



Top 30 U30 Project Constitution

Reviewed Annually: Last Review [23.10.18]

1. NAME OF PARENT ORGANISATION

- Future of Ghana

2. NAME OF PROJECT

- Top 30 U30 Pioneers Project

3. AIM OF PROJECT

- To organize and mobilize Ghana's talent for development

4. OBJECTIVES OF PROJECT

1. Conduct an annual search and public nomination to source Ghana's Top 30 Under 30 Talent & pioneering leaders impacting industries globally
2. Produce an annual Future of Ghana publication
3. Promote and support Alumni

5. ADVISORY BOARD

The Project shall have an Advisory Board and must have no less than three (3) people and no more than five (5) that are at least 18 years of age. Members will be elected for a period of up to five (5) years commencing from 1st November 2014, but may be re-elected after this term at the projects AGM. Honorary positions are available post a 10 year service to the role whereby members of the Advisory Board must decide by vote whether or not the person in question should be deemed an honorary member or not.

6. PROJECT PATRON

The Project shall appoint a Patron(s) in support of realising the Project Vision and Objectives. The Patron will be elected by the project Advisory Board.

7. 1 PROJECT PATRON DEFINED

- A Project Patron is a well-known or illustrious individual(s) whose past accolades and values are inline with the Project vision and mission
- The Patron will have links and contacts, which are of immense, benefit to the Project

7. 2 PROJECT PATRON APPOINTMENT

- A Patron will be appointed by self-referral or third-party recommendation (*pending Committee vote of approval*)
- Individuals can apply online or by requesting an application form via a direct enquiry
- Patron applicants can be made through self-nomination or via third party recommendation

- At the Project's AGM, potential individual applications will be assessed whereby votes will be taken whether or not to appoint the applicant for the role of a Patron.

7.3 PROJECT PATRON ROLE

- Agrees to lend their name and support to the Project to boost the Project's reputation
- Understands and publicly supports how the Project can contribute to the development of Ghana
- Will address at least once a year; usually in March for the Recognition Ceremony
- Will preside at ceremonial events such as official openings, awards presentations and similar events
- Has an indefinite term of position
 - *However, in an exceptional circumstance(s) a patron who becomes a liability to the advancement of the Project will be dropped*
 - *A Patron can only be dropped by a majority vote in favour to do so during a special general meeting*
 - *Where a Patron is voted to be removed, an announcement shall be made as soon as possible post the meeting by way of an official letter managed by the parent organisations PR personnel*
- Is not part of the Judging Board
- Is not part of the Advisory Board
- Is not part of the Project Management Team
- Will not carry any responsibilities or liabilities
- Will not make decisions on behalf of the organisation
- Can attend general meetings but do not have voting rights

8. PROJECT JUDGING COMMITTEE

For each edition of the Future of Ghana Publication, a Judging Committee of no less than five (5) Judges shall be appointed in support of realising the Project's objectives.

8.1 PROJECT JUDGE DEFINED

- A Project Judge is an individual described as a pioneering leader within their industry
- Judges will be appointed by self-referral or recommendation (*pending Committee vote of approval*)
- Prospective Judge's will have past accolades and values that are inline with the Project's vision and mission
- Prospective Judge's will have links and contacts, which are of immense benefit to the advancement of the Project

8.2 JUDGING COMMITTEE APPOINTMENT

- Individuals can apply online or by requesting an application form via a direct enquiry to become part of the Judging Panel.
- Judges will be appointed by self-referral or third-party recommendation (*pending Committee vote of approval*) and introduced during the commencement of the forthcoming Project launch
- At the Project's AGM, potential Judges for the forthcoming year's Future of Ghana Publication will have their applications screened. Votes will be taken and the Judging Committee assigned for the forthcoming year's Project

8.3 JUDGING COMMITTEE ROLE

- Agrees to lend their name and support to the Project to boost the Project's reputation
- Understands and publicly supports how the Project can contribute to the development of Ghana
- Independently review and score shortlisted candidates
- Participate in the Judges group review and scoring session to short list the Top 30 Under 30 candidates for the year in question
- Positively endorse the Future of Ghana Publication within media
- Attend the annual Future of Ghana Publication Recognition Ceremony event
- Participate in the (*Future of Ghana*) Youth Leadership in Ghana
- Has a one year term of position
 - *A year term starts in October and ends in September the following year*
 - *After the year a Judge joins the Project's alumni fraternity*
- Is not part of the Project Team
- Is not part of the Advisory Board
- Will not carry any responsibilities or liabilities
- Will not make decisions on behalf of the organisation
- Can attend general meetings but do not have voting rights

9. NOMINATION CRITERIONS OF NOMINEES:

- **Must be** aged 30 years or younger as of 6th March within the year of release of the pending publication
- Must be Ghanaian
 - *A Ghanaian is a person who was born in Ghana or*
 - *Ghanaian through birth via a parent(s) or grandparent(s)*

5. You can self nominate

6. Selected Top 30 U30 Alumni from previous years will not be considered for selection unless their 5 year period has lapsed as our governing constitution outlines e.g. A Top 30 U30 Alumni selected in 2015 will not be considered for selection until 2020, provided this same candidate is 30 years or under by the specified eligible entry date.

