

## ARRANGEMENT OF CHAPTERS

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## PREAMBLE

In the name of Almighty God, we the members of Ghana National Association of Teachers on Campus (GNATOC) - UEW, DETERMINED to foster UNITY among our fold, STRIVE for the wellbeing of our members and LEAVE a legacy for POSTERITY to emulate. In PURSUANCE of RULE OF LAW, due RECOGNITION of our mother Association –

GNAT and in a SPIRIT of FRIENDSHIP with all other bodies, students, non-students, and other similar Associations in Ghana and the World, DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES this CONSTITUTION.

So, help us God.

## ESTABLISHMENT

1(a) The name of the Association shall be; “Ghana National Association of Teachers on Campus (GNATOC) UEW Branch. The name shall remain so throughout the life span of the Association if and only if it is changed by the GNAT Secretariat.

(b) GNATOC – UEW Branch shall adopt and operate under the motto and slogan of the mother GNAT. “We Live To Teach” shall be Motto and “Touch One, Touch All” shall be the Slogan.

(c) The logo of GNATOC, UEW Branch shall be both the mother GNAT Logo and UEW Logo.

(d) GNATOC, UEW Branch as an Association shall operate on a set of working principles which shall be known as GNATOC four cardinal principles: SPUT

Solidarity - By the spirit of we-feeling.

Professionalism - To lift the image of teachers.

Unity - Standing together with one voice everywhere and always.

Truth - In service of GNAT and GNATOC.

**CHAPTER ONE.**  
**THE ASSOCIATION**

**ARTICLE 1**

**NAME, MOTTO AND SLOGAN**

1. The legitimate name of the Association shall be Ghana National Association of Teachers on Campus herein referred to as GNATOC –UEW.
2. GNATOC – UEW Branch shall adopt and operate under the motto and slogan of the mother GNAT. “We Live To Teach” shall be Motto and “Touch One, Touch All” shall be the Slogan.

**ARTICLE 2**

**SUPREMACY OF THIS CONSTITUTION**

1. The sovereignty of GNATOC UEW resides in the people of GNATOC of the University of Education Winneba whose welfare and interest are enshrined in this Constitution and the powers of government as delegated to GNATOC is to be exercised in the manner and within limit laid in this Constitution.
2. This Constitution shall be the supreme law for the governance of GNATOC –UEW
3. All members of the Association shall be subjected to the dictates of this Constitution.
4. Notwithstanding clause 1 Article 2, this Constitution shall be in consonance with the Constitution of Ghana statutes of the University of Education Winneba, SRC and GNAT Constitution.

**ARTICLE 3**

**ENFORCEMENT OF THIS CONSTITUTION**

1. Any member or group of members alleging that, an act or omission of any person or group of persons, is in contravention of any provision of this Constitution may bring an action to the Judicial board for an order or a declaration to that effect.
2. For the avoidance of doubt, an action to the Judicial Board shall be done through formal writing.
3. The Judicial Board shall for the purpose of such declaration under clause 1 of this article make such orders and give such duration as it may consider appropriate for giving effect or enabling effect to be given the direction so made.
4. Failure to carry out the terms of an order or direction made under clause three (3) of this article shall constitute a violation of this Constitution and contempt of the Judicial Board and shall in the case of;
  - a. An Executive Officer constitute a ground for removal from office.

b. In the case of Non-Executive member(s), the following sanctions shall apply;

i. Suspension

ii. Disqualification from contesting for any GNATOC position, until such a time that the suspension expires

iii. Cessation of membership

iv. In pursuance of sub-clause (i) and (ii) above, such orders or directions shall be enforced by General Assembly (GA) after two weeks, except where the appellate jurisdiction is invoked.

## **CHAPTER TWO**

### **ARTICLE 4**

#### **MEMBERSHIP, AIMS AND FUNCTIONS**

##### **1. MEMBERSHIP**

(a) Membership of GNATOC UEW Branch shall be opened to all GES personnel on UEW Campuses irrespective of age, sex, religion and /or political affiliation.

(b) Procedure for membership:

- i. Persons must have qualified as members having gone through the following procedures as provided for by the constitution;
- ii. Must have filled appropriately a GNATOC UEW Branch Membership form.
- iii. Must acquire a GNATOC UEW Branch identification card.
- iv. Must settle fully all initial membership dues for every academic year.

(c) Cessation of membership: Membership of GNATOC UEW Branch shall cease on the following grounds as provided for by the Constitution;

- i. On member's completion of his/her program
- ii. On occasion of one's dismissal by the University Authority
- iii. On occasion of one's death
- iv. On members failure to pay dues as reviewed at GA

### **ARTICLE FIVE**

#### **AIMS AND OBJECTIVES**

The following shall be the Objectives of the Association:

- i. To safeguard the interest and seek the general welfare of teachers in GNATOC.
- ii. To liaise with other teachers in various tertiary institutions to fight for the common interest of members with one voice everywhere in consultation with GNAT.
- iii. To promote understanding and friendship between and among teachers both internally and externally.
- iv. To boost the interest of both undergraduates and graduates to retain them in GNAT.

