman of all Union documents and assets from any former officers.



## **Article 19: Election procedure**

- a. Election of officers is by simple majority of vote cast.
- b. This is done by a secret ballot.
- c. In the event of a tie between two candidates for a post, there would be further ballots until a majority is finally reached.

## **Article 20: The posts to fill**

- a. Chairman
- b. Secretary General
- c. Treasurer
- d. Entertainment Officer
- e. Social Affairs Officer
- f. Vice-Chair
- g. Assistant Secretary
- h. Assistant Treasurer
- i. Assistant Entertainment Officer
- j. Assistant Social Affairs Officer

## **G/ THE EXECUTIVE COMMITTEE JOB DESCRIPTIONS**

### **Article 21**

**The Chairman**

### **Article 22**

**The Secretary General**

### **Article 23**

**The Treasurer**

### **Article 24**

**The Entertainment Officer**

### **Article 25**

**The Social Affairs Officer**

### **Article 26**

**The Vice-Chair**

### **Article 27**

- 1. The Assistant Secretary**
- 2. The Assistant Treasurer**
- 3. The Assistant Entertainment Officer**
- 4. The Assistant Social Affairs Officer**