



HSWU OF TUC (GHANA) CONSTITUTION AND INTERNAL REGULATIONS 2016-2020



THE CONSTITUTION AND INTERNAL REGULATIONS

OF THE HEALTH SERVICES
WORKERS' UNION (HSWU)

**OF THE
TRADES UNION
CONGRESS (GHANA)**

**THE CONSTITUTION AND INTERNAL
REGULATIONS OF THE HEALTH SERVICES
WORKERS' UNION (HSWU)**

**OF
THE TRADES UNION CONGRESS (GHANA)**

**ADOPTED AT THE
11TH QUADRENNIAL DELEGATES
CONFERENCE**

HELD AT

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**HEALTH SERVICES WORKERS' UNION OF
TUC (GHANA) CONSTITUTION AND
INTERNAL REGULATIONS**

PREAMBLE

WHEREAS the organization of workers into Trade Unions has been demonstrated as essential to Economic, Social and Political Freedom of Society and to the successful functioning of democracy for the people, free from autocracy, to the end that men and women shall live and work without discrimination nor exploitation.

AND WHEREAS it is necessary that a worker has full freedom of association, self-organization organization and designation of representation of the workers' own choosing to negotiate the terms and conditions of the workers' employment and that the workers shall be free from interference, restraint or coercion of employers or their agents in the designation of such representatives or in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.

AND WHERE AS the natural right of those whose labour is to enjoy to the fullest extent the fruits of their labour and since it is impossible to obtain the full reward of labour except by united action through organization founded upon sound principles along economic, co-operatives and industrial lines, we pledge ourselves to stand united by the principles hereinset forth.

ARTICLE 1 – NAME, OFFICE AND AFFILIATION

- a. The organization established by this Constitution shall be known as the Health Services Workers' Union (HSWU) hereinafter referred to as the **“National Union”** and the Trades Union Congress (Ghana) shall be referred to as **TUC (Ghana)**.
- b. The Headquarters of the HSWU of TUC (Ghana) or National Union shall be at the Hall of Trade Unions off Barnes and Liberia Roads, Tudu, Accra or any other place as the National Executive Council (NEC) of the National Union may decide, subject to the approval of the Quadrennial Delegates Conference.
- c. The registered address of the National Union

shall be the Hall of Trade Unions, Post Office Box 701 and Post Office Box TU 20, Barnes and Liberia Roads, Tudu, Accra.

- d. The National Union shall be affiliated to the TUC (Ghana).
- e. The National Union shall also be affiliated to International Global Union Federations (GUF) with the consent of the National Executive Council (NEC) of the National Union. The National Executive Council shall hereinafter be referred to as **“NEC”**.

ARTICLE 2 – REGISTRATION AND LEGAL STATUS

The National Union shall be a body corporate registered under the laws of the Republic of Ghana.

ARTICLE 3 – SCOPE AND JURISDICTION

The areas of Scope and Jurisdiction of the National Union shall cover workers employed under the Ministry of Health (MOH) and its Agencies namely; Ghana Health Service (GHS), Teaching Hospitals (THs), Health Training Institutions (HTI), Christian Health Association of Ghana (CHAG), and Ahmadiyya Muslim Mission-Ghana, Planned Parenthood Association of Ghana (PPAG), Baptist Medical Centre

(BMC), Statutory Health Institutions (SHI) and all other health related institutions or organizations which are private or public and any health institution established or to be established within the health sector which is not mentioned herein.

ARTICLE 4 – AIMS AND OBJECTS

The aims and objects of the National Union shall be to:

- a. Organize members and to establish Locals, Branches or Special Regions, Divisions, Regional Councils and under the National Union engaged in the services which fall within the scope and jurisdiction of the National Union.
- b. Obtain and maintain just and appropriate rate of wages, salaries, hours of work, and other conditions of employment through Consultations, Negotiations, Collective Bargaining, Social Dialogue or otherwise.
- c. Unite such members within the scope and jurisdiction of the National Union to cultivate trade union solidarity and unity.
- d. Help promote suitable educational and social facilities for all members.

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- e. Promote the interests of its members and members of other organizations with similar objectives and to secure united action on all issues affecting or likely to affect those interests.
 - f. Address grievances and disputes and enforce the legal rights of members of the National Union as well as other rights arising out of Collective Bargaining relationships.
 - g. Regulate workplace relations and to settle disputes between employees and Employers and between members and other workers amicably whenever possible by conciliation, mediation or arbitration.
 - h. Provide legal advice and legal assistance to members in connection with their employment when the National Union deems it expedient.
 - i. Provide members with welfare services, security of employment, protection against discrimination, victimization, trade union education and training, negotiation of improved conditions of service such as wages and salaries, pension benefits, safe work environment and any other benefit

that may be decided upon from time to time by the National Delegates Conference of the National Union.

- j. Establish the business of printing or publishing of newsletters, journals, pamphlets, bulletins and any other publication in furtherance of trade unionism when the finances of the National Union permits and to co-operate with any other organization or establishment with similar objectives.
- k. Cooperate and collaborate with other National Unions to establish a National Centre in its endeavour to secure favourable legislation in the interest of the workers in Ghana which shall include workers participation in State Enterprises and other economic ventures.
- l. Encourage the establishment of cooperation with other National Unions and the National Center being the TUC (Ghana) in securing favourable legislation which shall be in the interest of the workers of Ghana.
- m. Encourage the establishment of members of the National Union, members of other sister

National Unions, workers of state organizations and economic ventures that will result in financial benefits.

- n. Encourage the establishment of workers' co-operative ventures at workplaces within the National Union's scope and jurisdiction.
- o. Promote and defend free and democratic trade unions and other free and democratic institutions.
- p. Acquire and convey movable and immovable properties of the National Union when necessary.
- q. Invest the funds of the National Union in profitable ventures for the benefit of members.
- r. Endeavour to unionize senior and professional classes in the health sector.
- s. Adhere to the provisions as contained in this constitution for the welfare and interest of members.
- t. Educate members on their responsibilities to their employers and managements and also impress upon members to observe and adhere to laid down rules and regulations and the code of conduct at their work places.

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- u. Advocate for quality public health for all and increased spending for quality public service and human resource for the health sector.
 - v. Protect and deal with migration challenges faced by the Union.
 - w. Initiate relevant research and comprehensive database activities to inform policy at both Union and Governmental levels.
 - x. Work towards the strengthening of international working class solidarity.
 - y. Protect and deal with elderly care challenges.

ARTICLE 5 – PRINCIPLES

5.1 Organization and Compensation

- a. It shall be the duty of the National Union to engage in self-organization, recruitment exercises and other concerted activities for mutual aid and protection in order to improve members' wages, hours of work and working conditions.
- b. Accordingly, the members hereby agree to assist one another in securing a reasonable compensation for service rendered and to

use the influence of the National Union with other organized bodies to assist the National Union in accomplishing its objectives.

5.2 Education and Training

- a. The National Union shall endeavor to the best of its ability to disseminate useful information by means of symposia, pamphlets, bulletins and educational literature to its members.
- b. The National Union shall instill the spirit of patriotism and devotion to duty among its members and support the national efforts of economic and social development through efficient workmanship and maximum productivity.
- c. The National Union shall endeavour to provide its members with education and training programs and carry out research and data-based activities.

5.3 Employment Security

The National Union shall secure and retain employment for its members, protect its members from oppression, discrimination and victimization and place itself on the foundation sufficiently strong .

to resist any encroachment on the rights of its members

5.4 Occupational Health, Safety and Environment

The National Union shall encourage its members to practice Occupational Health, Safety and Environment (OHSE) and to abide by laws enacted for the welfare of its members which shall be enshrined in all Collective Agreements (CAs) to ensure rigid enforcement.

5.5 Advocacy, Lobby and Engagement

The National Union shall be committed to the promotion of Quality Public Services (QPS) and shall endeavor to advocate, lobby and engage in working class solidarity as well as solidarity assistance.

ARTICLE 6 – MEMBERSHIP

- a. Membership of the National Union is open to all workers who fall within the jurisdiction of the National Union as well as the staff of National Union.
- b. Membership in the National Union constitutes an acceptance by each member to be bound by the provisions of this

constitution, policies and directives of the National Union.