## **ARTICLE 6**

### **MEETINGS**

- (a) The Association shall hold at least one general meeting every semester.
- (b) The required executive members as stipulated by GNATOC UEW Constitution shall attend GNATOC UEW meetings in the interest of the Association.
  - (a) At least fourteen (14) days, notice shall be given to general meetings and seven (7) days, notice to meetings.
- (b) A general and executive meeting shall be presided over by the Chairman or Chairperson unless otherwise.
- (c) Executive meetings shall be held as often as necessary.
- (d) Emergency meetings shall be entertained if the need arises.
- (e) One-third (1/3) of the members shall form a quorum for a meeting.

## **CHAPTER THREE**

### **ARTICLE 7**

#### **STRUCTURE OF THE ASSOCIATION**

#### **GENERAL ASSEMBLY AND CORE EXECUTIVE COMMITTEE**

##### **THE GENERAL ASSEMBLY**

##### **COMPOSITIONS**

The General Assembly (GA) shall comprise of;

- i. Core Executives
- ii. Regional Representatives
- iii. Board, commissions, and committee's heads
- iv. Campuses and sports coordinators

##### **FUNCTIONS**

- i. The General Assembly shall be the highest decision-making body of the Association
- ii. Shall hold at least three meetings per semester.
- iii. Shall vet and approve all major projects and budgets of the Association
- iv. Shall form an ad-hoc committee to vet and approve all nominees for appointment
- v. Act as the final authority of the Association

### **ARTICLE 8**

#### **THE CORE EXECUTIVE COMMITTEE**

1. There shall be an Executive Committee who shall be elected by all members and shall comprise the following;

- a. The Chairman
- b. The Secretary
- c. The Treasurer
- d. GNATLAS coordinator
- e. Public Relation Officer (PRO)

2. A member elected to an Executive Position shall hold office for a term of one (1) academic year only.

### **3. RESPONSIBILITIES OF CORE EXECUTIVE COMMITTEE:**

- a. The Executive Committee shall be responsible for the day-to-day administration of the Association.
- b. The Executive Committee shall seek to the effective implementation of the decision of the General Assembly.
- c. Shall appoint the Patron in consultation with Municipal GNAT Secretary.
- d. Represent the Association at both external and internal meetings.

## **CHAPTER FOUR**

### **FUNCTIONS / DUTIES OF EXECUTIVE OFFICERS, PATRON AND MUNICIPAL GNAT SECRETARY**

#### **ARTICLE 9**

##### **1. CHAIRMAN**

###### **The Chairman shall:**

- i. Be a signatory to all GNATOC UEW accounts.
- ii. Be the official spokesperson of GNATOC UEW Branch at all times.
- iii. Preside over all GNATOC UEW Branch meetings.
- iv. Approve expenditure of the Association and shall counter-sign all financial documents. Any expenditure without the signature of the Chairman shall be deemed invalid.
- v. Deliver a progress statement on the activities of the Association at both General and Executive Meetings.
- vi. Endorse every communiqué and resolution together with the Secretary for and on behalf of the Association.
- vii. Represent GNATOC –UEW at all external and internal meetings.
- viii. In consultation with the Executive committee, appoint an ad-hoc committee members, sub committees and members of special committees except EC Committee. For EC, the Chairman and other Executives shall appoint EC members in consultation with the Municipal GNAT Secretary and Patron.
- ix. In consultations with the Municipal GNAT Secretary employ an Office Assistant
- x. Delegates duties as and when necessary.

##### **2. THE SECRETARY**

###### **The Secretary shall:**

- i. Call meetings in consultation with the other executive members.
- ii. Keep accurate and true records of proceedings at meetings and shall be in charge of all correspondence.
- iii. Endorse all communiqué and resolution for and on behalf of the Association in consultation with the Chairman.
- iv. Represent the Association in all external and internal meetings.
- v. Coordinate with the Municipal Education Office for the transfer of salary of GNATOC members.

- vi. Coordinate with the Municipal Education Office to facilitate promotion, reactivation, change of bank and other related services.
- vii. Act as the Chairman in the absence of the substantive Chairman.
- viii. Be a fourth signatory to all GNATOC -UEW Accounts.
- ix. Perform any other duties assigned to him / her by the Executive Committee

### **3. THE TREASURER**

The Treasurer shall;

- i. Be responsible for the accurate keeping of records of all monies belonging to the Association.
- ii. In consultation with the other Executive members effect payments on behalf of the Association.
- iii. Deposit all monies into the bank account of the Association within 24 hours.
- iv. Be a signatory to all GNATOC-UEW Accounts.
- v. Authorise expenditure of the Association and shall counter-sign all financial documents. Any expenditure without the signature of the Treasurer shall be deemed invalid.
- vi. Keep all financial records under lock in the GNATOC office.
- vii. Have Asset Book and all assets duly recorded.
- viii. In consultation with the finance committee, prepare and present a semester budget to the GA for vetting and approval.
- ix. Represent the Association in all external and internal meetings.
- x. Perform any other duties assigned to him/her by the Executive Committee

### **4. THE GNATLAS COORDINATOR**

The GNATLAS Coordinator shall perform the following duties;

- i. Be responsible for representing ladies from the various tertiary institutions in Ghana.
- ii. In consultations with the executives, organize female related programs.
- iii. Any other duties as may be assigned by the Executive Committee and /or the General Assembly.

### **5. THE PUBLIC RELATION OFFICER (PRO)**

The Public Relation Officer Shall:

- i. Receive, edit and forward all publications from the Association to the members, newsletter or notice boards for members' perusal.
- ii. With prior consent of the Executive members draw up programme and whip up enthusiasm for such programs to be implemented.

- iii. Consult the Chairman and or the Executive Committee before issuing any communique to the general public.
- iv. Link the Association to the general public.
- v. Be the head of the regional and campuses coordinators.
- vi. Perform any other duties as may be assigned by the executive committee and /or the General Assembly.

## **6. THE MUNICIPAL GNAT SECRETARY**

### **The Municipal GNAT Secretary shall:**

- i. Supervise all activities of GNATOC-UEW.
- ii. GNATOC-UEW shall liaise with the Regional GNAT Secretariat through the Municipal GNAT Secretary.
- iii. GNATOC Secretariat shall cooperate with Municipal GNAT office / Secretariat for Teachers Fund and its related activities.
- iv. Scrutinize all financial transactions before spending takes place.
- v. Be Principal signatory to the Grant Account.
- vi. Be a Counselor to the Association.

## **7. THE PATRON**

### **The Patron shall:**

- i. Be appointed by the Executive with the consultation of Municipal GNAT Secretary.
- ii. The Patron shall be a past member of GNAT and a lecturer of the University of Education, Winneba.
- iii. Hold an office term of four years subject to renewal for a second term only.
- iv. Be the Counselor to the Association.
- v. Be a Principal signatory to the Dues Account.

## **CHAPTER FIVE**

### **INDEPENDENT COMMITTEES**

There shall be established within the Association independent committees comprising; the Judicial Committee, the Electoral Committee, and the Audit Committee.

### **ARTICLE 10**

#### **1. THE JUDICIAL COMMITTEE**

##### **A. COMPOSITION**

1. The Judicial Committee shall be a three – member independent Committee. The three members shall be:
  - a) The Chairperson
  - b) The Deputy Chairperson
  - c) The Secretary
2. The Judicial Committee’s Chairman, Deputy Chairman and the Secretary shall be appointed by the Executive in consultation with the Municipal GNAT Secretary and the Patron.
3. The Commission shall be an independent body and shall not be subjected to the control of any person or group of persons.
4. The Judicial Committee members shall have reasonable degree of knowledge in judicial matters, political science or matters and should be able to interpret basic legal information or matters.
5. The term of office of the Judicial Committee shall be two years.

##### **B. FUNCTIONS**

- a. The Judicial Committee shall have jurisdiction in every matter relating to the interpretation of any provision in this constitution and in every matter where it is alleged that a person or body of persons have acted ultra vires to the powers conferred on them by this constitution.
- b. The Judicial Committee shall have the mandate to resolve conflicts between and or among members.
- c. The Judicial Committee shall have the power to subpoena a member or group of members.
- d. It shall have powers to co-opt members without voting rights on ad-hoc basis with the expertise in a matter being dealt with.
- e. All impeachment proceedings against any Executive Committee member of the Association shall be brought before the Judicial Committee.

- f. The Judicial Committee shall have the power to prescribe appropriate disciplinary action having regard to the provisions of this constitution, provided such disciplinary action is reasonable and enforceable.
- g. The Judicial Committee shall, where necessary, make appropriate recommendations to the Executive committee for implementation.
- h. The issuance of prerogative writs and orders such as injunctions, mandamus, certiorari, prohibition shall be the safe power of the Judicial Committee.
- i. The Judicial Committee shall have jurisdiction on all constitutional and electioneering matters lodged with the Electoral Commission.
- j. The Judicial Committee shall deal with all electoral matters within one week.
- k. The Judicial Committee shall have the power to interpret silent or ambiguous articles and clauses in the Constitution.

## **ARTICLE 11**

### **ELECTORAL COMMISSION**

#### **A. COMPOSITION:**

- 6. There shall be a three-member Electoral Commission (EC) comprising:
  - a. The Chairperson
  - b. The Deputy Chairperson
  - c. The Secretary
- 7. The Electoral Commission's Chairperson, Deputy Chairperson and the Secretary shall be appointed by the Executive in consultation with the Municipal GNAT Secretary and Patron.
- 8. The Commission shall be an independent body and shall not be subjected to the control of any person or group of persons.
- 9. The term of office of the EC shall be two years.
- 10. The EC Chairperson, Deputy Chairperson, EC Secretary, Municipal GNAT Secretary, the Patron and one other person shall form the vetting committee.

#### **B. FUNCTIONS:**

- a. The Commission shall submit budget for its operations to the Executive Committee.
- b. The Commission shall have the powers to withdraw any candidate(s) deemed to have been involved in election malpractices.

- c. The Commission shall enact rules and regulations for the conduct of its elections in conformity with the GNATOC -UEW Constitution.
- d. The Commission shall organize general elections every academic year.
- e. The rules and regulations governing the conduct of elections shall be published on all GNATOC-UEW notice boards by the Electoral Commissioners at least forty-eight (48) hours before the start of the electoral process.
- f. The Commission shall organize handing-over of administration between the Outgoing and Incoming Executives.

## **ARTICLE 12**

### **INTERNAL AUDIT COMMITTEE, EXTERNAL AUDITOR AND BANK ACCOUNTS**

#### **1. INTERNAL AUDIT COMMITTEE**

- 1. There shall be a three (3) member Audit Committee comprising:

- a. The Chairperson
- b. The Deputy Chairperson
- c. The Secretary.

- 2. The Audit Committee members shall be appointed by the Executive Committee in consultation with the Municipal GNAT Secretary and Patron.
- 3. The Audit Committee members shall have reasonable degree of knowledge in Auditing, Accounting and Finance and should be able to interpret financial information in accordance with financial regulations or laws of Ghana.

#### **FUNCTION(S)**

The Audit Committee shall:

- a. Serve as Internal Auditors
- b. Audit the activities of the Association.
- c. Audit all financial accounts and transactions of the Association for the tenure of office of the outgoing administration before External Auditors
- d. Present summary report of the Audit to the GA for discussions and recommendations. This should be done one month before handing-over.

## **2. EXTERNAL AUDITOR**

### **FUNCTION(S)**

- a. The External Auditors shall be appointed by the Municipal GNAT Secretary.
- b. The External Auditors shall be the Internal Audit Service of Ghana within the jurisdiction of GNATOC-UEW.
- c. The Internal Audit Service shall be responsible for the final auditing of the Association's Accounts.
- d. The Internal Audit Service shall audit all accounts of GNATOC-UEW, advice and forward recommendations to the Central Regional Secretary of GNAT through the Municipal GNAT Secretary.

## **3. BANK ACCOUNTS**

The Association shall operate two separate accounts with a state owned bank

### **a. Dues Account**

- i The Association shall keep all proceeds accrued from the payment of Dues and its corresponding returns from other ventures to which they may be applied in the Dues Account.
- ii Revenues accruing from operating of Photocopies.

### **b. The Signatories to Dues Account shall be;**

- i The Chairman
- ii The Treasurer
- iii Secretary
- iv The Patron - Principal

### **c. Organizational Grant Account**

- i This shall be an account of the Association into which shall be kept every money received from mother union (s) in the name of Organizational Grant and the corresponding return(s) from venture(s) to which the said money may be applied.
- ii Sponsorships or donations from GNAT and its affiliates such as Teachers Fund, Credit Mall Limited, TF Financial Services, TF Properties and other subsidiaries.

### **d. The Signatories to the Organizational Grant Account shall be;**

- i The Municipal GNAT Secretary – Principal
- ii The Chairman
- iii The Treasurer
- iv Secretary

## **CHAPTER SIX**

### **ARTICLE 13**

#### **COMMITTEES, COORDINATORS AND REPRESENTATIVES**

##### **1. WELFARE COMMITTEE**

###### **a. COMPOSITION**

There shall be a five-member Welfare Committee comprising:

- i The Chairperson
  - ii The Deputy Chairperson
  - iii The Secretary
  - iv Two other members.
- b.** The Treasurer shall be the Chairperson of the Welfare Committee.
- c.** Including the Welfare Committee are the three Campuses Coordinators.
- d.** The other member shall be appointed by the Executives and be vetted by a Committee set up from GA for that purpose.

###### **FUNCTIONS:**

- i The Welfare Committee shall plan, initiate and execute all welfare-oriented activities of the Association.
- ii There shall be a welfare document stipulating privileges of members.
- iii The Committee shall perform such related functions as may be assigned to it by the Executive Committee or the General Assembly.
- iv The Welfare Committee shall resolve all welfare disputes among members as far as they fall within the activities and jurisdiction of GNATOC-UEW.
- v The Welfare Committee shall determine the need for a refreshment at meetings and also undertake the entire refreshment.
- vi The Welfare Committee shall determine and present all entitlements due members and all other persons in the event of:
  - a. Socially recognized marriage.
  - b. Death of a member
  - c. Serious sickness of a member.

## **ARTICLE 14**

### **SPORTS AND GAMES COORDINATORS**

#### **COMPOSITIONS**

- i There shall be a five member Sports Committee.
- ii The Sports Coordinators shall be appointed by the Executives and vetted by an ad- hoc committee set up from GA for that purpose.

#### **FUNCTIONS**

The Sports and Games Coordinators shall:

- i Organize aerobics sessions regularly for members.
- ii Organize fun games.

## **ARTICLE 15**

### **CAMPUSES COORDINATORS**

#### **COMPOSITION**

- i There shall be Coordinator for each campuses of UEW Winneba
- ii Each Coordinator shall be appointed by the Executives and be vetted by a Committee set up from General Assembly for that purpose.

#### **FUNCTIONS**

They shall:

- i Be members of the Welfare Committee.
- ii Receive concerns from members to the Executive through the PRO for address or redress
- iii Disseminate information appropriately and timely
- iv Publish and post all information and communicate on all notice boards and other official social media handles of the Association
- v Operate a satellite desk at their various campuses
- vi A member of General Assembly.

