

# TOURISM SOCIETY OF GHANA

## CLUB GUIDE

*BASIC/SECONDARY CHAPTER*



### PARTNERS:



GHANA  
EDUCATION  
SERVICE

*"But Seek first the kingdom of God and His righteousness, and all these things shall be added to you" – [Matthew 6: 33 NKJV]*



## **PREAMBLE**

This document is a guide for the Basic and Senior High School Chapter of the **TOURISM SOCIETY OF GHANA**, a social enterprise and an organization dully recognized and accredited to undertake Tourism, Arts and Culture programs / activities to promote domestic tourism among the youth through the formation of Tourism Clubs within educational establishments across Ghana. The project is certified by the Ministry of Tourism, Arts and Culture, Ghana Tourism Authority (GTA) and in partnership with Ghana Education Service (GES).

## **OPERATIONS**

The organization functions at three operational chapters namely;

### **✍ The Basic and Secondary Chapter**

This involves the formation of tourism clubs within basic educational institutions, senior/junior high, technical and vocational institutions.

### **✍ The Tertiary Chapter**

This involves the formation of tourism clubs in colleges of education, technical universities and universities.

### **✍ The Public Chapter**

This involves the formation of tourism clubs within corporate institutions, religious organizations, professional unions, local communities, etc.

## **1. IDENTIFICATION**

The organization shall be called **TOURISM SOCEITY OF GHANA** in all branches across the world.

- a. The official abbreviation of the organization shall be **TOSOGHA**
- b. The slogan of the organization shall be **“GATEWAY TO DOMESTIC TOURISM”**.
- c. The official colors of the organization shall be **Green, yellow and gold**.

### **❖ VISION**

To develop, promote and sustain domestic tourism.

### **❖ MISSION STATEMENT**

To establish an extensive patronage for domestic tourism through strategically planned programs and activities as a means to promote the tourism industry from the grassroots.

## ❖ OBJECTIVES

- ⊙ Promote domestic Tourism from grassroots including the youth and children of school going age
- ⊙ Create socio-cultural platform for people to appreciate and promote tourism
- ⊙ Improve educational standards through tourism education and training programmes
- ⊙ To promote and organize tours to various tourism sites for national cohesion
- ⊙ To use domestic tourism as a tool for environmental conservation
- ⊙ To use domestic tourism as a tool for job creation for the youth

## CLUB ANTHEM

**Let's hail wondrous works of His hands**

**To safeguard our future, our hope.**

**Let's seek to discover His arts and again rediscover**

**With one strength, one might, one love**

**We shall dig divine treasures**

**In the land, in the sea, in the skies.**

**Behold the voice keeps calling new**

**for TOSOGHA here has commissioned for creation**

**His great works to see.**

*(Anthem written and composed by Mr. Danyo Bright Henschel)*

## **2. MEMBERSHIP**

Membership is open to all youth of school going age irrespective of nationality, sex, religion, educational status, color or creed. However, all aspiring members are expected to display good morals, co-operative etiquette and interest in tourism.

## **3. CLUB ACTIVITIES**

- i. Club meetings are organized where topics are introduced to support regular course and emerging curriculum issues.
- ii. Identification of potential tourist sites and organization of educational trips and tours.
- iii. Creation of platforms for the promotion and appreciation of Ghanaian indigenous cultural practices; music, dance, drama, arts
- iv. Collaboration with institutions with interest in tourism for outreach, interventional and exchange programs
- v. Organize workshops and seminars that have the capacity of promoting Ghanaian cultural heritage and providing the students with life-long career opportunities.
- vi. Skills training and development initiatives

## **4. LEADERSHIP & ADMINISTRATION**

The TOURISM SOCIETY OF GHANA is an established order with a well-defined structure of administrative organs. By virtue of a workable constitution, the organization maintains the leadership structure as below:

### **(A) BOARD OF DIRECTORS**

1. Remains the policy making arm of the organization.
2. Appoints the Executive Director and determines the framework of his/her legislation.
3. Draws the elements of the drafted constitution as legislative instruments for the attention of the National Secretariat
4. Approves/Gazettes the drafted constitution and upholds its sovereignty supreme.
5. Determines the structure for all forms of remunerations for all levels of administration – salaries, wages, etc.