- c. Membership of the National Union shall consist of regular members, associate members and Council of Elders.
- d. A member shall, upon becoming a paid-up member, have all the membership rights and responsibilities provided under Article 7 and 8 of this constitution

ARTICLE 7 – MEMBERSHIP RIGHTS

7.1 Membership Card

Every paid-up member of the National Union shall have the right to be issued with a membership card.

7.2 Non-discrimination

Members of the National Union shall not be discriminated against on the basis of race, place of origin, political opinion, color, gender, religion, creed or profession.

7.3 Freedom of Speech

The National Union shall protect, encourage and ensure that there shall be no impediment or

obstacle to freedom of speech and expression of its members

7.4 Fair and Democratic Elections

The National Union shall guarantee fair and democratic elections, including the right to due notice of nominations and elections, equal opportunity for all competing candidates and the fair application of the electoral procedures prescribed under the Internal Regulations of the National Union.

7.5 The Right to Hold Office

Subject to the qualifications required in respect of associate members provided for under Part 2 of the Internal Regulations of the National Union and subject to Article 20 of this Constitution, all members except associate, honorary and Council of Elders shall have an equal right to run for and hold office in the National Union.

7.6 The Right to Full and Clear Accounting

All paid-up members shall have the right to full and clear disclosure of the Accounts of the National Union's funds which shall be audited periodically by a recognized Audit Institution or the Auditor General

7.7 The Right of Participation in the Affairs of the National Union

All paid-up members of the National Union shall have the right to full participation through discussions in the decision making processes of the National Union and to provide pertinent information required by the National Union.

7.8 The Right of Locals, Divisions and Branches or Special Regions

The Locals, Branches or Special Regions and Divisions shall have the right to draw their own bye-laws subject to the approval of NEC.

7.9 The Right of Members to Vote

All paid-up members of the National Union shall have an equal right to vote and each vote shall be counted as one.

7.10 Right and Notice of Withdrawal

Any paid-up member of the National Union shall have the right to withdraw from the National Union by informing the National Union through its Local, Division and Branch or Special Region which the member belongs subject to the following conditions:

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- a. A paid-up member who is no longer an employee of any of the Institutions or Organizations mentioned under Article 3 of this Constitution ceases to be member of the National Union.
 - b. Paid-up members who are on retirement from their employment cease to be members of the National Union.
 - c. Any paid-up member of the National Union who is an office holder and intends to withdraw from the National Union shall give six (6) months' notice of such intention through the Local, Branch or Special Region and Division to the National Union prior to the withdrawal of such member from the National Union.
 - d. Any paid-up member of the National Union who is not an office holder and intends to withdraw from the National Union shall give three months notice of such intention through the Local, Branch or Special Region and Division to the National Union prior to the withdrawal of such member from the National Union.
 - e. Notice of withdrawal of a paid-up member of

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- the National Union shall be valid only when it satisfies or complies with provision in this Constitution under Article 7 (10) on notice of withdrawal.
 - f. Notice of withdrawal of membership shall be valid only when given in writing by the member concerned.

ARTICLE 8 – MEMBERSHIP RESPONSIBILITIES

The Responsibilities of every member of the National Union shall be to:

- a. Promote the prestige and good name of the National Union.
- b. Uphold, defend and respect the provisions of this Constitution and strive to attain the objects and purpose of this Constitution.
- c. Accept the authority of the governing bodies of the National Union and implement all decisions of the National Union.
- d. Live in harmony with all members of the National Union and foster unity within the National Union.
- e. Respect the rights and legitimate interests of all members of the National Union and generally refrain from acts detrimental to the

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- welfare of all members of the National Union.
- f. Protect and preserve the movable and immovable properties of the National Union and expose and combat misuse and waste of the National Union's funds and property by any member of the National Union.
 - g. Contribute financially to the National Union by honoring payments of his or her dues, subscriptions, levies and any other impositions by the National Union.

ARTICLE 9 – TRADE UNION DUES

9.1 Dues of Regular Members

- a. Every regular member shall contribute two percent (2%) of the member's monthly basic salary to the National Union out of which the National Union shall set aside one percent (1%) to take care of members' educational programmers and human resource development.
- b. Payment of trade union dues determined as appropriate by the National Delegates

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- Conference from time to time shall be by a negotiated check-off system or any other system of collection from the wages and salaries of members.
- c. The funds of the National Union shall be derived from trade union dues, levies, loans, grants, donations and incomes from investments made by the National Union.

9.2 Dues of Associate Members

Every associate member shall pay associate membership dues at the relevant rate fixed by the NEC, the amount of which in any case shall not be less than fifty percent (50%) of the trade union dues of the lowest regular paid-up member.

ARTICLE 10 - THE STRUCTURES OF THE NATIONAL UNION

The Structures of the National Union shall be the National Structure, Regional Structure, Divisional Structure, Branch or Special Region Structure and Local Structure.

10.1 National Structure

The National Structure shall consist of the following:

- a. The Regular or Extra-ordinary Delegates Conference.
- b. National Executive Council.
- c. Management Committee.
- d. Executive Committee.
- e. Finance Committee.
- f. National Women's Committee.
- g. National Youth Committee.
- h. Development and Welfare Fund Committees.
- i. National Secretariat.

10.2 Regional Structure

- a. The Regional Structure shall consist of the following:
 - a. Regional Conferences.
 - b. Regional Councils.
 - c. Regional Women's Committees.
 - d. Regional Youth Executive Committees.
 - e. Regional Secretariats.

10.3 Divisional Structure

The Divisional Structure shall consist of the Divisions as contained in the Constitution.

10.4 Branch or Special Region Structure

The Structures of the Branches or Special Regions shall consist of the Branch or Special Region, Women and Youth Committees in every Branch or Special Region and Division.

10.5 Local Structure

The Locals shall consist of Units or Departments, Directorates and Health Centre's whose membership is less than twenty-five.

ARTICLE 11 – REGULAR OR EXTRA ORDINARY DELEGATES CONFERENCE

The Quadrennial Delegates Conference shall consist of the Regular Delegates Conference or the Extra - Ordinary Delegates Conference.

11.1 Regular Delegates Conference

a. Authority

The Regular Delegates Conference hereinafter referred to as the (“Conference”) shall be the supreme authority of the National Union, and shall have the power to review, revoke or amend decisions of any other body or persons in the National Union.

b. Power

The Conference shall have the power to appoint all Conference Committees except the Credential Committee, which shall be appointed by the last meeting of NEC prior to the opening of the Conference.

c. Business

The business of the Regular Conference shall consist of the following:

- i. Receive reports from the NEC.
- ii. Receive Audited Accounts for the financial year ending 31st December of each year for the quadrennial.
- iii. Review the past work of the National Union and plan future activities.
- iv. Consider all matters on the Conference Agenda.
- v. Elect National Officers and endorse the elections of members of NEC, Finance Committee, National Women's Committee and National Youth Committee in accordance with the National Union's Constitution and Internal Regulations.

d. Composition of the Conference

The composition of the Regular or Extra Ordinary Conference shall be as follows:

- i. All Branches or Special Regions and Divisions shall be entitled to proportionate representation as contained under Part 7 (1) of the Regulations.
- ii. In addition, a Regional Women's Committee member shall be nominated by each Regional Council and shall attend the Conference as an observer.
- iii. Large Self-Accounting Divisional Structures and Special Regions (Teaching Hospitals) shall nominate and sponsor not more than two (2) persons to attend the Regular or Extra Ordinary Conference as observers.
- iv. The NEC may invite other National Unions within the TUC (Ghana) and other persons whose attendance at the Regular or Extra Ordinary Conference may be desirable to attend the Conference.

e. Rules and Procedures

The rules and procedures for the conduct of the Regular or Extra Ordinary Conference shall be as

follows:

- i. The General Secretary shall notify members through the Union's structures of date and venue of the Regular or Extra Ordinary Delegates Conference.
- ii. The General Secretary shall request all Branches or Special Regions, Divisions and Regional Councils to submit resolutions and motions for the amendment of the Constitution and the Internal Regulations not later than six (6) weeks before the opening of the Regular or Extra Ordinary Delegates Conference.
- iii. The proposed resolutions and motions for the amendments of the Constitution and Internal Regulations submitted shall be compiled by the General Secretary and shall be forwarded to all the Union structures not later than eight (8) weeks before the opening of the Regular or Extra Ordinary Delegates Conference.
- iv. The General Secretary shall prepare on behalf of NEC the Agenda of the Conference including resolutions, reports on the activities of the National Union, motions for the amendments of the Constitution and shall be

forwarded to all the Union structures not later than four (4) weeks before the opening of the Conference.

- v. The General Secretary shall forward to all the Union structures nomination forms and indicate the Officers seeking to contest for the positions not later than eight (8) weeks before the Conference.
- vi. Nomination forms sent shall be completed and signed by the Branch or Special Regions, Divisions and Women's Committees' Chairpersons and Secretaries.
- vii. All signed nomination forms from the Branches or Special Regions and Divisions shall reach the National Secretariat of the Union not later than two (2) weeks before the opening of the Conference.
- viii. Notwithstanding the provisions as contained in b, c and d above, elections of members of NEC, Regional Council Executives, Finance, Women and Youth Committees shall be held to precede the Conference.

f. Application of the General Rules

The provisions of this Constitution, Rules and

Standing Orders, except otherwise stated, shall apply to each Local, Branch or Special Region and Division of the National Union and all decisions of the governing bodies of the National Union shall be by a simple majority.

11.2 Extra-ordinary Delegates Conference

a. Convening Authority

- I. The NEC of the National Union may convene an Extra-Ordinary Delegates Conference as and when necessary.
- II. Upon a request by not less than two-thirds (2/3) of the total number of Branches or Special Regions and Divisions NEC may convene an Extra-Ordinary Conference.
- III. Notice for convening an Extra-Ordinary Delegates Conference shall be given within one month after the request has been made.

b. Date and Venue

Where the Extra-Ordinary Conference is duly requested for, the NEC shall within one (1) month of the date of the request fix the date and venue for the

Extra-Ordinary Conference and the date fixed shall not be later than two (2) months from the date of the request.

c. Business

Every notice shall specify the nature of the business for which the Conference is requested.

ARTICLE 12 – NATIONAL EXECUTIVE COUNCIL

12.1 Powers

Between the periods of the Delegates Conference, NEC of the National Union shall be vested with the highest authority.

12.2 Duties and Functions

The NEC shall undertake the following duties and functions:

- a. Be in charge of the affairs and business of the National Union between the periods of the Delegates Conference.
- b. Lay down policies for the conduct of the National Union.
- c. Consider reports received from the Management Committee and the Executive

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- Committee (National Officers).
- d. Approve budgetary proposals of the National Union.
 - e. Determine any matter relating to interpretation, construction and enforcement of this Constitution and the Internal Regulations and any other matter not specifically covered by the Constitution or the Internal Regulations.
 - f. Appoint any of its members or Committees of the National Union to enter into any transaction to execute contracts in the name of the National Union in the event of the following:
 - i. Death, resignation or retirement of any NEC Member during the period between Delegates Conferences or,
 - ii. Removal of any National Officer in accordance with the provisions of the Constitution or,
 - iii. Provided that the member so appointed must be duly qualified to contest for election to that office under Articles 6 and 7 of the Constitution.
 - g. Appoint standing committees or ad hoc committees to undertake specific functions
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- or to deal with particular issues as and when they arise.
 - h. Convene Regular or Extra-Ordinary Conferences whenever necessary to consider report on the activities of the National Union and other issues of the Conference agenda.
 - i. Expel, suspend or caution any member on grounds of gross misconduct against the interest of the National Union, subject to the right of such member to appeal to the Conference.
 - j. Establish a special solidarity fund.
 - k. The NEC decision on any matter shall be final and binding until reviewed, revoked or modified by the Conference.

12.3 Rights, Offences and Penalties

The rights, offences and penalties of the National Officers, NEC Members and Regional Executives shall be as follows:

- a. A National Officer (Executive Committee) or a member of Regional Executives, that is, Regional Chairmen, NEC members, Finance Committee members, Welfare Committee members, Women and Youth Committees
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Executives, Divisional Executives, PMS Executives and Branch or Special Region Executives or any other office holder of the Union who is involved in a criminal case or major offence and such case is under investigation or referred to the Police or the Law Court, the member or the office holder shall be informed by the General Secretary to step aside pending the investigation and final determination of the case by NEC.

- b. A National Officer, or a member of NEC or a member of any of the Regional Executives or Committees or Divisions' office holders shall not be expelled as an office holder in the Union except with a vote of not less than two-thirds of members of the NEC with voting rights.
- c. A National Officer, or a member of NEC or a member of the Regional Executives or Committees or Divisions or any other office holders of the Union who is duly expelled as a member of that office or position shall be deemed to have been duly removed from that office and all other offices or positions that the member holds in the Union.

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- d. Notwithstanding any provision in the Constitution, if the expelled Officer is also the National Chairperson or the 1st and 2nd National Vice Chairpersons or General Secretary or Deputy General Secretary or the 1st and 2nd National Trustees, the expulsion shall not have effect until ratified by the vote of not less than two-thirds (2/3) of the delegates with voting rights at an Extra-Ordinary Conference to be convened in accordance with Article 11(2) with the necessary modifications, if any.

12.4 Composition

The NEC shall be composed of the following:

- a. The elected National Officers (Executive Committee)
- b. The elected NEC representatives in the ten (10) Regions
- c. The elected Regional Council Chairpersons or the Regional Vice Chairpersons in the absence of the Regional Chairpersons.
- d. A Representative each from Teaching Hospital, that is, KBTH, KATH, TTH, CCTH and any other subsequently established Teaching

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- Hospital thereto, as Special Region Representatives.
- e. One representative from every Division covered by a Collective Agreement with membership not less than fifty (50) members. In addition, CHAG shall have two (2) representatives, one for the Northern Sector and the other for the Southern Sector.
 - f. The Chairperson of the Finance Committee of the National Union.
 - g. The Chairpersons of the National Women's and Youth Committees shall be members of NEC..
 - h. All Heads of Departments at the National Secretariat and all Regional Industrial Relations Officers shall attend as Ex-Officio members.

ARTICLE 13 – MANAGEMENT COMMITTEE

13.1 Powers

Between meetings of the NEC, the Management Committee of the National Union shall exercise the powers as the NEC may delegate to it. The Management Committee shall hereinafter be referred to as the “Committee”.

13.2 Duties and Functions

The Committee shall have the following duties and functions:

- a. Be in charge of the affairs and businesses of the National Union between meetings of the NEC.
- b. Deal with any matter delegated to it by the NEC or the Finance Committee.
- c. Have power to co-opt any person into the Committee, but shall not have power to change a decision of the NEC or the Finance Committee.
- d. Be responsible for the management of the National Union and deal with all matters concerning the staff of the National Union.
- e. Consider reports received from the NEC and Finance Committee.
- f. Submit decisions made by the Committee to the NEC through the General Secretary.
- g. Take any action consistent with the aims and Objectives of the National Union.

13.3 Composition

The Committee shall be composed of the National Officers, NEC members resident in Accra, Chairperson

of the Finance Committee, Chairperson of the National Women's Committee and Heads of Departments of the National Union at the National Secretariat. The Chairpersons of the Finance and National Women's Committees shall attend all meetings as Ex-Officio members.

ARTICLE 14 – EXECUTIVE COMMITTEE

14.1 Composition

The Executive Committee shall consist of the elected National Officers of the National Union.

Duties

The Executive Committee shall meet once every three (3) months and shall carry out the following duties:

- i. Shall initiate policies and programmes for the implementation of decisions of Management Committee and NEC.
- ii. Consider reports from the office of the General Secretary of the National Union.
- iii. Generally, assess and review the management of the National Union.
- iv. Carry out any other assignment that may

be placed before it by the NEC, Management Committee or the Office of the General Secretary.

ARTICLE 15 – FINANCE COMMITTEE

There shall be constituted a Finance Committee (hereinafter referred to as “The Committee”) the members of which shall be elected at the Regional Delegates Conference and shall be responsible for all financial matters of the National Union.

15.1 Qualification

All members of the Committee shall have adequate accounting knowledge.

15.2 Duties and Functions

The duties and functions of the Committee shall be as follows:

- a. Lay at every meeting of NEC proposals prepared by it for ratification by the NEC.
- b. Ensure the financial compilation of all financial returns of the National Union for submission by NEC to the Conference.
- c. Supervise and advise the National Union on all financial transactions of the National Union.

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- d. The Chairperson of the Committee shall ensure that the provisions in the budget of the National Union are adhered to.
 - e. The Chairperson who shall be elected by the Committee to preside over its meetings shall be present at the meetings of NEC and Management Committee in a consultative capacity.

15.3 Composition

- a. The members of the Committee shall be composed of one member from each of the ten regions. The National Chairperson, the 1st Vice National Chairperson, 2nd Vice National Chairperson, the General Secretary, the Deputy General Secretary and the 1st and 2nd National
- b. Trustees shall attend as Ex-Officio members of the Committee.
- c. The Committee shall appoint its Chairperson from its members excluding the Ex-Officio members who shall preside over all meetings of the Committee.
- d. There shall be a Secretary to the Committee who shall be the Finance Officer of the National Secretariat of the National Union.

ARTICLE 16 – NATIONAL WOMEN'S COMMITTEE

16.1 Establishment

There shall be established a National Women's Committee (hereinafter referred to as the "Committee") the members of which shall be the elected Regional Women's Chairpersons, the 2nd Vice National Chairperson and the Head, Women and Gender Desk of the National Union.

16.2 National Women's Delegates Conference

The Regular National Women's Delegates Conference (hereinafter referred to as the "Women's Conference" shall be held every four (4) years to precede the National Union's Regular Quadrennial Delegates Conference.

16.3 Composition of the Women's Conference

The Women's Conference shall be composed as follows:

- a. The six (6) elected Regional Officers of the various Regional Women's Committees of the National Union.
- b. The Vice Chairpersons of the various regional executive committees of the Union shall

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- attend the Conference as observers.
 - c. The Second (2) National Vice Chairperson of the National Union.
 - d. The Head of Women and Gender Desk of the National Union shall attend as Ex-Officio.

16.4 National Women's Executive Committee

a. Composition

The Committee shall be composed of the ten (10) Regional Chairpersons of the various Women's Committees to oversee the affairs of women members of the National Union. They shall elect from among its members the following Officers.

- I. National Chairperson,
- ii. Vice National Chairperson,
- iii. First and Second Trustees,
- iv. The Head of Women and Gender Desk of the National Union shall be the Secretary of the Committee,
- v. The Second (2nd) Vice National Chairperson of the National Union shall attend as Ex - Officio member.

b. Duties of the Executive Committee

The duties of the Executive Committee shall be as follows:

- a. The Secretary to the Committee shall prepare an agenda for the National Women's Executive Committee meetings. This should be done in consultation with the National Women's Committee Chairperson.
- b. The Committee shall also prepare action plans for the consideration of the National Women's Committee meetings.
- c. The action plans after due consideration by the National Women's Committee shall be submitted to the NEC through the General Secretary for approval and implementation.

c. Duties and Functions of the National Women's Committee

The duties and functions of the Committee shall be to:

- I. Advise the NEC through the General Secretary on the promotion and full development of the potential of women in trade unionism and at

the work place and the development of programs that would prevent discrimination against women and give preference to women at all organizational levels within the National Union's structures.

- ii. Participate in public fora on behalf of women to articulate their views on issues especially, critical issues concerning women.
- iii. Engage in activities that will ensure adequate promotion and full participation of women in Trade Unions and beyond.
- iv. Facilitate the means by which women contributions in the National Union are intensified, recognized and rewarded.
- v. Collect and disseminate information concerning the involvement of women in trade unions and the health sector.
- vi. Identify and implement income generating activities to improve and support the income base of the National Union.
- vii. Coordinate the activities of the component Regional Women's Committees.
- ix. Deal with any other matter or matters referred to it by the National Secretariat or the Management Committee or the NEC

through the office of General Secretary

Eligibility

The National Women's Executives elected into positions shall not hold the positions for more than two terms (8 years). However, a National Women's Executive can seek to contest a higher position of the National Women's office after the eight (8) years period.

ARTICLE 17 – NATIONAL YOUTH COMMITTEE

17.1 Establishment

Noting that the Youth are under-represented in the Union's activities and beyond, observing that their participation and involvement in the activities of the Union is low and for them to be responsible for the affairs of Youth members of the Union, there shall be established a Youth Structure with clearly defined operational guidelines.

The Youth Structure include the following:

- a. National Delegates Conference.
- b. National Executive Committee.
- c. Regional Executive Committees

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- d. Branch or Special Region and Divisional Executive Committees.

17.2 National Youth Delegates Conference

The Regular National Youth Delegates Conference hereinafter referred to as the “Youth Conference” shall be held every four (4) years to precede the National Union's Regular Quadrennial Delegates Conference.

The National Youth Delegates Conference shall be composed of National, Regional, Branches or Special Regions and Divisional Executive Committees and the full time Office Secretaries of the National Union who are not above the age of thirty-five (35) years. The Office Secretaries shall attend the Conference as observers.

17.3 National Youth Executive Committee

a. Composition

There shall be a National Youth Executive Committee of not more than ten (10) elected Regional Youth Executive Committee members and the National Youth Coordinator shall be the Secretary to the Committee. They shall elect from among its members

the following Officers.

- i. National Chairperson,
- ii. Vice National Chairperson,
- iii. First and Second Trustees,

b. Duties of the Executive Committee

The duties of the Executive Committee shall be as follows:

- I. The Secretary to the Committee shall prepare an agenda for the National Youth Executive Committee meetings. This should be done in consultation with the National Youth Committee Chairperson.
- ii. The Committee shall also prepare action plans for the consideration of the National Youth Committee meetings.
- iii. The action plans after due consideration by the National Youth Committee shall be submitted to the NEC through the General Secretary for approval and implementation.

c. Duties and Functions of the National Youth Committee

The duties and functions of the Committee shall be to:

- x. Advise the NEC through the General Secretary

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- on the promotion and full development of the potential of youth in trade unionism and at the work place and the development of programmes that would prevent discrimination against youth and give preference to youth at all organizational levels
- xi. Participate in public fora on behalf of youth to articulate their views on issues especially, critical issues concerning youth.
 - xii. Engage in activities that will ensure adequate promotion and full participation of youth in Trade Unions and beyond.
 - xiv. Facilitate the means by which youth contributions in the National Union are intensified, recognized and rewarded.
 - xv. Collect and disseminate information concerning the involvement of youth in trade unions and the health sector.
 - xvi. Identify and implement income generating activities to improve and support the income base of the National Union.
 - xvii. Coordinate the activities of the component Regional Youth Committees within the National Union's structures.
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- xviii. Deal with any other matter or matters referred to it by the National Secretariat or the Management Committee or the NEC office of General Secretary.

Eligibility

The National Youth Executives elected into positions shall not hold the positions for more than two terms (8 years). However, a National Youth Executive can seek to contest a higher position of the National Youth office after the eight (8) years period.

ARTICLE 18 – DEVELOPMENT AND WELFARE FUND

18.1 Establishment

There shall be established Development and Welfare Fund (hereinafter referred to as “The Fund”) to take care of Developmental Projects and Welfare Scheme benefits of members of the National Union.

18.2 Development and Welfare Committees

a. Appointment of Committees

The NEC shall appoint two working Committees notably the Welfare and Development Committees

to be responsible for the Management of the Welfare Scheme and the Development projects.

b. Development and Welfare Committees' Operations

The Development and Welfare Committees shall operate as independent Committees in accordance with the Rules and Bye-Laws of the Constitution governing their establishment. The Development and Welfare Committees shall (hereinafter be referred to as the “Committees”).

c. Development and Welfare Contributions

Each member shall contribute an amount of Ten Ghana cedis (GH¢ 10.00) monthly to the Fund which shall be reviewed from time to time by the Delegates Conference upon the recommendation of the NEC.

The Fund shall have separate Accounts from the Trade Union Dues' Accounts. Seventy percent (70%) of the total amount should be paid into the Welfare Scheme Account while thirty percent (30%) will be paid into the Development Account.

d. Development and Welfare Committee Composition

The composition of the Welfare Scheme Committee shall be eighteen (18) being representatives of the ten (10) Regions and NEC members. The Development Committee shall be made up of five (5) persons who shall all be members of the NEC.

e. Duties and Functions of the Committees

The duties and functions of the working Committees shall be to:

- i. Oversee and advise on the day-to-day management of the Fund.
- ii. Submit financial report every six (6) months to the Finance Committee through the General Secretary for consideration and subsequent approval of the NEC.

ARTICLE 19 – NATIONAL OFFICERS AND THE DUTIES

19.1 Establishment

There shall be established National Officers who shall

be elected Officers of the National Union hereinafter referred to as the “National Officers or Executive Committee” of the National Union.

19.2 Composition of National Officers

The National Officers or Executive Committee shall be composed of the following:

- a. The National Chairperson.
- b. The First Vice National Chairperson.
- c. The Second Vice National Chairperson who shall be a female.
- d. The General Secretary.
- e. The Deputy General Secretary.
- f. The First National Trustee and
- g. The Second National Trustee.

19.3 Qualifications

19.3.1 Qualifications

A member seeking election to a national office shall:

- i. Be a fully paid up member.
- ii. Have served the Union in an elective office in the member's employment for not less than

five (4) years in the Branch or Special Region, Division or P&MS.

- iii. Be twenty-one (21) years and above and shall be literate and of a sound mind.
- iv. No illiterate member shall be elected to any Regional or National Office although the member is eligible to serve on any Executive Committee at the Branch or Special Region or Division.
- v. A member of staff seeking election to a national office must have been in employment of the Union for not less than five (5) continuous years of service and of good conduct.

19.3.1 Mode of Elections

a. National Elections

- i. National elections shall be conducted every four (4) years at a Regular or Extra-Ordinary Delegates Conference of the Union.
- ii. The elections are conducted by the Returning Officer (s) appointed by the NEC at meeting immediately preceding the next Regular or Extra-Ordinary Delegates Conference.

b. Regional Elections

- i. Regional elections shall be conducted at a Regular Regional Delegates Conference.
- ii. The elections shall be conducted by the National Officers (Executive Committee) of the Union

c. Branch or Special Region Elections

The Branch or Special Region elections shall be conducted at the Branch or Special Region and Division level by the Regional Industrial Relations Officer of that particular Region.

d. Local/Unit/Department elections

The above mentioned elections are done in the Local or Unit or Department under the supervision of the Regional Industrial Relations Officer in the particular Region.

e. All elections of the Union shall be done by secret ballot except that for the position that is contested by one candidate only. That candidate shall be declared elected unopposed and accordingly sworn into office.

f. Any elected Branch or Special Region or a member

of a Regional Executive or National Officer of the Union whose retirement age will be less than the four (4) years term of office, shall not contest for any position at the Branch or Special Region or Regional or National levels.

19.3.3 Tenure of Office of Officers

- a. A National Officer who has been elected into office shall take office for a term of four (4) years commencing immediately after the Regular Delegates Conference and ending immediately before the succeeding Regular Delegates Conference.
- b. National Officers elected into positions shall not hold the position for more than two (2) terms, that is, eight (8) years. However, some National Officers can seek to contest a higher position of the national office after the eight (8) years period.
- c. The National Chairman and the General Secretary whose positions are higher positions shall not be eligible to contest for any national office after the second term of office.
- d. National Officers, NEC, Chairman of the

Finance Committee, Regional Executives, that is, Regional Chairmen, Welfare Committee Member, Regional Women and Youth Committees members and Divisional Representatives shall assume office for not more than two term (8 years).

- e. The elected Executives of the Branch or Special Region and Division shall take office for a term of four (4) years after the elections of the Executives of the relevant Branch or Special Region commencing three (3) months after the holding of the Regional Delegates Conference and ending three (3) months before the holding of the succeeding Regional Delegates Conference.
- f. Representatives of any Local or Unit or Department shall take office for a term of four (4) years commencing three (3) months after the holding of the particular Local or Unit or Department elections and ending three (3) months after the holding of the succeeding Local elections.
- g. Members of the Management Committee and the National Executive Council who are full

time staff, that is, the Heads of Departments at the Relations Officers of the Union shall remain members of the Committee and Council until retirement, resignation, death, termination or dismissal.

19.3.4 Removal from Office of Office Holders

A National Officer or a member of NEC or Regional Office holders or any other office holder shall be removed from office on and under the following grounds and conditions:

- a. Proven dishonesty, gross misconduct, abuse of office, infirmity of mind, breach of oath of office or wilful breach of the Constitution and Internal Regulations of the Union.
- b. An Officer shall not be removed from office unless ample opportunity has been provided for the defence of the Officer before the body having the power to remove the Officer can do so under the Constitution and Internal Regulations.
- c. An Officer who is removed from office shall continue to remain a member of the Union unless the Officer is expelled as a member of the Union.

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- d. By two-thirds majority of the number of Delegates present and voting at a Delegates Conference or an Extra-Ordinary Conference, the Officer shall be removed forthwith.

19.4 Duties and Functions

The National Chairperson and the First and Second Vice National Chairpersons

The National Chairperson and the two Vice National Chairpersons who are not full time Officers of the National Union shall perform the following duties:

- a. **National Chairperson**
 - i. Preside over all meetings and other functions of the governing bodies of the National Union except meetings of the Finance Committee of the National Union.
 - ii. Ensure proper conduct of business at all meetings by the observance of the Constitution and decisions of the governing bodies of the National Union.
 - iii. Approve minutes of meetings organized by the National Union except the Finance Committee minutes.

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- iv. Sign cheques on behalf of the National Union in conjunction with other authorized National Officers.
 - v. Serve as Ex-Officio member of the Finance Committee of the National Union.

b. First and Second Vice National Chairpersons

- i. Assist Chairperson in the performance of his or her duties.
- ii. Perform the duties of the Chairperson whenever the Chairperson is absent.
- iii. In conjunction with other authorized National Officers sign cheques on behalf of the National Union.

c. The General Secretary and the Deputy General Secretary

General Secretary

The General Secretary and the Deputy General Secretary who are full time Chief Executive of the National shall perform the following duties:

- i. Shall act as the overall supervisor of the Secretariats of the National Union and shall be responsible for the general administration

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- and management of the National Union.
 - ii. The business of the National Union shall be conducted by the General Secretary in accordance with the Constitution and the Regulations.
 - iii. Shall carry out decisions of the Regular or Extra-Ordinary Delegates Conference, NEC and the Management Committee.
 - iv. Shall prepare agenda of all meetings of the National Union in consultation with the National Chairperson and shall be responsible for recording minutes of all such meetings at the National level.
 - v. Be responsible for the preparation of reports covering activities of the National Union for consideration by NEC and the Regular Delegates Conference.
 - vi. Be responsible for the preparation of annual financial returns and shall submit them to the Registrar of Trade Unions.
 - vii. All monies received and expended on behalf of the National Union shall be properly accounted for by the General Secretary.
 - viii. Subject to approval of NEC, the General Secretary shall appoint and terminate the

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- appointment of any staff of the National Union.
 - ix. Be responsible for conducting Collective Bargaining and Negotiations, preparing of new Collective Bargaining Agreements, reviewing of existing Collective Agreements, general organization, organizing of meetings, Conferences and Industrial Relations activities.

Deputy General Secretary

- I. Shall have direct responsibility to develop annual work plans on education and training programmes for members for approval by the General Secretary.
- ii. Be responsible for the proper conduct of the Welfare Scheme operations of the National Union.
- iii. Be responsible for the general administration and management of the National Union in the absence of the General Secretary.
- iv. Be responsible for making members of the National Union active by undertaking social and recreational activities to sustain their interest.

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- v. Be responsible for organizing all public fora of the National Union.
 - vi. Be responsible for the coordination of all organizational work of the Regional Officers and all public functions and activities of the National Union.
 - vii. Be responsible for the preparation of reports covering all organizational work of the Regional Officers, education and training activities including social and recreational activities, sustaining the interest of members in the National Union and all such reports shall be submitted through the General Secretary to NEC.
 - viii. In conjunction with other authorized National Officers sign cheques on behalf of the National Union.
 - ix. Perform the duties of the General Secretary whenever the General Secretary is absent and act as General Secretary of the Union.

d. The First and Second National Trustees

The First and Second National Trustees of the National Union who are not full time Officers shall perform their duties as follows:

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- i. The First National Trustee and the Second National Trustee (hereinafter referred to as the “Trustees”) shall keep all movable and immovable properties of the National Union on behalf of the National Union.
 - ii. The Trustees shall provide advice on expenditure to the finances and monitor such expenses made by the National Union.
 - iii. The Trustees shall ensure that all books of accounts of the National Union are audited annually.
 - iv. They shall in conjunction with other authorized National Officers sign cheques on behalf of the National Union.

ARTICLE 20 – NATIONAL SECRETARIAT

a. Establishment

There shall be established a National Secretariat of the National Union (hereinafter referred to as “The Secretariat”) which shall be headed by the General Secretary.

b. Composition

The Secretariat shall be composed of the following Departments:

- i. Administration
- ii. Finance and Accounts
- iii. Research and Policy
- iv. Women and Gender Desk
- v. Industrial Relations
- vi. Education and Training

c. Duties and Functions

The duties and functions of the Secretariat shall be to:

- i. Carry out the day-to-day administration of the National Union.
- ii. Carry out Collective Bargaining and Negotiation with Employers and Managements on behalf of its members.
- iii. Negotiate for improved Conditions of Service for its members.
- iv. Carry out review of existing Collective Agreements (CA) and negotiate new Collective Bargaining Agreements (CBAs) on behalf of members.
- v. Resolve complaints, grievances and disputes

between Managements, members and the Union.

- vi. Organize meetings, durbars, celebrations and Conferences.
- vii. Carry out organizational activities, educational and training programmes.
- viii. Develop policies and programmes to address needs and issues affecting members.
- ix. Coordinate the activities of the Regional Secretariats and the Regional Councils.
- x. Unionize the unorganized workers in the formal and informal sectors.
- xi. Network with sister National Unions and international trade unions and Social Partners.
- xii. Carry out social dialogue and lobby with Employers and Managements on various issues affecting members.
- xiii. Carry out research activities within the scope and jurisdiction of the National Union.
- xiv. Prepare and submit reports on the activities of the National Union to NEC.xv. Compile and update membership data of the National Union

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- xv. Generally, perform such functions and roles that are assigned to the Secretariat by the Management Committee, NEC and the Conference in accordance with the Constitution and the Regulations.

ARTICLE 21 – REGIONAL STRUCTURES

Except the Special Regions, there shall be established by the National Union Regional Structures in each of the ten (10) Regions which shall have the following Structures:

- a. Regional Delegates Conference.
- b. Regional Councils.
- c. Regional Women's Committees.
- d. Regional Youth Committees.
- e. Regional Secretariats.

21.1 Regional Delegates Conference

a. Holding of Regional Delegates Conference

Regional Delegates Conferences (hereinafter referred to as the (“Regional Conference”) shall be held every four (4) years to precede the Regular National Delegates Conference.

b. Representation

All Branches or Special Regions, Divisions, Women and Youth Committees within the Region shall be represented by two Delegates each at every Regional Delegates Conference. One male and one female shall attend the Conference as delegates.

c. Duties and Functions

The duties and functions of the Regional Delegates Conference shall be to:

- I. Receive and discuss reports on the activities of the Regional Councils and Divisions of the Union for the quadrennial.
- ii. Assess and evaluate the performance of the Regional Councils and Divisions and plan for the future.
- iii. Assess the progress of work of the National Union in preparing for the Regular Quadrennial Delegates Conference.
- iv. Elect new Officers for the Regional Councils and Divisional representatives.

21.2 Regional Councils

a. Establishment

There shall be established a Regional Council (hereinafter referred to as “The Council”) in each of the ten (10) regions.

b. Composition

Every Council shall be composed of the following officers who shall be elected at the Regional Delegates Conference.

- i. The Regional Chairperson.
- ii. The 1st Vice Regional Chairperson.
- iii. The 2nd Vice Regional Chairperson who shall be a female.
- iv. The 1st Regional Trustee.
- v. The 2nd Regional Trustee.
- vi. The NEC member in the Region and the Special Region.
- vii. The Finance Committee Member.
- viii. The Women's Committee Chairperson.
- ix. The Regional Youth Coordinator.
- x. The National Officer or Officers in the Region who shall attend as ex-officio member or

members.

- xii. The Regional Industrial Relations Officer who shall be the Secretary to the Council.
- xiii. The Regional Welfare Committee Member

Duties and Functions

The duties and functions of the Council shall be as follows:

- i. Responsible for coordinating the activities of the Branch or Special Region or the Division in the particular Region.
- ii. Be the pivot of the organizational network in the Region
- iii. Organize, promote and sustain the interest of members in the Region.
- iv. Ensure active and effective participation of Branches including Special Regions (if any) and Locals in the activities of the Regional and District Councils of Labour of TUC (Ghana).
- v. Hold regular meetings and submit reports on the activities of the Council in the Region to the National Secretariat through the Regional Industrial Relations Officers.
- vi. Endeavour to settle all grievances and disputes expeditiously and inform the

National Secretariat of problems facing the Region through the Regional Industrial Relations Officer.

- vii. Assess and evaluate the performance and progress of the Council in that particular Region.
- viii. Disseminate information from the National Secretariat and Regional Councils, to the Branches or Special Regions and Divisions.

21.3 Regional Women's Committees

a. Establishment

There shall be established Regional Women's Committees (hereinafter referred to as the Committees) of the National Union to be responsible for the affairs of the women members of the National Union in each Region.

b. Composition

The Regional Women's Committees shall be composed of two representatives each from the Branches or Special Regions and Divisions in that particular Region and shall elect from among its members a Chairperson, Vice Chairperson, Secretary,

Assistant Secretary and 1st and 2nd Trustees as its officers.

c. Duties and Functions

The duties and functions of the Committee shall be as follows:

- i. Organize women members in that particular Region.
- ii. Ensure the involvement of women members of the National Union in the activities of that particular Region.
- iii. Encourage and offer support for the formation and organization of Committees in the Branches or Special Regions, Divisions and Locals in that particular Region.
- iv. Advise the Councils of the National Union on matters affecting women through the Regional Industrial Relations Officer in charge of that particular Region.
- v. Make proposals and recommendations to the Regional Council of Labour of TUC (Ghana) of that particular Region, the National Women's Committee and the National Secretariat of the National Union for consideration through the

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- Regional Industrial Relations Officer of the particular Region.
 - vi. Network with other organizations and National Unions in that particular Region.
 - vii. Identify and implement income generating activities to support and improve the income base of the National Union.
 - viii. Coordinate the activities of the component Branch Women's Committees in that particular Region.

21.4 Regional Youth Committees

a. Establishment

There shall be established Regional Youth Committees (hereinafter referred to as the Committees) of the National Union to be responsible for the affairs of the youth members of the National Union in each Region.

b. Regional Executive Committee

The Regional Executive Committees shall be made up of the six (6) elected Regional Youth Executives, NEC members and the Office Secretaries in the Regions who are below the age of thirty-five (35) years.

c. Duties and Functions

The duties and functions of the Regional Youth Committees shall be to:

- i. Undertake Youth Organization and recruitment exercises in the Branches or Special Regions and Divisions in that particular Region.
- ii. Encourage youth members to be committed and participate in the meetings and activities of the National Union in that particular Region.
- iii. Advise the Regional Councils of the National Union on matters affecting youth members through the Regional Industrial Relations Officers to the office of the General Secretary.
- iv. Advocate for the adoption and implementation of youth policies.
- v. Identify potential youth members within the National Union.
- vi. Network with other youth groups of sister National and International Unions and organizations with similar objectives.
- vii. Utilize opportunities available to assume leadership positions in the Union.
- viii. Sensitize and actively participate in union-

based education and training programmes such as HIV/AIDS, child labour, child trafficking, child prostitution and Occupational Safety, Health and Environment (OSHE) issues.

- ix. Work towards the formation and sustenance of Youth Committees at the workplaces.
- x. Organize Regional, Branch or Special Region, Division and Local, meetings.
- xi. Organize the un-organized workers in the particular Region
- xii. Network with other National Trade Unions and Social Partners in the Region.
- xiii. Prepare and submit itineraries to the National Secretariat for approval by the General Secretary.
- xiv. Prepare and submit Report of Activities to the National Secretariat.
- xv. Carry out industrial relations activities in the Region.
- xvi. Coordinate the activities of the Branches in the particular Region.

ARTICLE 22 - ELIGIBILITY CLAUSE

22.1 National Executive Council (NEC)

- a. A person becomes eligible to serve on the NEC

if that person is an elected paid-up National officer, Branch, or Special Region officer or Divisional officer or National Women's or Youth Committee officer.

- b. A person who is eligible to serve on the NEC shall be elected at a Regional, Women's Regional, Youth Regional, Branch or Special Region Delegates Conferences.
- c. A person who is a member of the NEC shall continue to serve on the NEC until the end of the relevant term of office of the NEC.
- d. At the end of a member's full term of four years on the NEC the member ceases to be eligible for re-election on the NEC if that member ceases to be a Branch or Special Region Officer or Divisional Officer or Women's Committee Officer or Youth Committee Officer.
- e. A person shall not be eligible to be a member of the NEC if that person is under the age of 18 years.
- f. Where any vacancy occurs in NEC as a result of transfers, resignation, retirement, dismissal or death, the Regional Council shall fill in the vacancy.

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- g. A member becomes eligible to serve on Branch or Special Region or Division or Regional Council or Regional Women's Committee or Youth Committee if that member is a paid-up.
 - h. A member who is eligible to serve on the structures as mentioned under clause "g" above shall be elected at that person's Branch, Special Region, Divisional or Women and Youth Committees at the Regional Conferences.
 - i. Any person who is a member of the Branch, Special Region, Divisional or Regional Council or Women and Youth Committees shall continue to serve on the body until the end of the relevant term of office.
 - j. Members of the Regional Council, Division, Branch or Special Region, Women and Youth Committees are eligible for re-election after the end of their full term of the four years in office.
 - k. Where a vacancy occurs at the Branch or Special Region or Division or Regional Council or Women and Youth Committees as a result of retirement or for whatever reason that
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vacancy shall be filled by that particular structure which shall be supervised by the Regional Industrial Relations Officer for the particular Region.

22.2 National Officers (Executive Committee)

- a. Except the General Secretary and the Deputy General Secretary, an elected National Officer shall not be eligible for re-election if the Officer loses a Branch position the Officer held before election to that National Office.
- b. Notwithstanding clause "a" above, incumbency shall apply.

22.3 National Women's Executive Committee

The National Women's Executive Committee Members elected into positions shall not hold the positions for more than two (2) terms (eight years). However members of the Committee can contest for a higher position of the Committee and after the eight years can contest for any other position in the National Union.

22.4 National Youth Executive Committee

The National Youth Executive Committee Members

elected into positions shall not hold the positions for more than two (2) terms (eight years). However members of the Committee can contest for a higher position of the Committee and after the eight years can contest for any other position in the National Union.

ARTICLE 23 - BRANCH OR SPECIAL REGION

23.1 Branch Organizations

a. Establishment

There shall be established Branch organizations (hereinafter referred to as “the Branch”) in all the ten (10) Regions.

b. Composition

The Branch shall be composed of unionized members in a particular hospital or health institution of the National Union whose membership shall not be less than fifty (50).

c. Elections

A Branch shall elect the following as its officers:

- i. The Chairperson.
- ii. The 1st Vice Chairperson.
- iii. The 2nd Vice Chairperson.
- iv. The Secretary and the Assistant Secretary.

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- v. The 1st Trustee and the 2nd Trustee.

d. Duties and Functions

Duties and functions of Branches shall be as follows:

- i. Election of Officers shall be conducted by the Branch and supervised by the Regional Industrial Relations Officer in that particular Region.
- ii. Agenda of meetings shall be prepared by the Secretary in consultation with the Chairperson.
- iii. The Chairperson shall preside over all meetings at the Branch. In the absence of the Chairperson, any of the two (2) Vice Chairpersons present at the meeting shall deputize for the Chairperson.
- iv. The Secretary shall receive and deal with all correspondence, take minutes at all meetings and report on all activities of the Branch to the National Secretariat through the Regional Industrial Relations Officer.
- v. In the absence of the Secretary, the Assistant Secretary shall deputize for the Secretary.
- vi. The Chairperson, the Secretary, the 1st and 2nd Trustees shall be signatories to all cheques of the Branch.

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- vii. The 1st and 2nd Trustees shall keep all movable and immovable properties of the Branch on behalf of the Branch.
 - viii. The Branch shall elect its officers three (3) months before the holding of the Regional Delegates Conference.
 - ix. The Branch shall hold annual meetings to review its activities.
 - x. The Branch shall make membership recruitments within its workplace and ensure that payments of trade union dues by check-off and other subscriptions are remitted promptly to the National Union and the other appropriate organizations.
 - xi. The Branch shall carry out activities as directed by the National Secretariat in consultation with the Regional Industrial Relations Officer of the Region.
 - xii. The Branch shall prepare and submit reports on its meetings through the Regional Industrial Relations Office to the General Secretary.
 - xiii. The Branch shall manage and operate its funds and its accounts shall be audited by the National Secretariat.
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- xiv. The Branch shall co-ordinate the activities of its component Locals, Units, Departments and Directorates and shall sensitize and undertake social and recreational activities to sustain the interest of its members.
 - xv. The Branch shall have the right to draw its own bye-laws which shall be approved by NEC.
 - xvi. The Branch shall keep a Bank Account with a recognized Bank in that particular Region.

23.2 Special Regions

a, Establishment

There shall be established Special Regions which shall constitute a Branch under the Constitution and the Regulations.

b. Composition

All Teaching Hospitals in the country shall constitute Branches designated as “Special Regions” and shall function under the respective Regional Councils and Regional Secretariats of the National Union.

c. Elections

The Special Region shall elect the following as its officers.

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- i. The Chairperson.
 - ii. The 1st Vice Chairperson.
 - iii. The 2nd Vice Chairperson.
 - iv. The Secretary and the Assistant Secretary
 - v. The 1st Trustee and the 2nd Trustee.

d. Duties and Functions

The Duties and Functions of the Special Regions shall be as follows:

- i. Election of officers of every Special Region shall be supervised by the Industrial Relations Officer of that particular Region.
- ii. Agenda of meetings shall be prepared by the Secretary in consultation with the Chairperson.
- iii. The Chairperson shall preside over all meetings.
- iv. In the absence of the Chairperson, any of the two (2) Vice Chairpersons present at the meeting shall deputize for the Chairperson.
- v. The Secretary shall receive and deal with correspondence, take minutes at all meetings and report on all activities of the Special Region to the National Secretariat through the Regional Industrial Relations officer.

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- vi. In the absence of the Secretary, the Assistant Secretary shall deputize for the Secretary.
 - vii. The Chairperson, the Secretary and the 1st and 2nd Trustees shall be signatories to all cheques of the Special Region.
 - viii. The 1st and 2nd Trustees shall keep all movable and immovable properties of the Special Region on behalf of the Special Region.
 - ix. Every Special Region shall have the right to draw its own bye-laws which shall be approved by NEC.
 - x. Every Special Region shall elect its officers three (3) months before the holding of the Regional Delegates Conference.
 - xi. Every Special Region shall hold an annual meeting to review its activities.
 - xii. Every Special Region shall make membership recruitments within its workplace and ensure that payments of Trade Union Dues by check-off and other subscriptions are remitted promptly to the National Union and other appropriate organizations.
 - xiii. Every Special Region shall carry out activities as directed by the National Secretariat.

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- xiv. Every Special Region shall prepare and submit reports on its meetings through the Regional Industrial Relations Officer in charge of that particular Region to the National Secretariat.
 - xv. Every Special Region shall manage and operate its funds and the National Secretariat shall audit its accounts.
 - xvi. Every Special Region shall co-ordinate the activities of its component Locals, Units, Departments and Directorates and shall sensitize and undertake social and recreational activities to sustain the interest of its members.
 - xvii. Every Special Region shall keep a Bank Account with a recognized Bank.

