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***THE CONSTITUTION OF THE NEW  
PATRIOTIC PROJECTS NATIONAL  
ADVOCACY ASSOCIATION OF GHANA.  
(NPP-NAG)***

This document, the Constitution of the New Patriotic Projects National Advocacy Association Of Ghana is hereby authenticated by the appending of our signatures in the presence of Executive Meeting of the New Patriotic Projects National Advocacy Association Of Ghana on this ....., the 1<sup>ST</sup> day of ....., in the year 2022

**SIGNED:** .....

***(Chairman/President)***

.....  
***(General Secretary)***

### ***Definitions and Interpretation***

In this Constitution, unless the context otherwise requires-

“AGM” means Annual General Meeting.

“Association” means the collective body of members that are governed by this constitution.

“QGM” refers to the Quarterly General Meeting

“General Assembly (GA)” refers to the collective body of members.

“Governing Board” means the National governing authority of the Association.

“GB” refers to the Governing Board

“A member in good standing” means an individual of NPP-NPAA who has been a member for at least 6 months, should have paid dues and fees in full. should have attended a minimum of two meetings in a year.

“A serious violation of the constitution” means a member engaging in anything as against the mission and vision of the organization.

“ Meeting” means any gathering that may be convened by the Association and includes training, workshops, for AGM and Regional meeting.

### ***Preamble***

WE THE MEMBERS of the New Patriotic Projects National Advocacy Association Of Ghana (hereinafter called “The Association”) sharing in the objectives and values of the Association

AND IN OUR RESOLVE to unite, encourage, train, educate and maintain standards of the Association in accordance with the laws of Ghana, New Patriotic Party Constitution and guidelines of the regulatory bodies

HEREBY ADOPT AND ENACT for ourselves this Constitution on this .....day of ....., in the year 2022

## ***Chapter I General Provisions***

### **Article 1 Authority of the Constitution**

Subject to the laws of Ghana and the Constitution of the New Patriotic Party, this Constitution shall be the Supreme law of the Association and any other law, rule, regulation found to be inconsistent with any provision of this Constitution, shall to the extent of the inconsistency, be null and void.

### ***Article 2 Defence of the Constitution***

All members of the New Patriotic Projects National Advocacy Association Of Ghana shall have the right and duty at all times to defend this Constitution.

### ***Article 3 Legal Status***

The Association is registered with the Registrar-General's Department as a company limited by guarantee.

### ***Article 4 Name***

The name of the Association shall be the "New Patriotic Projects National Advocacy Association Of Ghana" (NPP-NAG) hereinafter referred to as "The Association".

### ***Article 5 Legal Existence***

The Association shall be in perpetual existence unless it is dissolved through such procedure as provided for in the constitution.

### ***Article 6 Headquarters***

For purposes of effective administration and networking, the Association shall have its headquarters in Accra.

### ***Article 7 Motto***

The motto of the Association shall be, 'WE ARE THERE FOR GHANAISANS!! WE ARE THERE TO PROMOTE OUR PROJECTS!! WE ARE THERE FOR UNITY AND PROGRESS''.

### ***Article 8 Colours***

The colours of the Association shall remain the New Patriotic Party Colours.

### ***Article 9 Logo***

The logo of the Association shall remain the elephant with the name on the association beneath it.

The logo shall not be used except with the written approval of the Governing Board.

## ***ARTICLE 10 Common Seal***

- i) The seal of the Association shall be based on the logo.
- ii) A Board resolution shall be required to fix the seal of the Association for any other document other than that of the Association.

### ***Article 11 Affiliation***

The Association may affiliate with any organisation with the consent and/or approval of the Governing Board.

### ***Article 12 Composition.***

There shall be a 7 member Governing Board with at least one member being a woman.

### ***Article 13 Eligibility Criteria for Executive Positions***

A member shall not be qualified to contest for any executive position in the Association unless-

- (a) that member is in good standing
- (b) That member has been an active member of the Association for the past two years (2) years.
- (c) The member has a valid Party Member ID Card or the Association Membership Card.

### ***Article 14 Members of the Governing Board***

The Governing Board shall be made up of:

- i) The Chairperson elected at AGM.
- ii) The Vice Chairperson /National President elected at AGM.
- iii) Three (3) Board members elected at AGM and
- iv) Six (6) other Board members five (5) of whom shall be the elected Regional Chairpersons from the Sixteen Regions (16) Regions and the Administrative Secretary.
- v) The five (5) elected Regional Chairpersons and the Executive Secretary shall be automatic members of the Governing Board.
- vi) The Administrative Secretary, however, shall not be entitled to vote at Board Meetings or AGM.

### ***Article 15 Powers and Functions of the Governing Board***

The Governing Board shall be the policy making body, providing leadership, direction and control of the association.