10. NOMINATION SCORING PROCESS:

- All Nominees scoring is based purely on the nomination made by a Nominator
- In the event that Judges jointly select more than 30 as their final choice, the on the fence nomination candidates will be made known and additional information will be presented to the judges concerning their activities.
 - *Pre the Judges congregating to make a final decision on the Top 30 Under 30 Pioneer, an independent review team will be assigned to contact Nominators of sifted Nominees for further information and/or Nominees whilst also conducted independent research.*
 - *Further information obtained will then be anonymous with names ammonised and presented to Judges for a final round selection to select the final 30*
- The Nominees are scored from 1-10 using the following characteristics
 1. **Motivational:** *Someone who helps to get the best out of others and themselves*
 2. **Visionary:** *Someone who has a desired future outlook of a product or service they wish to or are a part of providing*
 3. **Role Model:** *Someone people look up to. A person who inspires others as a result of something they have done or are doing*
 4. **Social Influence/Impact:** *Someone who as a result of what they do/have done, have a positive of influence within a community*
 5. **Ambitious:** *Someone whose demonstrated the will to succeed and/or shown a willingness to learn, especially from failures*
 6. **Communication Skills:** *Someone who demonstrates their ability to listens to others and as a result helps find solutions to problems for individuals/groups & communities*
- Once an individual has been selected as one of the Top 30 Under 30 Pioneer's, from their year of selection they are not entitled to feature as a Top 30 Under 30 Pioneer for the next five [5] years moving forward, thus their nomination will be voided

11. NOMINATION JUDGING PROCESS:

- An independent Judging Committee assigned by the Advisory Board will be responsible for scoring (*scoring from 1-10 according to Nomination Characteristics*), reviewing and sifting the initial round of all nomination entrants
- The next round will see the independent committee equally distribute the final sift of nominations to Judges – ensuring nominations are presented without nominees name - for their initial independent review and scoring (*scoring from 1-10 according to Nomination Characteristics*)
- The final round will see the Judges physically or virtually on a specific day feedback to the committee the scores of their Nominees from their groups highlighting their top six candidates who will be included in the final Top 30 Under 30 Pioneers list.
- *A shortlisted nominee can only view their nomination post March 7th and/or once the Top 30 Under 30 Pioneers have officially been publicly revealed.*

- *The nomination made for the nominee will only be sent to the shortlisted nominee by their own independent request post March 7th of the year in question and shall not be sent voluntarily*

11.1 PROCESS IF A FUTURE OF GHANA MEMBER IS NOMINATED:

- A member of the Future of Ghana Team or Volunteer can be nominated
- In the event a member of the Future of Ghana Team Member or Volunteer is nominated they are automatically excluded on the day the Judges select the final Top 30 Under 30 Pioneers
- In the event a member of Future of Ghana Team Member or Volunteer is nominated the independent review committee should only make this known to the Advisory Board who shall independently inform the Future of Ghana Team Member or Volunteer
- *A shortlisted member of Future of Ghana Team Member or Volunteer can only view their nomination post March 7th and/or once the final Top 30 Under 30 Pioneers have officially revealed*

11.2 WHO CAN MAKE A NOMINATION:

- Individuals can self nominate
- The general public can nominate
 - You do not have to be from Ghana to nominate a person
 - You can only nominate a living human being
 - A person shortlisted/selected as a Top 30 Under 30 but unfortunately passes away before the list is revealed shall still be included unless a circumstance or relative by written request states otherwise
- A member of the Future of Ghana Team or a Volunteer
 - If a member of the Future of Ghana Team or a Volunteer makes a nomination they must inform the Advisory Board who shall be responsible for ensuring the members responsible for the internal sift of nominations does not assign an independent nomination made by such a team member to the team member
 - If in the event a member of the Advisory Board makes a nomination they should make this known to the Project Team who shall be responsible for ensuring the member of the Advisory Board is not assigned an individual they nominated as part of the internal sift of nominations
- A member of the Judging Committee can nominate,
 - If a member of the Judging Committee makes a nomination they must inform the Director of Communications who shall be responsible for ensuring the below mentioned

- If the nomination made by a member of the Judging Committee is shortlisted, the Judge who made the nomination of this nominee cannot be assigned their nomination during the review process

12. MEETINGS

- The committee shall meet at least three times a year. Meetings will enable the Group to discuss actions, monitor progress and to consider future developments
- All members shall be given at least seven (7) days' notice of when a meeting is due to take place, unless it is deemed as an emergency
- Two-thirds of the Project Team must be present for a meeting to take place
- It shall be the responsibility of the Chairperson to chair all meetings or a designated party in his/her absence or as deemed appropriate for the meeting in question. All meetings must be minuted and accessible to interested parties
- An annual general meeting (AGM) review of the project process and outcomes *to date* shall take place no later than in the month of August of the year of the Publication launch. At least fourteen (14) days' notice must be given before the meeting takes place
- All members are entitled to vote at the review meetings. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision

13. FINANCE

- Any money acquired for the Project, including donations, contributions and bequests, shall be paid into an account operated by the Advisory Board in the name of the parent organisation.
- All funds must be applied to realise the objectives of the Project and for no other purpose unless otherwise agreed by a majority vote in a special Project Management Board general meeting
- Any deeds, cheques etc relating to the organisation's bank account shall be signed by at least two (2) of the following Project Team members
- Any income/expenditure is the responsibility of the Chairperson who is accountable to ensure funds are utilised effectively and that the Project stays within budget.
- Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the organisation.
- An annual financial report shall be presented at the AGM. The Organisation's accounting year shall run from 30 June to 29 June.

14. AMENDMENTS TO THE CONSTITUTION

- Any changes to this constitution must be agreed by a majority vote at a special Advisory Board general meeting
- Amendments to this constitution or dissolution of the Project must be conveyed to the Administrator formally in writing. The Administrator and other officers shall

then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice