

# TOURISM SOCIETY OF GHANA

## CLUB GUIDE

*CONSTITUTION - TERTIARY CHAPTER*



*“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 Tertiary Chapter of the **TOURISM SOCIETY OF GHANA**, a registered social enterprise recognized and accredited to undertake Tourism, Arts and Culture programs and activities to promote domestic tourism among the youth through the formation of Tourism Clubs within educational establishments across Ghana. We operate under the auspices of the Ministry of Tourism, Arts and Culture, collaborates with Ghana Tourism Authority (GTA) and work in partnership with Ghana Education Service (GES) and Ghana TVET Service.

## **OPERATIONS**

The organization functions at three operational chapters namely;

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

This involves the formation of tourism clubs within basic, 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, local communities, etc.

## **1. IDENTIFICATION**

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

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

### **❖ VISION**

To become a household name in the development, promotion and sustenance of 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 and among the youth.

## ❖ OBJECTIVES

- ⊙ Improve educational standards through tourism education, training and exchange programs locally and internationally
- ⊙ Create socio-cultural platforms for Ghanaians to appreciate and promote domestic tourism
- ⊙ To use domestic tourism as a tool for job creation for the youth
- ⊙ To promote and organize domestic tours for national cohesion
- ⊙ Promote domestic tourism from the grassroots and 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 tertiary level students 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 hospitality and culture.

## **3. CLUB ACTIVITIES**

- i. Club meetings are organized where emerging topics are introduced to support regular course and program issues.
- ii. Identification of potential tourist sites for educational tours.
- iii. Creation of platforms for the promotion and appreciation of Ghanaian culture including music, dance, drama, arts, fashion, cookery etc.
- iv. Collaboration with institutions with interest in tourism for outreach, national and international exchange programs
- v. Organize workshops and seminars that promotes Ghanaian cultural heritage and provide students with life-long career opportunities.
- vi. Skills training, development activities and many more

## **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 TRUSTEES**

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 (NS)**

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 Trustees (BOT) to the National Executive Council (NEC).
3. Responsible for fund raising and disbursement of funds approved by the Board
4. Represents the Board 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 the attention of the Board
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, Regional, Local councils (NEC, REC, DEC, LEC)
8. Responsible for signing agreements and partnership for and on behalf of TOSOGHA

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

It performs the following functions:

1. Ensure the day-to-day administration of the 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 developing the Annual Plan of Work (APW)
4. Design periodic workshops and seminars across board.
5. Oversees delegates' conferences.
6. Appoints committees for specialized functions.

## **(D) THE REGIONAL EXECUTIVE COUNCIL (REC)**

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 District Executive Council
4. Presents quarterly and annual reports on activities of the region to the national office.
5. Attends to the needs of the local branch – 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 Local branches.
7. Provides materials and staffing for workshops and seminars across local branches

## **(F) PATRONS**

1. Serve as the link and mouthpiece to the chapter. This involves the introduction of TOSOGHA to the populace (Aims, objectives and benefits)
2. Summoning meetings weekly or fortnight per the institution's extra curriculum plans.
3. Monitor and report club activities to the Regional Coordinator. (Summary report on the stewardship of the executives and membership activities)
4. Formation of executives (This involves the organization of electoral process)
5. Summoning extra-ordinary meetings with the executive other than usual executive meetings.
6. Serve as the Chief Protocol Officer for the chapter.
7. Coordination of all forms of field activities involving the organization across board.
8. Distribution and keeping up to date records of all items of membership; membership forms, Dues cards and paraphernalia (T-shirts, flags, scarfs, banners etc.)
9. Design programs and forwarding proposals to promote and execute specific goals
10. Determining budget for organization's activities.
11. validation and approval of all financial transactions of the organization. This includes all receipts, payment and banks deposits.
12. Disbursements of approved funds from the Regional Executives.
13. Perform any function assigned by the Regional Executives as the case might be.

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

1. Sees to the day-to-day administration of the local branch.
2. Disseminate club aims and objectives at the tertiary level.
3. Ensures full membership participation in all programs and activities.
4. Presents summary reports on concerns of students and lecturers and the immediate public/environment for the perusal of coordinators.
5. Bring the needs and challenges of the club to the attention of the coordinators or institution's 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 and regional levels. The compositions of these councils are as follows:

- NATIONAL COUNCIL: All members of the NEC and Regional Executives

- **REGIONAL COUNCIL:** The Regional and Local 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
- 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
- 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 45minutes and one hour.
- 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. MEMBERSHIP BENEFITS

Members of the Club upon the issuance of a membership ID (**LIBERTY CARD**) stand the chance to enjoy the following social and professional benefits.

- 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 to work within the tourism and hospitality industry will be given free orientation, career guidance, internship and employment opportunities
- iv. Members who have the interest and ability to become tour-guides are trained
- v. Opportunity to participate in local and foreign exchange programs
- vi. Enjoy periodic educative youth-tourism empowerment seminars
- vii. Members who wish to travel are given the needed assistance and guidance through all traveling processes and documents particularly in bureaucratic formalities
- viii. Opportunity to boost professional capabilities to enhance employability or entrepreneurial ambition
- ix. Opportunity to meet and connect with new friends to share interests or passions within the tourism and hospitality space
- x. Members who are also Liberty Card holders are privileged to free entry to partner tourist sites in Ghana

## 7. REGISTRATION & MEMBERSHIP

- a. Membership forms are available on our website at no cost.
- b.** Individual active members shall be issued with membership certificate upon completion of their course
- c. All new registered members shall receive their membership Liberty Cards within three (3) weeks after registration.
- d.** *Certificate of Membership shall be issued for the institutions where TOSOGHA clubs are present*

## 8. PAYMENT AND DISBURSEMENT OF MEMBERSHIP DUES

Monthly dues of **GHC10** (Ten Ghana cedis) per member at the Tertiary Chapter. However, the leadership/management in consultation with the National Secretariat could determine other levies deemed necessary along the operational chains.

The membership dues shall be disbursed as follows:

50% - National Secretariat

50% - Local coffers (Institution)



## **9. SALE AND DISTRIBUTION OF CLUB PARAPHENALIA**

Paraphernalia inclusive of printed T-shirts/Lacoste, scarfs, bangles, flags, banners etc. shall be distributed across all member institutions at affordable prices per request from members through Patrons.

**NB: The secretariat remains the sole medium of production, supply and distribution.**

## **10. DELEGATES' CONFERENCES**

These are programmed events by the NEC to:

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

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

## **11. 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:
  1. President
  2. Vice President
  3. Secretary
  4. Deputy Secretary
  5. Organizer
  6. Financial Secretary/Treasurer
  7. Female Rep

**Notes:** Roles of executive members are spelt out below:

- 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 one year for local councils
- 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.

## 12. FORMATION AND ROLES OF EXECUTIVES

Executives are elected into power by a pool of delegates (regional/district/local executives) at a delegate's conference. The offices shall comprise:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Deputy Secretary
- 5. Organizer
- 6. Financial Secretary/Treasurer
- 7. Female Representative

### ***PRESIDENT***

- 1. Before assuming office, the President shall take and subscribe before the members of the club at an officially organized gathering, the presidential oath set out as follows:

*I.....(Name of President).....do hereby in the name of the Almighty accept the office of the President as the Highest authority of the TOURISM SOCEITY OF GHANA and hold in high esteem the vision for which the Founder Stands. I promise to coordinate by sense of humor the activities of the National Executive Council by volunteering my whole-self: head, heart and hands accompanied by the totality of my energy, time, money and other resources towards the full realization of the vision of TOURISM SOCEITY OF GHANA. In default, I shall suffer the penalty for it. So, help me God.*

- 2. The President shall be the chief spokesperson of the association.
- 3. He/she shall preside over all Executive meetings as well as all general meetings.
- 4. He/she shall have the power to summon emergency/extraordinary executive and general meetings in consultation with at least two (2) other executive members.
- 5. He/she shall endeavor to secure the observance of the constitution and by-laws within the framework of legislature.
- 6. He/she shall exercise the power of veto at executive, emergency/extraordinary and general meetings if only he/she is backed by an executive member.
- 7. He/she shall be the head all financial transactions within his/her jurisdiction

### ***VICE PRESIDENT***

1. The Vice President shall assist the President in carrying out his/her duties.
2. He/she shall act on behalf of the President in the event of his/her absence or where he/she becomes incapable of delivery.
3. He/she shall act on behalf of the President in the case of resignation, interdiction and removal from office or death of the President until bye-elections are conducted.
4. The Vice President shall act on behalf of the Treasurer in the event of his/her absence or where he/she becomes incapable of performance.
5. He/she shall perform any other function assigned him by the President.

### ***SECRETARY***

1. The Secretary shall in consultation with the President be responsible for handling all administrative correspondence of TOSOGHA
2. He/she shall keep and present certified true and accurate records of all proceedings of the Councils.
3. He/she shall be responsible for putting up all notice of the National/ District/local Council across board.
4. He/she shall summon all meetings stating the agenda under the direction of the President.

### ***DEPUTY SECRETARY***

1. In the absence of the General Secretary, he/she shall perform all duties of the General Secretary.
2. He/she shall assist the General Secretary in carrying out his/her functions.
3. He/she shall perform other duties as will be directed by the President.

### ***ORGANIZER***

1. He/she shall be responsible for all organizational works.
2. He/she shall liaise and coordinate the activities of the executive.
3. He/she shall perform any other function assigned to him/her by the President.

### ***FINANCIAL SECRETARY/TREASURER***

1. He/she shall be the Head of the financial administration of the National/District/local Council
2. He/she shall propose a financial (budgetary) statement for the approval body against the following business year.
3. He/she shall determine budget annually or periodically in consultation with the President.

4. He/she shall keep a true and fair financial record of the National/District/local Council. This includes receipts and invoices.
5. He/she shall be a signatory to the branch account
6. He/she shall be responsible for keeping accountable imprest of an amount determined by the National/District/Local Council periodically.
7. He/she shall deposit monies in the club's account(s) under the directive of the President
8. He/she shall be responsible for keeping and presenting an authentic financial report
9. He/she shall monitor the performance of the lower treasurers across board.

### ***FEAMLE REP***

1. She shall serve as the mouth piece of the female population and give a redress to more challenging female issues that affect the club in general.
2. She shall in consultation with other female organizers ensure a smooth receipt and presentation of donations (both in cash and kind) to and from the female group(s) on behalf of the club in the region.
3. She shall be responsible for beefing-up female recruitment drive: winning more females into the club.
4. He/she will perform other roles as assigned by the President

### **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. CONTACT**

That the official contact elements shall be:

- a. *Postal address:***  
TOURISM SOCEITY 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