(1)The Board shall report to the AGM. It shall exercise all powers that may be deemed necessary and, in particular, it shall:

- a) Develop guidelines for the long-term strategic direction of the Association;
- b) Recruit, supervise and terminate the Administrative Secretary's appointment in line with the laid down procedures outlined in the Association's HR Manual and notify the AGM of the same;
- c) Define the organizational structure of the Association;
- d) Examine and approve action plans, budgets and accounts prepared by the Administrative Secretary and submit them to the General Assembly;
- e) Approve the procedures manuals and personnel remuneration policies;
- f) Promote the Association;
- g) Protect the interest of the members;

h) Provide provisional approval of new members.

i) Set up Committees.

(2)The Board may delegate some of its powers to the Executive Secretary with the exception of the powers specified in sub-sections (b) , (c) and (e) of paragraph 1 above.

### ***Article 16 Powers and Functions of the Chair and Vice Chair of the Governing Board***

#### ***The Chairperson shall:***

- (a) Head the Governing Board.
- (b) Preside over all meetings of the Governing Board and the AGM.
- (c) Sign all approved and confirmed minutes of the Association and execute deeds, instruments and documents on behalf of the Association.
- (d) Have a deliberative and a casting vote at all meetings.
- (e) Be a signatory to the Association's account.

#### ***The Vice Chairperson shall:***

- (a) Assist the Chairperson in the performance of his/her functions.
- (b) Act as Chairperson in the absence of the Chairperson.
- (c) Head the Finance Committee.
- (d) Perform other functions as may be directed by the Governing Board.
- (e) Be the President of the Association.

### **Article 17: Powers and Functions of the Executive Committee (OPERATIONAL FUNCTIONS)**

#### **i. PRESIDENT**

The President will perform the following duties and responsibilities:

Represent the Association and its members to other organizations, the industry, government and public agencies, the media, and the public

- Develop relationships with key senior executives throughout the regions to maximize the awareness of NPP-NPAA value and to maintain and increase sponsorship opportunities
- Ensure decisions are made in a timely manner and then translated in to meaningful actions holding appropriate parties accountable for success
- Work with the Chairman, Officers, and committee chairs to develop agendas for meetings of the Board of Directors and Executive Committee
- Appoint all committee and task force chairs, except where otherwise stated in the By laws

- Reflect any serious concerns the Chairman has in regard to the role of the Board of Directors or individual Board members
- Reflect to the Chairman the concerns of the Board of Directors and other constituencies
- Facilitate accomplishment of the Association’s strategic goals and objectives
- Present to the Board of Directors an evaluation of the pace, direction, and organizational strength of the Association
- Serve as the principal contact with the Chairman, other members and staff
- Establish annual performance objectives for the chairman and prepare and conduct the annual performance review of the chairman
- Train and prepare the President-elect for the responsibilities of the presidency and establish specific objectives and areas of focus for the President-elect

ii. VICE PRESIDENT

**Position Description**

Serves as a member of the Board of Trustees which oversees the development and implementation of the association strategic plan and approves the annual budget. Serves as a member of the Executive Committee, which is responsible for managing association business between meetings of the Board of Trustees. Appoints national leaders and association award winners.

**Term Length**

4 years

**Duties**

- Serves as the official spokesperson for the organization when requested by the president.
- Attends all meetings of the Board of Trustees and Executive Committee and presents a report at each of these meetings.
- Reads all Board meeting materials sent in advance.
- Communicates NPP-NPA goals to trustees, chairs, delegates and members.
- Mentors trustees and council chairs as assigned.
- Serves on the [NPP-NPA councils](#) and [work groups](#) as assigned.
- Serves as liaison to related allied, governmental and stakeholders.
- Provides testimony on behalf of NPP-NPA when called upon to do so.
- Submits post-meeting reports when representing NPP-NPA at outside meetings.
- Provides content for association publications and media as requested.
- Conducts, along with the president, the chairman’s annual performance review.



**Article 18: ADMINISTRATIVE FUNCTIONS OF THE EXECUTIVE COMMITTEE.**

iii. GENERAL SECRETARY

Main tasks

1. Assistance of work of office bearers

a) The Association's office bearers have a range of responsibilities related to their respective portfolios. The General Secretary's role is to assist office bearers in undertaking their responsibilities and to ensure the work of the office bearers remains consistent with Association regulations, policies and plans.

b) In order to fulfil these responsibilities the General Secretary must have knowledge of the Association's structure, Constitution, Standing Orders, Regulations and Policy, and the legal framework within which the Association operates.

The General Secretary must monitor the activities of Association bodies and attend all or as many meetings as reasonable.

c) The General Secretary has responsibility for ensuring resolution of disputes between office bearers or between office bearers and Association staff.

The General Secretary may not, however, direct any office bearer and any disputes must be resolved through discussion and agreement.

In the event of a dispute arising between the General Secretary and another member of Council, or the General Secretary and President, such disputes must be resolved under the direction of Council.

d) The General Secretary supports the President in providing leadership to Council ensuring that decision making is participatory and democratic and provides leadership in dispute resolution.