## **ARTICLE 16**

### **REGIONAL REPRESENTATIVES**

#### **COMPOSITION**

1. There shall be a Regional Rep from each level or year from each Region in Ghana
2. They shall be appointed by the Chairman in consultation with the Executive Committee

#### **FUNCTIONS**

They shall;

- i Help educate and sensitize members about the Association.  
Disseminate information from the Association to members.
- ii Be the mouthpiece of their respective Region.
- iii Sensitize members to pay their dues.
- iv Report concerns from members to the Executive Committee for address or redress.

## **CHAPTER SEVEN**

### **ARTICLE 17**

#### **MEETINGS**

##### **A. EXECUTIVE AND EMERGENCY MEETINGS**

1. The Chairman shall be obliged to convene an Executive or Emergency meeting in consultation with the Executive Committee.
2. Executive meetings shall be held at least twice a semester.
3. Other Executive members can inform the Chairman about a meeting they think it is so important for the benefit of members. The Chairman is obliged to be part of this meeting.
4. A notice of at least twenty-four hours should be given prior to such meetings.
5. The matters to be discussed shall be explicitly stated in the notice given with regard to the meeting.

##### **B. GENERAL MEETING;**

1. The Association shall hold at least one general meeting every semester.
2. The Executives shall present end of term Activities and Financial Reports to General Assembly.
3. The Executive in addition to one-third of the General Assembly shall form a quorum for a General Meeting.
4. In the absence of a quorum, the meeting shall not commence until one (1) hour AFTER THE SCHEDULED meeting time.
5. Any decision taken in a meeting held under Section B, Clause Three (3) of this Article shall be binding on all members.
6. Notice of General Meetings shall be given at least ten days prior to the scheduled time and date.
7. The standing orders and the rules regarding the conduct of meetings as set out in the miscellaneous shall govern all meetings and the Chairman of the meeting shall read them out as and when necessary.
8. The required Executive member(s) as stipulated by this Constitution shall attend all District / Municipal / Metropolitan / Regional and National meetings on behalf of the Association.

## **CHAPTER EIGHT**

### **ARTICLE 18**

#### **FINANCE, PRIVILEGES, FACILITIES AND HONORARIUM**

##### **A. FINANCE**

###### **1) Composition**

There shall be a five member finance committee which shall be made up of the following

- a) The Treasurer
- b) Two members from the Welfare Committee
- c) Two other co-opted members from GA. (a male and a Female)
- i It shall be the duty of the finance committee to:
  - ii Deliberate and make presentations on important financial or monetary decisions regarding GNATOC.
- i. Prepare and present Budget for all major programmes to be organised by the Association.

###### **2) Sources of Income:**

The Association shall generate her income through the following sources:

- i Registration fee from new members which is subject to review by the GA members.
- ii Yearly Dues from members which is also subject to review.
- iii Sales of coupons and souvenirs.
- iv Revenues from operations of Photocopies.
- v Donations / Sponsorships.
- vi Proceeds from other fund raising activities.
- vii Organizational grant from mother union, GNAT.

###### **3) Mode of Collection of Dues**

- i. Each registered member shall pay yearly Dues; subject to review.
- ii. The Dues shall be determined by the Executive Committee and approved by the GA.

## **ARTICLE 19**

### **B. PRIVILEGES FOR THE EXECUTIVE**

1. There shall be Semester Allowance paid to Executive members as determined by the Executive pursuant to approval by the Patron and the Municipal GNAT Secretary.
2. The Allowance paid to the Executives shall be reviewed every one year.
3. Members of the Executive Committee shall be entitled to Travelling Allowance whenever they visit member campuses for official assignments and any other official duties elsewhere.
4. There shall be a Semester budgetary allocation for the running of the Association to be determined by the Executive Committee subject to approval by the Patron, the Municipal GNAT Secretary and at least one – third of the members of the General Assembly at the first semester General Assembly meeting.

## **ARTICLE 20**

### **C. PROVISION OF FACILITIES AND HONORARIUM**

1. The Association shall cater for the following benefits and entitlement as may be considered affordable in accordance with financial position statement of the Association.
2. Cost of Accommodation for Executive officers shall be refunded based on the University's Residential Facility Fees.
  - i. Chairperson - 100%
  - ii. Secretary - 80%
  - iii. Treasurer - 80%
  - iv. GNATLAS - 50%
  - v. Public Relation Officer (PRO) - 50%
3. The Association shall assist in:
  - i Reinstatement of members who have unduly lost their Study Leave With Pay after having been granted such an opportunity by their employer.
  - ii Corrections of disparity in salary and promotions.
4. In the event of any of the following, the Association shall contribute in any form as deemed appropriate by the Welfare Committee.
  - i Socially recognized marriage.
  - ii Serious sickness of member
  - iii Severe injury by a member as a result of accident.

iv Death of a member.

5. In all cases, the Association must be duly and formally informed by the affected person (s), except on occasion of death of a member.
6. There shall be a three member Ex-gratia Committee comprising:
  - i Patron
  - ii Municipal GNAT Secretary
  - iii In-coming Chairman.
7. At the end of the tenure of office of Executives, the three member Ex-gratia Committee shall determine the end of Service Benefits for Executive members subject to good works done by the Executive Committee during their tenure of office.
8. It is also subject to availability of funds.
9. The Executive Committee members shall appreciate and honour Patron and Municipal GNAT Secretary at the end of tenure of office by the out-going Executives.
10. Certificates of Honour shall be presented to deserving Executive Officers and Committee members at the end of their tenure of office.
11. The Executive Committee members shall identify and honour dedicated and committed member(s).

## **CHAPTER NINE**

### **ARTICLE 21**

#### **ELECTIONS**

##### **ELECTION OF OFFICERS**

1. All Executive positions shall be determined by election.

- a. The Chairman
- b. The Secretary
- c. The Treasurer
- d. GNATLAS Coordinator
- e. Public Relation Officer (PRO)

##### **2. Qualification of eligible candidates:**

- i Candidate must have successfully completed at least three semesters on campus.
- ii Candidate must have a CGPA not less than 3.0 for the Chairman and not less 2.7 for the other positions.
- iii Candidate must be a registered GNAT member and a GNATOC member of good standing.
- iv Picking of nomination forms is at a fee that is determined by EC
- v All officers shall be duly elected by simple majority except a sole candidate.
- vi Unopposed candidate shall obtain at least fifty percent (50%) plus one (1) vote of the total votes cast.

##### **3. Voting**

Members shall be allowed to cast a single vote.

One of the following shall be the identification material that may be used to vote when necessary.

- i GNATOC ID Card.
- ii Voter's ID Card.
- iii Admission letter
- iv University ID Card
- v GOV Payslip

## **ARTICLE 22**

### **DECLARATION AND CHALLENGE OF ELECTION RESULT**

1. The Electoral Commissioner shall declare provisional results soon after counting the ballots cast and until such results are challenged as provided for under Clause 2 of this Article 22, Clause 2 of this Constitution, the Electoral Commission shall declare the final results within two (2) hours after counting.
2. Provisional result of the elections can be challenged within two (2) hours after the results have been made public to the General Assembly. No complaints shall be entertained after the expiration of the stipulated period and the results shall be declared final by the Electoral Commission.
3. Petition(s) challenging the results or the validity of an election shall be presented to the Judicial Board and copied to the Electoral Commission.
4. The Judicial Board shall without prejudice to any provision of this Constitution decide on the validity or otherwise of the results and or the election within six (6) hours from the time the petition(s) is/are received.
5. Any member of GNATOC shall be obliged to appear before the Judicial Board for the purpose of Article 22, Clause 4 supra if the need arises.
6. If a challenge is upheld, fresh election for the affected office(s) shall be held within four (4) hours from the time of the Judicial Board decision.

## **ARTICLE 23**

### **BY – ELECTION**

1. Without prejudice to this Constitution, Bye-elections shall be held to fill vacancies created pursuant to any provision of this Constitution.
2. By – election in Clause 1 shall be held within ten days of the creation of the vacancy.
3. A by – election shall not be held after the position becomes vacant four (4) weeks before the General Elections.
4. Pursuant to Clause 3 supra, the Executive Committee shall appoint a member to be in acting capacity spanning the period before the general election.

## **CHAPTER TEN**

### **RESIGNATION AND REMOVAL FROM OFFICE**

#### **ARTICLE 24**

##### **RESIGNATION**

1. Any officer of GNATOC may resign his post voluntarily.
2. Any such resignation shall be communicated to the Chairman in writing, seven (7) days before the date of his resignation and the Executive Committee shall appoint a member to act until a substantive officer is elected.
3. The Chairman shall communicate such resignation under article 24 clause 2 to the Municipal GNAT Secretary and the Patron.
4. In the case of the Chairman, he shall communicate his resignation to the Judicial Committee in writing seven (7) days before the date of resignation.
5. In the event of en bloc resignation by the Executive Committee, the Judicial Committee shall be notified at least seven days in writing and the Judicial Board in turn shall notify the General Assembly and assume temporary responsibility until fresh elections are held.
6. Any officer relinquishing his office under Article 24, Clause 1 supra, shall hand over all documents and properties belonging to the Association to the Chairman and or to the Executive Committee within seventy-two (72) hours.
7. In the case of the Chairman relinquishing his office under Article 24, Clause 4 supra, shall hand over all documents and properties belonging to GNATOC – UEW to the Secretary or to the Executive Committee within seventy-two (72) hours.
8. In the case of an en bloc resignation by the Executive Committee, all documents and properties belonging to GNATOC – UEW shall be handed over to the Judicial Committee within seventy-two (72) hours of their resignation.
9. The Judicial committee shall finally communicate any form of resignation to the Municipal GNAT Secretary and the Patron.

#### **ARTICLE 25**

##### **IMPEACHMENT**

1. Any member in good standing may give notice in writing and stating the grounds for removal by invoking the relevant portion(s) of the Constitution addressed to the Judicial Committee, initiate impeachment proceedings against any officer or the entire Executive Committee provided that

such notice shall be authenticated by the names and signatures of not less than one-third of General Assembly of GNATOC –UEW.

2. The Judicial Committee shall within fourteen (14) days of the receipt of notice for impeachment examine and publish its reports on the issues. If there is any merit for impeachment, the report shall be presented to members at an emergency meeting conveyed for that purpose for debates and deliberations on them after which vote may be cast.
3. An Executive against whom an impeachment charges have been preferred, shall officially be removed from office by two-third (2/3) votes of members present at an emergency meeting conveyed for that purpose.
4. In the event of the entire Executive members being impeached or removed from office, the Judicial Committee shall assume responsibility until by-elections are held to fill the vacancy.
5. In the event of an Executive Member being impeached or removed from office, the Executive Committee shall appoint a member to fill the vacancy.
6. Officer(s) impeached shall have the right of appeal to the Judicial Committee within FORTY-EIGHT (48) hours after being served with a notice to that effect.

## **ARTICLE 26**

### **GROUND FOR IMPEACHMENT**

Executive Officers and other Committee members shall individually and/or severally be removed from office for;

1. Misappropriation and/or embezzlement of GNATOC – UEW funds.
2. Suspension or dismissal from the institution.
3. Inefficient and/or negligence of duties.
4. Acting in such a manner as can bring the reputation of GNATOC –UEW into disrepute.
5. Mental Deformity or Insanity.
6. Gross misconduct.
7. Acting in violation of the oaths of office set out in the schedule of this Constitution.

## **ARTICLE 27**

### **VOTE OF NO CONFIDENCE**

1. Any Officer shall automatically cease to be a member of the Executive if a vote of no confidence is passed on him/her by the General Assembly or if adverse findings are made against him/her by the Judicial Committee.

2. Any Officer whom vote of no confidence is passed on shall have a right of appeal to the Judicial Committee within forty-eight (48) hours.
3. The recommendation of the Judicial Committee on appeal(s) shall be deemed final.

## **ARTICLE 28**

### **SUSPENSION**

1. Any Officer shall be suspended for inefficient or negligence of duty or acts in a manner prejudicial to the interest of the General Assembly.
2. An Officer may be suspended for proven cases of misconduct for not more than four (4) weeks by two-thirds (2/3) of members present and voting at an emergency meeting.
3. Any member of GNATOC-UEW may be suspended for proven cases of misconduct for not more than four (4) weeks by two-thirds (2/3) of the members present and voting at an emergency meeting.
4. Any suspended officer or member shall have a right of appeal to the Judicial Committee within forty-eight hours of his/her suspension.
5. The recommendations of the Judicial Committee on appeal(s) shall be deemed final.

## **CHAPTER ELEVEN**

### **ARTICLE 29**

#### **AMENDMENTS/REPEAL**

1. Proposals for the amendment of this Constitution shall be written to the Judicial Committee and publish to members.
2. The Judicial Committee shall sit within seven (7) days of receipt of any valid notice of amendment(s) to consider.
3. The Executive Committee shall within seven (7) days of receipt of the report from the Judicial Committee convey a general meeting for consideration and approval.
4. Amendment to this Constitution shall be made by at least two-thirds (2/3) of members present and voting at a general meeting.

### **ARTICLE 30**

#### **REVIEW**

1. The Constitution shall be reviewed after five (5) years of the coming into effect of this Constitution.
2. The Judicial Committee shall consider the article(s) for review.
3. The review to this Constitution shall be made by at least two-thirds (2/3) of members present and voting at a general meeting.

## **CHAPTER TWELVE**

### **ARTICLE 31**

#### **MISCELLANEOUS - STANDING ORDERS**

##### **1. ORDER OF MEETINGS**

- i. Every meeting shall begin and end with a prayer.
- ii. The Chairman shall chair all meetings and shall maintain order at such meetings.
- iii. The Chairman shall appoint any member to spell out the standing orders of the House
- iv. A member shall rise to speak only when asked to do so by the Chairman, in whose absence any other executive members shall act.
- v. The Chairman or a speaker shall direct his/her submission to the issue under discussion.
- vi. Any member who rises to speak shall introduce himself and address the Chairman accordingly.

##### **2. VOTING AT MEETING**

- i. Members shall have the right to vote, second motions or make nominations.
- ii. Each member shall be entitled to a single vote on a motion.
- iii. Motions shall be carried by a simple majority, unless otherwise stated or provided for by the Constitution or the standing orders.
- iv. Voting shall be by showing of hands or as may be determined by the Chairman unless otherwise stated by the Constitution.

##### **3. MOTIONS**

- i. All members shall have the right to file motions or proposals.
- ii. A motion or proposal could be verbal or written and shall be addressed to the Chairman or at his/her own discretion call for such a motion.
- iii. No motion shall be opened for discussion until it is seconded, but the proposer shall have the right to speak on the motion in order to find a seconder.
- iv. A motion shall only be opened for discussion after the proposer and the seconder have been given the opportunity to speak in support of the motion.
- v. The debate shall be limited to immediate pending questions by the chair.
- vi. The chairman shall have the power to rule out order of any speaker failing to adhere to the subject under discussion.

#### **4. INTERVENTIONS AT MEETING**

- a.** The Chairman shall allow the following points in order of precedence.
  - i. Point of order
  - ii. Point of information
  - iii. Point of correction
  - iv. Addendum
  
- b.** A point of order which must be heard at all times except during the act of voting must deal with the conduct or procedure of the meeting and must concern only such matters as:
  - i. Indecorum.
  - ii. Transgression on the standing orders.
  - iii. Transgression on the Constitution.
  - iv. A call to attention of the introduction of a matter not relevant to the question under consideration.

## CHAPTER THIRTEEN

### FORMS OF OATH

#### **OATH OF OFFICE OF ELECTED EXECUTIVES OF THE GHANA NATIONAL ASSOCIATION OF TEACHERS ON CAMPUS, UNIVERSITY OF EDUCATION, WINNEBA (GNATOC-UEW)**

I, .....having been elected to the office of..... in the Ghana National Association of Teachers On Campus, University of Education, Winneba (GNATOC-UEW), do in the name of the Almighty God swear / affirm that, I will be faithful and true to the Ghana national Association of Teachers on Campus, University of Education, Winneba (GNATOC-UEW); that I will at all times preserve, protect and defend the Constitution of GNATOC-UEW and that I dedicate myself to the service and well-being of all members GNATOC-UEW do right to all manner of persons.

I further solemnly swear / affirm that should I at any time break this oath of office, I shall submit myself to the Constitution of Ghana national Association of Teachers On Campus, University of Education, Winneba (GNATOC-UEW) and the laws of Ghana and suffer the penalty for it.

So help me God!

*Name of Officer(s):* .....

*Signature:* .....

*Date:* .....

## OATH OF SECRECY

I, .....holding to the office of  
.....do in the name of the Almighty God swear /  
affirm that I will not directly or indirectly communicate or reveal to any person any matter  
which shall be brought under my consideration or shall come to my knowledge in the  
discharge of my official duties or as may be expressly permitted by the Constitution of  
the Ghana National Association of Teachers On Campus, University of Education,  
Winneba (GNATOC-UEW).

So help me God.

*Name of Officer(s):* .....

*Signature:* .....

*Date:* .....

## THE JUDICIAL OATH / ELECTORAL COMMISSION’S OATH

I, ....., having been appointed Judicial Chairman / Electoral Commission / Member of GNATOC –UEW do in the name of the Almighty God swear that I will bear true faith and allegiance to the Association as by law established; that I will uphold the sovereignty and integrity of the Association and that I will truly and faithfully perform the functions of my office without fear or favour, affection or bias; and that I will at all times uphold, preserve, protect and defend the Constitution and laws of GNATOC – UEW.

So help me God.

*(To be administered by the Municipal GNAT Secretary before the Executive Committees and other Invited Guests)*

**Name of Officer(s):** .....

**Signature:** .....

**Date:** .....

## THE OATH OF COMMITTEE MEMBERS

I,....., having been appointed as a Chairman / member of .....of GNATOC– UEW, do in the name of the Almighty God swear that I will at all times truly serve the Association to the best of my abilities, that I will uphold, preserve, protect and defend the Constitution of GNATOC –UEW as by law established; that I will do to the best of my judgment, at all times when required, freely give my counsel and advise for the good management of the public affairs of the Association and that I will not directly or indirectly reveal matters that shall come to my knowledge in the discharge of my duties and committed to my secrecy as a Committee Chairman / member of GNATOC -UEW.

So help me God.

*(To be administered by the Judicial Chairman in the presence of the Municipal GNAT Secretary, Patron, General Assembly and other Invited Guests.)*

**Name of Officer(s):** .....

**Signature:** .....

**Date:** .....

## THE OFFICIAL OATH FOR OFFICE OF PATRON

I, ....., do in the name of the Almighty God swear; that I will at all times truly serve and protect the integrity of GNATOC - UEW, in the office of Patron and that I will uphold, protect and defend the Constitution of the Association as by law established.

So help me God.

*(To be administered by the Municipal GNAT Secretary before the Executive Committees and other Invited Guests)*

***Name of Patron:*** .....

***Signature:*** .....

***Date:*** .....

## CONSTITUTION COMMITTEE MEMBERS AND REVIEWERS

DATE OF ADOPTION .....

ACCENT

MS. JENNICE OPOKU ASARE

SIGNATURE .....

(GNATOC CHAIRPERSON 2021 / 2022)

MR. SAVIOUR KORBLA AGBANYO

SIGNATURE .....

(GNATOC SECRETARY 2021 / 2022)

MS. JUSTINA ANNAN

SIGNATURE .....

(GNATOC TREASURER 2021 / 2022)

MR. JULIUS KPODO

SIGNATURE .....

(MUNICIPAL GNAT SECRETARY, AES)

MR. DEBPUUR JACOB

SIGNATURE .....

(CONSTITUTIONAL COMMITTEE CHAIRMAN)

**INITIATED BY:**

MR. ABRAHAM NGEMENKUM

FORMER GNATOC CHAIRMAN

### CONSTITUTIONAL COMMITTEE MEMBERS

MR. DEBPUUR JACOB

CHAIRMAN

MS. ANGELA NORMANYO

SECRETARY

MR. SAMUEL DELNGMENE ZEMPENNA

MEMBER

MS. DIANA ARKORFUL

MEMBER

MR. AWUKU FELIX KWASI BENSAH

MEMBER