



# **NORTH AMERICA GHANAIAN ADVENTIST CHOIR UNION**

*(NAGACU)*



**CONSTITUTION & BY-LAWS**  
**(Accepted @ 2021 NAGACU Virtual Convention)**  
**October 10th, 2021**

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## **PREAMBLE**

The member Choirs of the Ghanaian Seventh-Day Adventist Churches in North America now form a body with the view of fostering unity of purposes, to promote, improve, develop and maintain the use of sacred music and ensure that all music rendition in the churches are decently done in order and with all reverence to God.

## **ARTICLE 1**

### **NAME**

Section 1: This body shall be known as **North America Ghanaian Adventist Choir Union** hereafter referred to as (NAGACU). This Union will use the name or its acronym (NAGACU) in all publicity materials and correspondences.

Section 2: This body is a sub-organization of the North America Ghanaian Seventh-Day Adventist Churches (NAGSDA) Music Ministry. The NAGACU shall be organized at NAGSDA level.

## **ARTICLE 2**

### **PURPOSE**

Section 1: The North America Ghanaian Adventist Choir Union (NAGACU) shall organize Conventions and meetings at all levels.

## **ARTICLE 3**

### **AIM**

Section 1: To propagate the everlasting gospel of our Lord Jesus Christ in North America through sacred music.

Section 2: To improve the general welfare of the member Choirs to function effectively.

Section 3: To promote effective communication and coordination with North America Ghanaian Seventh-day Adventist (NAGSDA).

Section 4: To promote and ensure the use of sacred music in the churches through Conventions, Gospel concerts, Choir days, anniversaries, music seminars and all other events.

Section 5: To foster a cordial relationship among the member Choirs.

Section 6: To help establish Choirs in all Ghanaian Adventist Churches in North America.

Section 7: To ensure uniformity in all member Choirs of NAGACU.

## **ARTICLE 4**

### **MOTTO**

- “Sing Praises” respond “Unto the Lord”
- “To Ayeyi Dwom” respond “Mma Ewurade”

## **ARTICLE 5**

### **MEMBERSHIP**

Section 1: The membership of NAGACU shall consist of all registered North America Ghanaian Church Choirs.

Section 2: All new Choirs are required to officially register with the Union in order to be members of NAGACU.

Section 3: All registered member Choirs<sup>1</sup> are required to attend all meetings, biennial Conventions and all other events. The Administrative committee shall enforce compliance with any necessary disciplinary measures as needed.

Section 4: The members of NAGACU shall pay the annual Dues/ Subscription at the appropriate rate as determined by the Executives. All Dues/Subscriptions shall be payable monthly in their local currency (US Dollars, USD or Canadian, CAD)

## **ARTICLE 6**

### **ADMINISTRATIVE COMMITTEE**

Section 1: The Union<sup>2</sup> shall be administered by the Administrative Committee.

Section 2: The Administrative Committee<sup>3</sup> shall consist of

- Chairman
- Vice Chairman
- Music Director
- Secretary
- Treasurer
- Chaplain
- Media & Communications Director
- NAGSDA Music Director

Section 3: The Union shall be administered by a quadrennial elected Administrative Committee.

Section 4: In the event where a change is required the Executive Committee<sup>4</sup> reserves the right to call for election in the next biennial Convention upon recommendation of the Administrative Committee.

## **ARTICLE 7**

### **DUTIES OF THE ADMINISTRATORS**

Section 1: To co-ordinate the day-to-day activities of the Union.

Section 2: Organize monthly Choir Leaders meeting with a quorum of 11 Choirs represented

Section 3: To enforce the rules and regulations of the Constitution and By-laws.

Section 4: The Administrative Committee reserves the right to recommend to the Executive Committee to refuse, revoke or reprimand any member Choir for breaking the Constitution or for bringing the name of the Union into disrepute.

## **ARTICLE 8**

### **DUTIES OF THE OFFICERS**

Section 1: **CHAIRPERSON:**

Sub-section 1 : To chair all NAGACU meetings.

Sub-section 2 : To ensure the active functioning of the Union at all levels.

Sub-section 3 : To liaise and coordinate the activities of NAGACU and NAGSDA.

Section 2: **VICE CHAIRPERSON:**

Sub-section 1 : To assist the Chairperson in the performance of his duties

Sub-section 2 : To liaise and coordinate the activities of NAGACU and NAGSDA in the absence of the Chairperson.

Sub-section 3 : To perform other duties assigned by the Chairperson.

Sub-section 4 : To be responsible for the safe keeping of all Union properties.

Section 3: **MUSIC DIRECTOR:**

It shall be the duties of the Music Director to:

Sub-section 1 : Be in charge of the musical aspect of the Union

Sub-section 2 : Ensure quality singing in the Union by organizing musical workshops and Choir Leaders training.

Sub-section 3 : Be the liaison between the Zonal Music Directors and the Administrative Committee.

Section 4: **SECRETARY**

It shall be the duties of the Secretary to:

Sub-section 1 : Be responsible for the administration of all matters relating to subscriptions and memberships which include keeping full details of the Union. (eg. names and contact details of all members).

Sub-section 2 : Be responsible for all Union correspondence and administration, including checking e-mails, taking minutes at meetings, and circulating agenda and minutes of such meetings to all Executive members.

Sub-section 3 : Relay appropriate information to all member Choirs when necessary.

Sub-section 4 : Act as returning officer at all elections and ensure their smooth running.