2. Coordination of, strategic and operational planning

a) The General Secretary, working with the President, must ensure consultative processes are followed in the formulation of Association policy.

The General Secretary also has an important job to play in initiating and contributing to policy through knowledge of the party and education issues.

b) The General Secretary must ensure Association Council, staff and membership have the opportunity and the necessary information to contribute Association planning process.

The General Secretary must ensure that the Association Council has the opportunity and the necessary information to examine and ratify proposed plans and targets.

2 c) The General Secretary, through day to day contact with the President and The Administrative Secretary, oversees the management of the Association. 3. Overseeing the management of the Association

a) The General Secretary has responsibility for overseeing the management of the Association.

The General Secretary must maintain daily contact with the President and be prepared to report to Council on performance of the President.

b) The General Secretary also has responsibility for the annual performance appraisal of the President. b) The President has delegated authority for the direction of Association staff and the General Secretary has no power to direct any member of the Association staff.

c) c) The General Secretary is responsible for communicating the motions of the Council and the Executive to the President and staff.

d) d) The General Secretary has custody of all documents, records and so forth of the Association.

e) Other Duties

#### 4. Reporting

a) In accordance with Association policy, the General Secretary must ensure that a thorough written report of tasks undertaken by the General Secretary is presented at Council every meeting. The report must include details about the following:

- Meetings attended (including an overview of any matters discussed)
- ; • Important items of correspondence;
- Major actions being undertaken;
- A work plan for the next meeting (in reference to broader strategic plans where necessary);
- A progress report on the previous meeting's work plan; and
- Other representative activities.

1. Induction Each time a General Secretary is elected, the outgoing General Secretary will be responsible for their induction. This will include responsibility for ensuring that the incoming office bearer is aware of the following:
  2. • the day to day administrative arrangements within NPP-NAG
  3. ; • how to carry out the specific duties of the General Secretary's role;
  4. • policies and sections of the constitution which pertain to office bearers;
  5. • the role of staff within the organization; •
  6. the progress of on-going campaigns, lobbying or activities; and
  7. • Any operational or strategic plans set by Council. This job description serves to illustrate the scope and responsibilities of the G.S.

#### iv. ORGANIZER

##### **Common tasks**

- Make sure welcome information is useful and relevant to new and returning members. You can use that to highlight important posts, explain how to use the group (and how not to), etc.
- Set the tone for the group: everything from the welcome message to starting and responding to discussions in your group helps to set a tone. The organizers, as stewards for group members, help set this tone.
- Resolve disputes. If disputes should arise, try to resolve them keeping a positive attitude.
- [Create vocabularies](#) for your group.
- Create and manage separate pages (tabs) in your group.

##### **Tasks specific to particular types of groups**

- Regional groups
  - Promote local meetings
  - Archive notes from group meetings
  - Facilitate members asking for help
  - Route technical questions to the right group or issue queue
- Topical/working groups
  - Assemble resources using wiki pages (documentation, tutorials, case studies, etc.)
  - Archive notes from group meetings

- Event planning groups
  - Explain how people can get involved
  - Archive notes from group meetings
- Project-related (modules, distributions, etc.) groups
  - Update progress or provide roadmaps
  - Explain how people can get involved in contributing
  - Organize all meetings of AGM, QM, E.C. etc.

v. **ASST. ORGANIZER**

Shall work with the National Organizer to achieving the aims and objectives of the association.

vi. **PUBLIC RELATIONS OFFICER**

A public relations officer who works within the Association must balance the need to share NPP-NAG accomplishments and activities with the public while also ministering to the Association through in-house publications. A PR officer usually reports to the president. The job can be challenging and stressful, as the PR officer has to put the Association in the best light while sometimes tackling tough issues of Policies and Member Regulations.

**vii. Fundraising**

- viii. One of the primary roles of a public relations officer is raising money. NPP-NAG operates from Forms Fees, Registration Fees, Annual Renewal Fees, sale of Car Stickers and additional donations, so this job is vital to NPP-NAG's survival. The job involves coming up with fundraising campaigns that will generate a high level of interest and networking with people within and outside of the party and within who are likely to want to make donations. The job also involves responding to donations with thank-you cards, meetings and updates so that each donor feels appreciated.

**ix. Media Liaison**

- x. A big part of NPP-NAG PR officer's day is working with the media and getting information about the Association into the news. A PR officer has to create a strong and positive reputation for the Association by hosting news conferences about important events and developing relationships with key reporters, both local and national. The PR officer should be creative, coming up with events and news items that the community will care about. For example, a PR officer might write news releases about parenting workshops if the main demographic attending the association is young graduates, students, un experienced ones etc. Or the PR officer might talk to the media about how the Association is helping its members in need or host a news conference about a relief effort the association is leading.

## xi. Association Publications

xii. The PR officer is also in charge of in-house publications that communicate the Associations' message to its members. This can include NPP-NAG publications, such as a weekly bulletin given out. The PR specialist might oversee the website, create a newsletter or help make brochures about special events. The officer's goal is to understand NPP-NAG's target audience -- the main demographic that attends the Association -- and create publications that are specially geared toward the Association.

## xiii. TREASURER/FINANCIAL SECRETARY.

- Upon taking office, obtain all audited unit NPP-NAG's financial secretary/Treasurer records and material from your predecessor. This should include a standardized bound ledger book, a receipt book and remittance forms (for transferring money over to the Accounts and receiving from the Zonal Executives funds collected) and a check endorsement stamp, if available. A current copy of the NPP-NAG's *Financial Policy*. Finance, should be included in the procedure book/file.
- Become familiar with all NPP-NAG's procedures for handling money. These may be found in the NPP-NAG's *Financial Policy*, *National NPP-NAG's Quick-Reference Guide*, *Money Matters*. Additional copies of NPP-NAG's publications may be ordered from the PR or the President.
- Review the *Bylaws for Local Zonal Units* for stated responsibilities.
- Receive all monies, check amounts for accuracy and issue a numbered receipt for each transaction. All receipts should be accounted for and numbered.
- Record all receipts in a **bound** ledger book, indicating the date of receipt, number of receipt issued, amount, from whom received, and for what account (e.g., membership, fundraising).
- Note any refunds or disbursements that need to be made.
- Prepare all authorizations for payment if authorized by the executive board or the association. If not authorized to write authorizations, provide recording secretary with necessary information on refunds and disbursements to write authorizations.
- Have itemized bills, sales slips, and invoices for payment by check.
- Prepare and sign authorizations for payment if required by the executive board or association.
- Determine whether the unit bylaws require the financial secretary to immediately deposit the money in the appropriate checking or savings account or after proper accounting forward the money to the safe, receiving a numbered, dated receipt. a duplicate deposit slip and a remittance form listing the accounting of all money received shall be forwarded to the Administrative Secretary immediately.
- Prepare a monthly financial report of all monies received, deposits made and/or authorizations for payment prepared. Distribute to the president, recording secretary and all financial officers. Keep a copy for the financial secretary's procedure book in consultation with the chartered accountant on the association finance committee.
- Prepare an [Annual Financial Report](#) of all monies received during the past fiscal year. The dates of the unit fiscal year (e.g., July 1-June 30) will be found in the unit bylaws. Distribute report to the president, recording secretary and all financial officers. Keep a copy for the financial secretary's procedure book all with the consultation from the Chartered Accountant on the finance committee and the Administrative Secretary.

- Submit all records for audit semi-annually and at any time a financial officer resigns or no longer serves in that position, before the new officer assumes the duties, and whenever deemed necessary.
- Attend all events where money may need to be counted.
- Make sure that at least two people count the money together. This may include the event chairman and yourself if possible.
- Keep a record of all funds
- Ensure that all persons counting the money sign the “Cash Verification Form.”
- Do not keep money overnight at home.
- Money may be kept in an Association safe overnight if allowed by the Chairman. Refer to the financial procedures outlined in the Financial Policy of NPP-NAG.

## ***Section IV Regional Representatives***

### ***Article 19 Composition***

They are elected representatives of the Regions and include the Regional Chair and his executives.

7 member executives from each region, who are either constituency officers, regional officers, political influential, etc

## ***Functions***

### ***Article 20***

The Regional Representatives shall among other things

- (1) Organize members at the Regional level.
- (2) Organize at least two meetings a year and submit a report to the secretariat.
- (3) Organize special meetings on matters referred from the secretariat and submit a report.
- (4) Facilitate the training of members at the Regional level.
- (5) Facilitate payment of membership dues.
- (6) Submit reports to the Secretariat (minutes of regional meetings).
- (7) Report all negative or propaganda messages from the opponents to the Secretariat.
- (8) Any other matter referred by the Secretariat for your attention

## ***Section V Management***

### ***Article 21***

There shall be a management team headed by an Administrative Secretary who shall be recruited by the Governing Board. S/he shall be responsible for the day to day administration of the Secretariat and report to the Governing Board.

## ***Powers and functions of the Executive Secretary***

Article 22 The Administrative Secretary is the Administrative Officer of the Association. S/he has overall responsibility for the operations of the Secretariat of the Association. He/she shall be recruited by the Board in accordance with the established terms and conditions of his office and in particular, shall:

- (1) Be assisted by the management and staff of the Association whom he/she shall appoint in accordance with the rules and regulations of the Association governing the staff.
- (2) Advertise any vacant position at the Secretariat and follow the laid down procedures in the HR manual to fill such vacancies.
- (3) Terminate the appointment of any employee of the Secretariat for stated misconduct and notify the Governing Board accordingly.
- (4) With the management and staff of the Association have rights and obligations only towards the Association, to the exclusion of any other authority.
- (5) Respect the unique status of the Association and, particularly in the performance of their duties, and shall impartially and professionally carry out their core mandate of supervising the activities of members.
- (6) Develop and implement the programs of the Association.
- (8) Prepare for the General Assembly meetings of the Association.
- (9) Safeguard all documents and assets of the Association.
- (10) Perform other tasks relevant to and compatible with the objectives and operations of the Association.

