

# JSQ

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THE MATERNAL FAMILY OF  
**JOHN SACKKEY QUARCOOPOME**

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**LEGACY PROTECTION &  
GOVERNANCE CHARTER**

*FAMILY CONSTITUTION*

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Seat of Family: **LABOUR HOUSE, ACCRA, GHANA**  
Effective Date: 01-06-2026  
Resolution No.: 001

*“Roots. Strength. Heritage. Forever.”*

## PREAMBLE

We, the Maternal Family of the late John Sackey Quarcoopome, mindful of our duty to protect and preserve the estate, lands, rights, and reputation of the Family, and committed to unity, discipline, and accountability, do hereby adopt this Governance Charter.

### This Charter exists to:

- safeguard the JS Quarcoopome legacy for present and future generations;
- prevent confusion, conflict, and mismanagement;
- ensure transparent leadership and decision-making; and
- provide clear family rules that apply equally to all branches and generations.

This Charter shall serve as the Family's internal constitution and reference document for governance.

## ARTICLE 1 – DEFINITIONS AND INTERPRETATION

### 1.1 Definitions

In this Charter, unless the context otherwise requires:

- “The Family” means the Maternal Family of John Sackey Quarcoopome.
- “Family Asset(s)” includes all lands, properties, rights, money, and interests belonging to or held for the benefit of the Family, including Samsam/Mensaman and other properties.
- “Beneficiary” means any person who qualifies under Article 2.
- “Principal Members” means recognised elders, heads of branches, and persons entrusted by the Family to hold office or execute decisions.
- “New Generation” means adult descendants of the Family (generally grandchildren and beyond) participating in family governance.
- “Estate Committee” means the committee mandated to manage estate affairs under this Charter.
- “Major Decision” includes land disposals, leases above 3 years, court settlement, withdrawal of court action, joint ventures, bank mandate changes, and any transaction above thresholds set in Article 5.
- “Labour House” means the official seat of the Family and the designated address for Family administration, records, and official meetings.

### 1.2 Interpretation

This Charter shall be interpreted in a manner that protects:

- the unity of the Family,
- the legality of decisions, and
- the preservation of the Family assets.

## ARTICLE 2 – WHO QUALIFIES AS A BENEFICIARY

### 2.1 Qualification

A person qualifies as a Beneficiary of the Family if they are able to show, through family genealogy and confirmation processes, that they descend from the maternal family line of John Sackey Quarcoopome, including through daughters and maternal lineage succession recognised by the Family.

## 2.2 Surname Not a Sole Test

The Family acknowledges that, under Ghanaian family structures, not every legitimate beneficiary may bear the surname “Quarcoopome” due to marriage, paternal naming practices, registration choices, or historical variations.

**Accordingly:**

- ✓ Eligibility shall be based on verified lineage, not surname alone.

## 2.3 Verified Beneficiaries Register

The Family shall maintain a Verified Beneficiaries & Representatives Register (“Family Register”) containing:

- full legal name,
- branch/lineage,
- Ghana Card or valid ID,
- contact details, and
- verification reference.

Only persons entered in the Family Register shall be eligible for leadership roles and signing authority under this Charter.

# ARTICLE 3 – FAMILY LEADERSHIP AND WHO CAN LEAD

## 3.1 Guiding Principles of Leadership

Leadership in the Family is a responsibility of trust. All leaders must demonstrate:

- integrity and accountability,
- respect for elders and family structures,
- fairness to all branches,
- competence and discipline, and
- commitment to protecting family assets.

## 3.2 Family Head and Traditional Authority

The Family Head (Traditional) shall be respected as the senior customary symbol of unity and moral authority in the Family.

However, no person — whether Family Head, committee chair, or office holder — may act unilaterally in a manner that binds the Family in a Major Decision without compliance with this Charter.

## 3.3 Estate Committee

The Family shall maintain an Estate Committee responsible for managing and coordinating estate affairs, including but not limited to:

- land protection and administration,
- lease negotiations subject to approval rules,
- legal coordination (lawyers, surveys, court actions),
- revenue collection and records,
- asset protection strategies.

### 3.4 Composition of Estate Committee

The Estate Committee shall consist of:

- Chairperson
- Vice Chairperson
- Secretary / Administrator
- Treasurer / Finance Officer
- Legal & Lands Liaison
- Property / Operations Lead
- New Generation Representative(s)

**The Committee must include:**

- ✓ at least one Principal Elder, and
- ✓ at least one Verified New Generation Representative.

### 3.5 Term Limits and Rotation

To prevent entrenchment and to promote accountability:

- term of office shall be two (2) years, renewable once;
- no person shall hold the same key office for more than four (4) continuous years;
- handover and records transfer shall be mandatory at the end of each term.

## ARTICLE 4 – SIGNING AUTHORITY AND VALIDITY OF DOCUMENTS

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### 4.1 Two-Key Signing Rule (Mandatory)

No Major Decision shall be valid unless signed by both:

- ✓ one Principal Elder / authorised representative, and
- ✓ one Verified New Generation representative.

This rule applies to:

- leases and land transactions,
- legal instructions and settlements,
- bank mandates and large payments,
- joint ventures and development deals.

### 4.2 Mandatory Signing Format

Every official Family document must contain:

- Full name of signatory

- Role / capacity
- Branch / lineage
- Ghana Card number
- Signature and date

and the statement:

***“For and on behalf of the Maternal Family of John Sackey Quarcoopome.”***

### 4.3 Family Resolution Reference

Every Major Decision document must reference:

- a Family Resolution Number, and
- meeting date and venue (Labour House or Zoom).

### 4.4 Document Register Requirement

No document shall be treated as binding on the Family unless it is recorded in the Family Document Register maintained at Labour House (with digital backup).

## ARTICLE 5 – FINANCIAL CONTROL AND SPENDING APPROVALS

### 5.1 Estate Account Requirement

All estate income must be paid into designated estate account(s). No personal account shall be used for estate funds except by written resolution in exceptional circumstances.

### 5.2 Signatory Control

Estate accounts shall operate with:

- minimum two (2) signatories, preferably three (3), including:
- one Principal Elder, and
- one Verified New Generation representative.

### 5.3 Spending Approval Thresholds

The Family adopts the following default thresholds (editable by resolution):

Category	Threshold	Approval Required
Routine Expenses	≤ GHC _____	Treasurer + one committee member
Medium Expenses	GHC _____ – _____	Written committee approval + two-key sign-off
Major Expenses	≥ GHC _____	Full committee approval + family resolution

## 5.4 Quarterly Financial Reporting

A Quarterly Estate Financial Summary shall be circulated showing:

- income received,
- expenses paid,
- supporting receipts,
- outstanding obligations, and
- current balance.

## ARTICLE 6 – CONFLICT OF INTEREST RULES

### 6.1 Disclosure

Any person involved in estate decisions must disclose any personal interest including:

- land purchase / lease interest,
- contractor involvement,
- commission / benefit arrangements,
- family branch advantage.

### 6.2 Recusal

A person with a conflict of interest shall not:

- vote on the matter,
- sign the matter, or
- influence the decision.

### 6.3 No Private Commissions

No leader, elder, committee member, or representative may receive “dash”, secret commissions, kickbacks, or personal benefits from any estate deal. Any such act shall be treated as misconduct.

## ARTICLE 7 – DISPUTE RESOLUTION STEPS

### 7.1 Internal Resolution First

All disputes must first be resolved internally through:

- Committee mediation
- Elders’ arbitration
- Unity meeting at Labour House

### 7.2 Written Complaints

Disputes must be submitted in writing stating:

- issue,
- parties involved,
- relief requested.

### 7.3 Escalation

Where internal settlement fails, the Family may:

- appoint a neutral mediator, or
- seek legal resolution by majority family instruction.

## ARTICLE 8 – SANCTIONS FOR BREACH (NULLIFICATION + REMOVAL)

### 8.1 Nullification

Any transaction, lease, settlement, withdrawal, or document executed in violation of this Charter may be:

- declared unauthorised, and
- treated as voidable / invalid by the Family.

### 8.2 Removal and Suspension

Any leader or representative who signs unauthorised documents, misuses funds, hides records, acts dishonestly, or acts against the Family's interests, may be:

- suspended immediately by committee vote, and/or
- removed by family resolution.

### 8.3 Reporting and Recovery

Where loss occurs, the Family may pursue:

- recovery of funds,
- legal action, and
- criminal complaints where applicable.

## ARTICLE 9 – RECORDS, COMMUNICATION, AND THE SEAT OF FAMILY

### 9.1 Labour House as Seat of Family

Labour House is the official seat of the JS Quarcoopome Family, and shall serve as:

- official address for correspondence,
- primary location for record keeping, and
- default venue for important meetings unless otherwise agreed.

### 9.2 Records

All records must be kept in:

- hard copy at Labour House, and
- digital storage (secure drive) with controlled access.

### **9.3 Official Communications**

Official family announcements shall be issued through:

- the Family Secretary / Administrator, and/or
- the Chairperson of the Estate Committee,

with oversight under this Charter.

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## **ARTICLE 10 – ADOPTION, AMENDMENT, AND REVIEW**

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### **10.1 Adoption**

This Charter shall become effective upon adoption by a Family Resolution.

### **10.2 Amendments**

Amendments shall require:

- written proposal circulated in advance, and
- approval by family resolution.

### **10.3 Annual Review**

The Family shall review this Charter annually to ensure it remains practical, fair, and effective.

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## SIGNATURES — FOR ADOPTION

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Adopted and approved by the authorised representatives of the Maternal Family of John Sackey Quarcoopome:

### Signatory 1

Name:

Role / Capacity:

Branch / Lineage:

Ghana Card No.:

Signature:

Date:

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### Signatory 2

Name:

Role / Capacity:

Branch / Lineage:

Ghana Card No.:

Signature:

Date:

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### Signatory 3

Name:

Role / Capacity:

Branch / Lineage:

Ghana Card No.:

Signature:

Date:

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### Witness / Secretary

Name:

Role:

Signature:

Date:

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JSQ Legacy Protection & Governance Charter