**Section 5: TREASURER:**

It shall be the duties of the Treasurer to:

- Sub-section 1 : Maintain good order of the Union finances and ensure that the Union financial regulations are adhered to (eg. Monthly Dues and other financial Commitments as defined by the Executive Committee).
- Sub-section 2 : Maintain an up-to-date account of all financial transactions.
- Sub-section 3 : Advise the Executives and Members on the Union’s quarterly budget.
- Sub-section 4 : Prepare a Semi-annual statement of account to be presented to our Executive Committee and a final statement of account presented at our Convention.

**Section 7: MEDIA AND COMMUNICATIONS DIRECTOR**

It shall be the duties of the Media & Communications Director to:

- Sub-section 1 : Be responsible for publicizing the activities and events of the Union.
- Sub-section 2 : Be responsible for hosting and updating our website and other Social Media platforms of the Union.

**Section 8: CHAPLAIN**

The Chaplain shall be either an Ordained Pastor or Elder

- Sub-section 1 : He shall be responsible for supporting the spiritual, social and emotional well-being of the Union.
- Sub-section 2 : He shall serve as the Spiritual Leader for the Administrative Committee
- Sub-section 3 : Advising in all matters relating to church policies.

**Section 9: NAGSDA MUSIC DIRECTOR**

- Sub-section 1 : To be present at NAGACU Meetings.
- Sub-section 2 : Advisor to NAGACU
- Sub-section 3 : Liasion between NAGSDA and NAGACU.

**ARTICLE 9**  
**ELECTION OF OFFICERS**

**Section 1:** Elections shall be conducted in line with the Seventh-day Adventist churches’ policy as defined in the church manual.

**Section 2:** The Large Committee shall consist of two (2) delegates from Choirs with membership of fifty and above and one (1) delegate from Choirs with less than fifty memberships.

**Section 3:** The Elected Large Committee will be responsible for electing the Nominating Committee.

**Section 4:** The elected Nominating Committee shall be organized by the sitting Secretary at their first sitting.

**Section 5:** All outgoing<sup>5</sup> Administrative Officers shall not be elected as Nominating Committee members.

**Section 6:** During election all delegates shall be eligible to vote and to be voted for.

## **ARTICLE 10**

### **TERMS OF OFFICE**

Section 1: Elected officers may:

Sub-section 1 : Hold the same office for two consecutive sessions.

Sub-section 2 : Can be elected to another office after the expiration of the former office.

Sub-section 3 : Can be elected to hold the previous office after four years.

## **ARTICLE 11**

### **FINANCE**

Section 1: Each Choir member shall pay monthly Dues as determined by the Executive Committee.

Section 2: The Union shall also be funded by gifts and donations, special music festivals and fund raisings.

Section 3: The Administrative Committee shall have the authority to spend a maximum of Five Hundred (\$500) USD without the approval of the Executive Committee.

Section 4: NAGACU Treasurer to keep an operating impress of \$1,000 and any amount above that should be forwarded to NAGSDA.

## **ARTICLE 12**

### **FUNERAL**

Section 1: In the event of the passing away of a Choir member:

Sub-section 1 : The Union shall donate an amount of \$ 500 USD to the immediate family.

Sub-section 2 : Each member Choir shall be represented at the funeral however in the event where full patronage becomes logistically difficult, Choirs in certain geographic radius shall represent the Union.

## **ARTICLE 13**

### **UNIFORM**

Section 1: Dress code for all special events shall be directed by the Executive Committee.

Section 2: Dress code for robing shall be as follows

- a. Tie for men
- b. No hats for men
- c. No head gear for women
- d. No dress pants for women
- e. No sandals

Section 3: Member Choirs shall be required to implement rules and regulations to govern their local choirs in compliance with NAGACU Constitution and those of their respective Conferences.

## **ARTICLE 14**

### **CHOIR UNION PROPERTIES**

Section 1: Union properties (eg. PA System, Choir Stage Riser etc.) will be in the custody of the Vice Chairperson and stored at Worcester Church.

**ARTICLE 15**  
**AMENDMENT**

Section 1: This Constitution is subject to amendment as deemed necessary by two-thirds of the delegates.

Section 2: Any amendment that goes against member spirituality and contrary to the Seventh-day Adventist doctrine shall be deemed null and void.

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Appendix:

1. **Member Choir** represents the individual Choirs that form the Union.
2. **Union** refers to all registered North American Ghanaian Adventist Choirs.
3. **Administrative Committee** refers to the elected Officers
4. **Executive Committee** refers to all leaders and/or assistants representing their local Choirs
5. **Outgoing** means current officers whose current term is coming to an end after this election and are eligible for re-election.

**Review Committee Members:**

Chairman : *Bro. Samuel Appiah-Danquah*  
Secretary : *Sis. Evelyn Baisie*  
Member : *Eld. Henry Amankwah*  
Member : *Eld. Kofi Antwi-Boasiako*  
Member : *Eld. Samuel Buabeng*  
Member : *Sis. Alice Opoku*  
Member : *Bro. Kwame Brew*  
Ex-Officio Member: *Pastor Isaac Gyamera*

Accepted at the 2021 NAGACU Virtual Convention on 10th day of October, 2021

Committee Chairman: Samuel Appiah-Danquah

Signature: \_\_\_\_\_ *Samuel Appiah-Danquah*

Committee Secretary: Evelyn Baisie

Signature: \_\_\_\_\_ *Evelyn Baisie*