## ***Section VI Committees***

### ***Article 23***

The Governing Board shall form the following Committees to advise and where necessary handle related issues.

- (1) Fund Sourcing Committee.
- (2) Legal Committee (ad hoc).
- (3) Finance Committee.
- (4) Audit Committee. (ad hoc)
- (5) Welfare Committee.
- (6) Election Committee. (ad hoc)
- (7) Disciplinary Committee
- (8) Any other committee(s) that shall ensure the smooth administration of the Association.

## ***Chapter II AIMS AND OBJECTIVES.***

### ***Article 24 Aims and Objectives.***

- (1) To be the pivot for communication activities in the party
- (2) To raise funds for communication activities and to empower all communicators in Ghana and in the Diaspora's.
- (3) To facilitate members participation in meetings of party activities and Continuous Development Programs in and outside Ghana.
- (4) To network and develop professional relationships among members and all stakeholders.
- (5) To partner diasporas and networks, to build a unified front for lobbying government, development partners in the interest of members
- (6) To lobby for opportunities for various members at all level with equal benefits like foreign and local scholarships, soft loans, entrepreneurial activities, helping in employment matters etc.
- (7) To ensure that members abide by the code of conduct and practice of the Association and all relevant laws of the Ghana.
- (8) To promote the welfare of members and the interest of members
- (9) Above all to help provide the party leadership and communication teams with evidence based verifiable NPP projects initiated and executed under the New Patriotic Party and for the propagation to the good people of Ghana
- (10) To bring the bare facts to the door step of the discerning vote to make an informed decision.
- (11) To Assist members in obtaining various accreditations to various programs when needed.

## ***Chapter III Membership***

### ***Article 25 (I) Eligibility of Qualification to Membership.***

***Membership shall be open to persons who have the qualifications below***

- i. All party card bearing members
- ii. Known party members
- iii. All communicators
- iv. All constituency and regional officers
- v. Any member with interest

(II) **ELIGIBILITY FOR HONORARY MEMBERSHIP**

- a. Honorary Membership shall be open to all MMDCES, MINISTERRS and Deputy's, Parliamentarians and interested persons

(III) **ELIGIBILITY FOR STUDENT MEMBERSHIP**

- b. Membership shall be open to Tescon-students who are studying in recognized institutions of Ghana and are Party Members.

(2)The new member shall attend at least three consecutive meetings of the Association during which time the new comer must have acquainted himself/herself with the constitution, rules and regulations and practices of the Association.

(3)Payment of membership fees, subscription and other approved fees shall be paid into the Association's account/secretariat and be receipted.

***Article 26 Members' Rights.***

Members of NPP-NAG shall have rights which include but are not limited to the following:

- i. The right to know in advance the Agenda of any Meeting.
- ii. The right to be called to the General Assembly Meeting within the prescribed time.
- iii. The right of Member's Representative to take part in a General Assembly Meeting and to exercise their right to vote.
- iv. The right to be informed of the affairs of NPP-NAG.
- v. The right to contest nominate or second candidates for executive positions of NPP-NAG.
- vi. The right to vote for candidates vying for executive positions of NPP-NAG.
- vii. Each member shall have the right to a single vote in any election
- viii. Each new member of the Association shall upon registration, be assigned a unique number in an ID CARD, a car sticker at a fee.
- ix. Shall be entitled to equal benefits
- x. All other rights arising out of this Constitution.



**Article 27 Members' Obligations.**

Every Member of NPP-NAG has an obligation:

- i. To be loyal to NPP-NAG
- ii. To abstain from any actions that will bring the name of NPP-NPA into disrepute or adversely affect the interests of the Association.
- iii. To settle all sums due by way of Subscription/Affiliation fees.
- iv. To take part in seminars, meetings, AGM and training workshops organized by NPP-NAG
- v. To elect or endorse where appropriate members of the Governing Board.
- vi. To be bound by the Constitution and Code of Conduct and practice of NPP-NAG.

**Article 28 Suspension.**

- (1) The GB shall be responsible for the suspension of any member or representative.
- (2) The Governing Board may, however, suspend any member guilty of serious or repeated violations of its obligations.
- (3) Notice of such suspension shall be sent to the QGM.
- (4) Suspended members shall automatically lose the rights and privileges linked with their membership.
- (5) No suspension of any member shall exceed a maximum period of six months.
- (6) The period of a member's suspension shall begin to run as soon as such a disciplinary measure has been imposed.

**Article 29 Loss of Membership Status.**

- (1) A member's status may be terminated by expulsion from the Association or where through a legal process, the member's business is dissolved or wound up.
- (2) The loss of a member's status shall not relieve the member of his/her financial obligations which have already accrued towards NPP-NAG or its members.

**Article 30 Re-admission of Members.**

The Governing Board shall set up an independent Committee to monitor the progress of disciplined members of the Association. Where the Committee is convinced that a suspended member has addressed the situation which resulted in the imposition of the disciplinary measure, it shall make recommendations to the Governing Board to have the member readmitted to the Association.

**Chapter IV Operating Organs**

**Section I AGM- Annual General Meeting**

**Article 31 Composition**

The AGM shall be the supreme organ of the Association. It shall be composed of members of the Association who are in good standing.

**Article 32 Powers and Functions.**

- (1) The AGM shall be responsible for the following:
  - a) to elect members to the Board;
  - b) determine the remuneration of the Governing Board;
  - c) to ratify acts performed by the Governing Board on behalf of the AGM

- d) to approve the end-of-year accounts submitted by the Board;
- e) to appoint auditors to audit the accounts of the Association and certify the conformity of the balance sheet and accounts of the Association;
- f) to approve the annual dues paid by members;
- g) to decide upon the dissolution of the Association;
- h) to exercise all other powers specifically reserved for the General Assembly by the law and the Constitution.
- i) to authorise the Board to fix remuneration payable to the Auditors.

(2)The Assembly may delegate some of its powers to the Board.

(3)The General Assembly reserves the right to exercise its authority on all issues delegated to the Governing Board or the Executive Secretary in conformity with the preceding paragraph.

### ***Article 33 Extraordinary General Meeting.***

(1)The Extraordinary General Meeting shall give a ruling on all decisions to amend the Constitution. It shall have the sole right to decide on the dissolution of the Association.

(2)The Extraordinary General Meeting shall be convened at the instance of the Chairperson or at the request of at least one quarter (1/4) of the members of the Association in good standing.

(3)For a resolution to be passed, it shall require a three-quarters (3/4) majority vote of the members present or represented.

### ***Article 34 Minutes***

The deliberations of the AGM shall be recorded as minutes in NPP-NPA's register signed by the Chairperson and Secretary of the session.

- ***Article 35: Meetings.***

(1)The Governing Board shall meet quarterly and may be convened for an emergency meeting at the instance of the Chairperson.

(2)In the absence of the Chairperson and Vice Chairperson, at least any two Board members may with the permission of the Chairperson/Vice Chairperson, call for an Emergency meeting subject to the quorum.

(3)At least two-thirds of the members of the Governing Board shall form a quorum.

(4)At least two-thirds of the members of the Association can call for an Emergency meeting.

(5)The Administrative Secretary shall ensure the registration of members attending the AGM and receive all necessary materials.

(6)The venue for the AGM shall be determined by the Governing Board.

### ***Article 36: Elections, Handing Over and Induction***

- (1) The conduct of the elections shall be supervised by an Electoral Committee as captured in the Committee section of this constitution.
- (2) An EC Official shall be invited to observe the electoral proceedings.
- (3) Elections shall be held every four (4) years.
- (4) Election of the Board Chairperson, Vice Chair and three (3) other Board members shall be held at the AGM.
- (5) Elections at the Regional level of the Association shall be held at least one month before the Annual General Meeting. It shall be by secret ballot and shall be carried by a simple majority vote.
- (6) Where there is a tie, there shall be a subsequent round of voting for those candidates who tied for the particular office. Voting shall continue until a clear winner emerges.
- (7) No one person shall hold the same office for more than four terms.
- (8) Where an office becomes vacant in the Governing Board; the same shall be filled in a manner herein provided in a bye-election except that, if the tenure of that officer is less than a year, in which case the vice or assistant shall act or otherwise stated in this constitution. In cases where there are no assistants, such offices shall be filled by appointment by the Governing Board.
- (9) Elections shall be held during the AGM. The next month after the elections shall be used by the outgoing officers to wrap up (compiling reports, accounts, inventories etc).
- (10) During the second month the elected officers, shall understudy the outgoing officers. The new officers shall assume office on the **1st working day** of the third month following their elections after an induction.
- (11) Newly elected officers shall be inducted into office two months after their election.
- (12) Outgoing officers shall present reports of their stewardship before they hand over. Copies of such written reports relating to their respective offices shall be kept on their respective files and handed over to their successors in a handing over ceremony. A common file labelled “Handing over Note” shall be kept at the Secretariat.
- (13) The services of the outgoing Board members shall be appreciated through a presentation of a send-off package which shall be determined by the GB within the two month period after they assume office.