## **(B) THE NATIONAL SECRETARIAT**

This is the highest administrative and operational office (headquarters) of TOSOGHA headed by the Executive Director.

1. The National Secretariat remains the headquarters of all Administration.
2. The National Secretariat disseminates information on policies and Annual Plan of Work (APW) approved by the Board of Directors (BOD) to the National Executive Council (NEC).
3. Responsible for fund raising and disbursement of funds approved by the BOD
4. Represents the BOD across national and international dimensions
5. Supervise and monitor the activities of the organization and receive quarterly and annual report from the NEC and process it for attention of the BOD.
6. Appoint administrative Coordinators and other resource personnel at all levels.
7. Approve and ensure the smooth execution of conferences, seminars, and workshops across board; National/Zonal, Regional, Local councils (NEC, ZC, REC, DEC, LEC)
8. Responsible for signing agreements and partnership for and on behalf of TOSOGHA

## **(C) THE NATIONAL EXECUTIVE COUNCIL**

It has the following functions to perform:

1. Ensure the day-to-day administration of organization at all levels of the executive council.
2. Approval and institution of bye-laws at other levels of the executive council in consultation with NS.
3. Responsible for the Annual Plan of Work.
4. Designing periodic workshops and seminars across board.
5. Oversees delegates' conferences.
6. Appoints committees for specialized functions.

## **(D) THE ZONAL COUNCIL**

1. Oversees the administration of regional offices (RECs) and reports to the NEC from time to time.
2. Plans and designs the administrative framework of the regional councils in consultation with the National Executive Council (NEC)
3. Oversees/monitors regional and district delegates' conferences and ensures the smooth execution of workshops and seminars designed by the National Executive Council (NEC).
4. Disburses budgetary (financial) allocations of the regional executive councils determined by the National Secretariat

### **(E) THE REGIONAL EXECUTIVE COUNCIL (R.E.C)**

1. Oversees the day-to-day administration of activities of the region.
2. Responsible for planning, executing and monitoring of projects, programs of activities in line with the Annual Plan of Work (APW).
3. Supervise/monitor activities of D.E.C
4. Presents quarterly and annual reports on activities of the region to the zonal office.
5. Attends to the needs of the districts – adequate and timely provision of material and technical logistics.
6. Sets up auditory teams and presents annual auditory reports on administration and management of all district affairs.
7. Provides materials and staffing for workshops and seminars across districts

### **(F) THE DISTRICT EXECUTIVE COUNCIL (D.E.C)**

1. Plans and oversees the day-to-day administration of activities of the district.
2. Devise means of recruitment drive
3. Responsible for planning, monitoring and execution of program of activities in line with the Annual Plan of Work (APW)
4. Reports to the regional executives on strengths, weaknesses and challenges faced by the local councils (individual clubs) from time to time.
5. Responsible for follow-ups on administrative correspondence within the district.
6. Appoints coordinators of the local council (schools/communities)
7. Ensures the smooth coordination with heads of institutions.
8. Provides logistics to the local council. These include:
  - i. Administrative/correspondence materials: files, writing materials like ledgers, club minutes, note pads, etc.
  - ii. Organization's paraphernalia: banners, scuffs, T-shirts/Lacoste, flags, etc.
  - iii. Membership ID and Dues Cards.
9. Plan election of local executives and monitor their electoral process
10. Swear local executives into office.

### **(G) COODINATORS**

1. Serve as the link and mouthpiece to the school branch. This involves the introduction of TOSOGHA to the populace (Aims, objectives and benefits)
2. Summoning meetings weekly or fortnight per the school's extra curriculum plans to establish club activities.
3. Embark on recruitment exercise of varied nature.
4. Initiating or establishment of the organization by consent and in company with the district executives
5. Monitor and report club activities to the District Coordinator. (Summary report on the stewardship of the executives and membership activities)

6. Formation of or instituting the executives (This involves the organization of electoral process)
7. Summoning extra-ordinary meetings with the executive other than usual executive meetings.
8. Serve as the Chief Protocol Officer for the branch.
9. Coordination of all forms of field activities involving the organization across board.
10. Distribution and keeping up to date records of all items of membership; membership forms, ID Cards, Dues cards and whole paraphernalia (T-shirts, flags, scuffs, banners etc.)
11. Designing programs and forwarding proposals to promote and execute specific goals and perform any function assigned by the District Executives as the case might be.
12. Determining budget for organization's activities.
13. Approving/cross-checking all financial transactions of the organization. This is inclusive of all receipts / payment and banks deposits.
14. Disbursements of approved funds from the District Executives.
15. Automatic members of all annual youth Camp and tours

#### **(H) THE LOCAL EXECUTIVE COUNCIL**

1. Sees the day-to-day administration of the local branch.
2. Disseminate club aims and objectives at the grassroots level.
3. Ensures full membership participation in all programmes and activities.
4. Presents summary reports on concerns of pupils/students, teachers, parents and the immediate public/environment for the perusal of coordinators.
5. Brings the needs and challenges of the club to the attention of the coordinators or school authorities/heads as the case might be.

### **5. MEETINGS**

Meetings shall be held across various levels of the organization. These include:

- i. COUNCIL MEETINGS
- ii. EXECUTIVE MEETINGS
- iii. LOCAL MEETINGS

#### **A. COUNCIL MEETINGS**

Council meetings shall be held at national, regional and district levels. The compositions of these councils are as follows:

- NATIONAL COUNCIL: All members of the NEC and Regional Executives
- REGIONAL COUNCIL: The Regional Executive and District Executives
- DISTRICT COUNCIL: The District Executives

## **B. EXECUTIVE MEETINGS**

These are meetings to be held by executive members only at a particular level. Thus, there shall be:

- National Executive Meetings
- Regional Executive Meetings
- District Executive Meetings
- Local Executive Meetings

## **C. LOCAL MEETINGS**

These are general meetings to be held by the entire membership of the local branch.

### **a. PROCEDURE & CONDUCT OF MEETINGS**

- i. All executive members of a particular council shall meet not later than two days before a general meeting is held.
- ii. The executive members of the National Council shall comprise only the NEC, those of the Regional Council shall comprise only the REC and those of the District Council shall comprise only the DEC.
- iii. Duration for such meetings shall not exceed two hours (2hrs)
- iv. Extraordinary meetings might be conveyed by proposal from any two members of the executive approved by the President.
- v. Decisions are made by a simple majority vote at such meetings.

### **b. GENERAL MEETINGS**

- i. General meetings shall be held every fortnight as will be scheduled by the executive council.
- ii. Duration for general meetings is between 45mins and 1hour.
- iii. Emergency/Extraordinary meetings may be summoned by the executive or two-thirds ( $\frac{2}{3}$ ) of active members petitioning the executive.
- iv. One-third ( $\frac{1}{3}$ ) of active members inclusive of the President, the Vice President and the Secretary shall form quorum at meetings.
- v. The following shall form order of proceedings:
  - Opening Prayer
  - Welcome Address
  - Club Anthem
  - Business of the Day / Main Agenda
  - Other Matters
  - Announcements
  - Closing Prayer



## **6. BENEFITS OF ACTIVE MEMBERSHIP**

Members of the Club upon the issuance of a membership ID stand the chance or own the privilege to enjoy the following social and professional benefits as follows:

- i. Members enjoy regular domestic tours that is educative and recreational organized periodically at reasonable cost.
- ii. Members enjoy free participation of all events, programs and any other tourism related activity organized by the Tourism Society of Ghana.
- iii. Members who have the interest and ability to work within the tourism and hospitality industry will be given free orientation, career guidance and employment opportunities.
- iv. Members enjoy interaction with tourists/volunteers from overseas
- v. Members who have the interest and ability to become tour-guides are trained
- vi. Opportunity to participate in local and foreign exchange programs
- vii. Enjoy periodic educative youth-tourism empowerment seminars
- viii. Members who have signed on to the **(LIBERTY CARD)** are privileged to free entry to partnered tourist sites in Ghana in addition to all other benefits above

## **7. REGISTRATION & MEMBERSHIP**

- a. Membership forms are available in all local Branches across the country or through our website at no cost.
- b. All aspiring members shall pay a reasonable amount determined by the National Secretariat and National Executive Council (NEC) as a registration fee. This is inclusive of membership ID cards, membership dues cards, membership certificates. Certificates are issued for the institutions where TOSOGHA clubs are present.
- c. All new registered members shall receive their membership materials and identity cards in not more than two (2) months after registration.

## **8. PAYMENT AND DISBURSEMENT OF MEMBERSHIP DUES**

Dues of GH2 per month by a member at the Basic and Secondary Chapter. However, the leadership in consultation with the National Secretariat could determine other levies deemed necessary along the operational chains. These may include membership renewal dues, and fees for delegates conferences.

The membership dues shall be disbursed as follows:

50% - National Secretariat

50% - Local coffers

## 9. SALE AND DISTRIBUTION OF CLUB PARAPHENALIA

Paraphernalia inclusive of printed T-shirts/Lacoste, scarfs, bangles, flags and banners shall be distributed across all member institution at affordable prices. The secretariat remains the sole medium of production, supply and distribution.

## 10. EDUCATIONAL TOURS & TOUR ACTIVITIES

A periodic and regular educational tour and tour platforms of activities shall be organized. For the smooth and swift take-off of such events, the management of TOSOGHA has outlined the following norms as policies:

- (i) Designed and approved tours and tour-events (other social platforms) by the secretariat shall seek due consent of member school authorities before it takes effect.
- (ii) All proposed tours and activities in the name of TOSOGHA (other than those from the secretariat) shall seek due approval from the National secretariat prior to trip date.
- (iii) Parents and guardians of club members shall be dully notified in writing, giving detailed information about impending tour and activities (date, duration, destination, etc.) not later than seven (7) days (one week) before embarking on tour trips.
- (iv) Monies levied against tour trips are gathered by the school coordinators and shall reach the secretariat not later than 7 days before embarking on tours.
- (v) All coordinators must check the validity of driver's license and vehicle before trip date
- (vi) An open form will be completed by stakeholders regarding the tour and activities before/prior to execution. Namely:
  1. Parents/Guardians
  2. The concerned club members
  3. The Heads of member institution

SERIAL NO.	NAME	SEX	CLASS/FORM	SIGNATURE

## **11. DELEGATES' CONFERENCES**

These are programmed events by the NEC to:

- (i) Elect executive officers at the district regional and national levels
- (ii) Discuss the Annual Plan of Work (APW)
- (iii) Deliberate on key issues that affect the leadership and welfare of the organization.

**Note;** Funding of delegates' conferences shall be the responsibility of the National Secretariat.

## **12. ELECTIONS & TERMS OF OFFICE**

- i. All elections shall be by ballot of concerned members.
- ii. An officer shall be deemed elected if he/she wins simple majority at the polls.
- iii. Offices subject to election shall be:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Deputy Secretary
  - e. Organizer
  - f. Financial Secretary/ Treasurer
  - g. Female Rep

**Notes:** Roles of executive members are spelt out in the constitution

- iv. An office holder shall cease to hold office under any of these circumstances:
  - The death of the office holder
  - A protracted illness that has rendered him/her inactive
  - Resignation
  - Dismissal
- v. Tenure of office for any executive member shall be a period of two years for National/Regional and Districts and one year for local councils (Schools)
- vi. All office holders shall remain in office for not more than two (2) consecutive terms.
- vii. Should an officer cease to hold office under conditions stated in item (v) of this article, a bye-election shall be organized within six weeks after the office becomes vacant.

## **13. IN-SERVICE TRAINING**

All newly elected officers shall undergo an in-service training to groom them to be well-equipped for their new offices.

## **14. WORKSHOPS AND SEMINARS**

The National Secretariat shall design and approve proposed workshops and seminars for the entire membership across board. Workshops and seminars include:

1. Educative seminars that lecture and inform.
2. Training workshops against acquisition of labour skills and creative arts as grooming platforms for self-reliance.
3. Periodic workshops that give in-service training, teach leadership skills and inculcate leadership norms.

## 15. CONTACT

That the official contact elements shall be:

*a. Postal address:*

TOURISM SOCIETY OF GHANA  
P. O. Box TS 583, Teshie – Accra

*b. Telephone:*

(00233) 302 944 637  
(00233) 244 927 017

*c. E - mail:* [tosogha@gmail.com](mailto:tosogha@gmail.com)

*d. Website:* [www.tourismsocietyofghana.com](http://www.tourismsocietyofghana.com)

# THE ORGANOGRAM