### ***Article 37: Tenure of Officers of the Association.***

- (1) All Officers shall hold office for four (4) years and shall be eligible for re-election but shall not hold the same office for more than four (4) terms.
- (2) The tenure of members of the committees appointed shall be co-terminus with the appointing body.
- (3) The Board shall have the right to co-opt not more than two persons with a view to tapping into their experience. The co-opted member shall be a former Executive member of the Association
- (4) The tenure of the co-opted member/s shall be co-terminus with that of the Governing Board.
- (5) No person so co-opted shall have a voting right.

## ***Chapter V Association Discipline***

### ***Discipline***

#### ***Article 38***

The application of the discipline of the Association shall be based on a violation of the provisions of the constitution and the code of conduct and practice. The discipline shall consist of appropriate disciplinary measures of the Association to those whose conduct have given occasion for it.

### **Teaching Courses, Symposia, Congress**

Affiliated societies may make applications for recognition of their teaching curricula, symposia and congresses organised by them. The logo of the ASSOCIATION may only be used after obtaining written approval.

### **Legal Advice**

The Board may arrange for free legal advice for all its practitioners who desire or require such advice.

### ***Section I Disciplinary Bodies***

#### ***Composition***

#### ***Article 40***

The disciplinary body of the Association shall be constituted by the Governing Board. The Board shall take the final disciplinary decision after a report of the Disciplinary Committee in such matters has been submitted to them.

#### ***Disciplinary Measures.***

#### ***Article 41***

In the exercise of the disciplinary measures, it may be proper that, offending members are referred to the Disciplinary Committee for counselling.

The disciplinary body may apply or effect any of the following measures to offending members of the Association as a form of discipline:

(1)**WARNING /ADMONITION:** The disciplinary body may remind an offending member verbally and / or in writing, of the substance of a disciplinary rule allied with the threat of a sanction in the event of a further infringement.

(2)**FINE:** The Disciplinary Body shall impose a fine not below GHC 500.00 AND NOT EXCEEDING GHC 2,000.00 on an erring member after satisfying itself that the matter before it admits of such a sanction. The Disciplinary Body shall decide the terms and time limits for payment.

(a)Unless otherwise specified, the sanctions provided for above may be combined.

(3) **LOSS OF MEMBERSHIP/EXPULSION:** This is a formal exclusion of a member from the Association. This may be the last resort in disciplining a member. It may be effected only when all other means of reforming an offender have proved futile or failed. This shall be done at the AGM and in writing to the member. It may be a temporary or permanent measure.

(b)The General Assembly may expel any member if:

- i. S/he fails to fulfil his/her financial obligations towards NPP-NPA for two consecutive years' in spite of three written reminders to that effect.
- ii. The member is found by the Disciplinary Committee to be in serious breach of the provisions of this constitution.

(c)If the offending member is a Board member, s/he shall reclude him/herself from the Board in matters concerning the setting up/ appointment of a Disciplinary Committee.

### ***Disciplinary Cases***

#### ***Article 42***

A disciplinary case shall be any act or omission by a member of the Association which contravenes the regulations of regulatory bodies, code of conduct and practice and constitution of the Association.

(1)The Disciplinary Committee shall institute an inquiry into the case and shall afford the erring member an opportunity to be heard.

(2)The Governing Board shall have the power to suspend a member.

(3)It shall also recommend the expulsion of a member of the Association for approval by the next immediate AGM. Four weeks' notice must however be given to the affected party or parties regarding any such recommendation or termination of membership.

(4)The AGM shall have the power to terminate the membership of any member which in the opinion of the AGM has failed to carry out the provisions of the Constitution of the Association or Rules and Regulations made under the provision of the Constitution, provided that such a member is about to be terminated, s/he shall have the right to be heard by the AGM before such a decision is taken by a two-thirds majority of members voting at the AGM.

(5)The AGM shall have powers to discipline any erring Zonal Executive or Governing Board member.

(6)Any erring Board member or Zonal Executive shall be interdicted pending the final determination of his/her case by the Disciplinary Committee.

***Contestable Decisions.***

***Article 43***

An appeal may be lodged with the Appeal Committee against any decision passed by the Disciplinary Committee.

***Eligibility to Appeal***

***Article 44***

Any member who has been a party to the proceedings before the first instance and has a legally protected interest justifying amendment or cancellation of the decision may lodge an appeal with the Appeal Committee.

***Time Limit for Appeal***

***Article 45***

Any party intending to appeal must do so within fourteen (14) working days from the date the decision of the Disciplinary Committee was handed down.

If these requirements have not been complied with, the appeal is not admissible.

***Effects of Appeal***

***Article 46***

(1) An appeal results in the case being reviewed by the Appeals Committee.

(2) The appeal does not have a suspensive effect except that with regard to orders to pay a sum of money.

***Strict adherence to exhaust internal dispute resolution mechanisms***

***Article 47***

Where there is a dispute between members or between a member and the Association, the parties shall exhaust all the internal conflict resolution mechanisms provided in this Constitution to resolve same before resorting to the law Courts to seek redress.

***Chapter VI Financial Provisions***

***Resources***

***Article 48***

For administrative and other expenses, the Association shall build a fund.

The funds of the Association shall include membership registration fees, fines, subscription, proceeds from events organization, properties and projects of the Association, gifts, donations, legacies, investments, interests, excess income and other activities which the Association may deem fit to undertake.

## ***Banking***

### ***Article 49***

- (1)The Association shall open and maintain Bank accounts for both the Association and the Secretariat with a reputable Bank.
- (2)The operation of these banks accounts shall be in strict compliance with the procedures and guidelines set out in the Finance Manual of the Association.
- (3)Regional Accounts, shall be opened for each region
- (4) Signatories of the account from National, Region and the Constituency shall be
  - i. Chairman/President
  - ii. Secretary
  - iii. Treasurer
  - iv. **MANDATE:** Any two to sign at all times.
  - v. Constituency Accounts shall be opened after 2 years of operation, from now each constituency will operate from the Regional Accounts.

## ***Chapter VII Control***

### ***Auditors***

#### ***Article 50***

- (1)There shall be an auditor or team of auditors who shall be appointed by the Governing Board and approved at an Annual General Meeting.
- (2)The auditor who shall be a recognized, registered and certified practising accountant/ accounting firm shall audit the accounts of the Association and present an auditor's report at the AGM.

#### ***Article 51: Property of the Association.***

- (1)In dealing with the records, movable and immovable property of the Association, the officers of the Association shall, for purposes of administration, hold such property in trust for the Association. Each outgoing officer or Committee shall take an inventory of all such property and hand them over to a succeeding officer or members of a committee.
- (2)It shall be unlawful for any office bearer or any Committee, acting jointly or severally to commandeer, confiscate or refuse to hand over any property of the Association or dispose of any such property.

### ***Amendment.***

#### ***Article 52.***

- (1)This Constitution shall be subject to amendment by a decision of not less than a two-thirds majority of delegates present and voting at the AGM.
- (2)Amendments shall be effected only after two (2) years of the promulgation and operation of this constitution.
- (3)The Secretariat shall receive proposals for amendment from members fourteen working days before the AGM.
- (4)Proposals for amendment may also be made by the Governing Board.
- (5)Subject to Article 52 (3), no proposals for amendment shall be received on the floor of the AGM.

## **Chapter VIII Final Provisions**

### **Dissolution**

#### **Article 53**

The Association may be wound up or dissolved in accordance with the provisions of the Companies Act 1963 (Act 179) or any amendment or statutory re-enactment thereof for the time being in force.

(1)The procedure for dissolving the association may be initiated either by the General Assembly, or by at least half (1/2) of the members.

(2)The decision to dissolve the association shall be taken by the Extraordinary General Assembly, with a majority of three-quarters (3/4) of the members present or represented. In the absence of such a quorum, the assembly shall be reconvened not more than thirty (30) days thereafter, during which proceedings shall be valid regardless of the number of members present or represented.

(3)Immediately upon the decision of the General Assembly regarding the dissolution and mode of liquidation of the Association, the Association shall cease all its activities with the exception of those that are relevant to the realization of the order of dissolution, to the conservation and protection of its assets and to carry out its final obligations.

(4)After liquidation, the net assets shall be transferred to an association with a similar objective or to any organization recognized as a public interest organization, which shall be identified by the General Assembly.

### **Transitional Provisions.**

#### **Article 54**

(1)All rights, duties, obligations assets and liabilities of the Association EXISTING IMMEDIATELY BEFORE the adoption of this constitution shall be deemed to be transferred to the Association upon adoption of this constitution.

(2) This constitution will come into force immediately it is approved subject to the provisions of these arrangements, and shall take precedence over any constitution of the Association or document purporting to be the constitution of the Association before the coming into force of this constitution.

(3)Notwithstanding the provisions of **Article 20** of this constitution, the first Meeting of members that shall take place immediately following the ratification of this constitution and the election of new Executives shall be treated for the purposes of this constitution as being an Annual General Meeting being held in accordance with the said Article 35(8) of this constitution.

(4)For the avoidance of doubt, following the ratification of this constitution, no person shall be able to contend that the said meeting referred to in paragraph 3 above is null and void in view of running contrary to the provisions of Article 35(8) of this constitution.

(5)Where immediately before the coming into force of this Constitution any existing enactment had not been brought into force or was to come into force on a date subsequent to such coming into force, the enactment may be brought into force in accordance with its terms, or shall come into force upon such subsequent date, as the case may be.

#### **Article 55**

##### **PUBLICATIONS**

- i. Publication of members in Good Standing in the National News Papers and NPP-NAG's Journal.
- ii. NPP-NAG's shall have a journal that will publish the original and reviewed articles of members.