23.3 Divisions

a. Establishment

There shall be established Divisions within the areas of the scope and jurisdiction covered by the National Union.

b. Composition

The following organizations namely the Christian Health Association of Ghana (CHAG), Ahmadiyya Muslim Mission-Ghana (AMMG), Baptist Medical Centre (BMC), Planned Parenthood Association of Ghana (PPAG), Medical and Dental Council (MDC), Staff Union, Dar-Bem Medical Centre (DBMC) and any organization in respect of which the National Union has obtained or will obtain a Collective Bargaining Certificate (CBC) or is within the scope and jurisdiction of the National Union shall constitute a Division.

c. Elections

Every Division shall elect the following as its officers.

- i. The Chairperson.
- ii. The 1st Vice Chairperson.
- iii. The 2nd Vice Chairperson who shall be a woman.
- iv. The Secretary and the Assistant Secretary.
- v. The 1st Trustee and 2nd Trustee.

d. Duties and Functions

The Duties and Functions of the Divisions shall be as follows:

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- i. Election of officers shall be conducted by every Division and supervised by the Industrial Relations Officer of the respective Region.
 - ii. Agenda for meetings shall be prepared by the Secretary in consultation with the Chairperson.
 - iii. The Chairperson shall preside over all meetings.
 - iv. In the absence of the Chairperson, any of the two (2) Vice-Chairpersons present at the meeting shall deputize for the Chairperson.
 - v. The Secretary shall receive and deal with all correspondence, take minutes at all meetings and report on all activities of the Division to the National Secretariat through the Industrial Relations Officer in charge of the Region.
 - vi. The Assistant Secretary shall assist and deputize for the Secretary in the performance of his or her duties.
 - vii. The Chairperson, the Secretary and the 1st and the 2nd Trustees shall be signatories to all cheques of the Division
 - viii. The Trustees shall keep the movable and
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immovable properties of the Division on behalf of the Division.

23.4 Locals

a. Establishment

There shall be established Departments and Directorates within the Branches or Special Regions or Divisions and Health Centres which shall be known as Locals. The Locals shall have a membership of less than twenty-five (25).

b. Composition

Locals shall be composed as follows:

- i. Departments.
- i. Directorates.
Health Centers and Clinics.

c. Elections

Every Local shall elect its representative (s) which shall be supervised by the Industrial Relations Officer of the respective Region.

d. Duties and Functions

The Duties and Functions of the representative (s) of any Local shall be as follows:

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- i. Ensure the holding of regular meetings at the Local.
 - ii. Champion the aspirations of their members.
 - iii. Prepare and submit reports covering the activities of the Local which shall be sent to the National Secretariat through the Branch and the Industrial Relations Officer in charge of the Region.
 - iv. Notify and sensitize newly engaged workers about existence of the National Union and assist in recruiting them into the fold of the Union.
 - v. Prepare and submit reports on newly engaged workers within the Local to the Branch.
 - vi. Report issues affecting members of the Local to the Branch as and when they arise for prompt action
 - vii. Attend all Branch meetings.

ARTICLE – 24 APPOINTMENT OF AUDITOR (S)

The NEC shall appoint a reputable Auditor (s) at the mid-year or end of the year meeting to audit the National Union's accounts including the accounts of the Development and Welfare Fund and the accounts covering all projects financed by the National Union.

Prior to the appointment of the reputable Auditor (s), the National Union shall carry out the following:

- a. Cause proper books of accounts to be kept in respect of its accounts.
- b. Prepare income and expenditure accounts and a balance sheet.
- c. Ensure that its accounts are audited annually by a reputable audit institution that shall be appointed by the National Union.
- d. The appointed audit institution shall audit the accounts of the National Union within three (3) months after the close of each financial year which shall end on the 31st of December in each year.
- e. All paid-up members of the National Union have the right to the audited accounts of the National Union.
- f. The Conference shall appoint a recognized audit institution to supervise and check the finances and financial transactions of the National Union at each Regular Delegates Conference.
- g. Audited accounts shall be circulated among delegates before the Conference.

ARTICLE 25 – LEVIES

- a. Proposals on payment of levies by members of the National Union shall be considered and approved at each Regular Delegates Conference and the payment of the approved levies shall be binding on all members of the National Union.
- b. In addition to the levies that shall be imposed on members of the National Union at each Regular Delegates Conference, Branches or Special Regions and Divisions may impose levies on their members for specific welfare and development services for their members provided the NEC is informed of such levies and such information to the NEC must be provided through the General Secretary.

ARTICLE 26 – LEGAL ASSISTANCE

Every fully paid-up member of the National Union shall be provided with legal advice or assistance by the National Union on matters connected with the member's employment upon the recommendation of the member's Locals, Branch or Special Region and Division provided that the matter upon which the legal advice or assistance is required does not

constitute a criminal act or caused by delinquency or drunkenness of that member.

ARTICLE 27 – SETTLEMENTS OF INDUSTRIAL DISPUTES

- a. Complaints and grievances shall be resolved at the Local, Branch, Special Region and Divisions in which the complaints or grievances arose with the involvement of the Industrial Relations Officer in the particular Region where necessary.
- b. All complaints and grievances shall be resolved through the grievance handling procedure as provided for under the Labour Law and Agreements concluded by the National Union.
- c. All industrial disputes involving members of the National Union and their Employers and Managements shall be resolved as follows:
- d. All disputes likely to lead to cessation of work shall be reported by the Branch or Special Region or Division through the Regional Industrial Relations Officer in the particular Region and the General Secretary to NEC.

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- e. Disputes involving NEC of the National Union or the National Union itself shall be resolved by the General Council of the TUC (Ghana).
 - f. No cessation of work shall be resorted to without prior approval of NEC through the General Secretary.
 - g. All disputes shall be resolved by a Standing Joint Negotiating Committee (SJNC) or Standing Negotiating Committee (SNC), Mediation or Conciliation or by Arbitration.

ARTICLE 28 – INTERNAL REGULATIONS

There shall be annexed to this Constitution Internal Regulations (hereinafter referred to as “the Regulations”) as supplement to the Constitution and shall come into effect concurrently with the Constitution.

ARTICLE 29 – CONSTITUTIONAL AMENDMENTS

Any provision or provisions in the Constitution and the Regulations may be amended or repealed by the Regular Delegates Conference and the motion for such amendment or repeal shall be included in the agenda of the Regular Delegates Conference.

ARTICLE 30 - DISSOLUTION

The National Union may be dissolved by the Regular Delegates Conference and shall be by referendum and the voting for or against the dissolution of the National Union shall be unanimous.

ARTICLE 31 - COMMENCEMENT

This Constitution first came into effect on September 1983 and subsequently amended in September 1987 at the Presbyterian Training College, Agogo, then in December 1981 at St. Louis Training College, Kumasi, then in April 1996, at the Pastoral Training and Social Centre, Sunyani, then in June 2008 amended and supplemented with Internal Regulations at Kwame Nkrumah University of Science and Technology (KNUST), Kumasi, then amended in June 2012 at KNUST, Kumasi and then amended in June 2016 at KNUST, Kumasi.

**ARTICLE 32 - NEUTRALITY (INDEPENDENCE) AND
BREACH OF NEUTRALITY OF LEADERSHIP**

32.1 Neutrality (Independence) of Leadership

- a. No national office holder (Executive Committee), National Executive Council member, Finance Committee member, Heads of Departments and Regional Industrial Relations Officers of the National Union shall hold office in a political party or address any rally organized by a political party.
- b. No officer or official of the National Union holding any analogous position and not mentioned above shall hold office in a political party or address a rally organized by a political party.

32.2 Breach of Neutrality of Leadership Clause

- a. Any officer or staff as mentioned under Article 32.1(a) of the Constitution of the Union shall be sanctioned if it is proven that such officer or staff has agreed to hold an office in a political party or addressed a rally organized by a political party.
- b. Where the breach is occasioned, the officer or staff involved shall either be suspended or

- removed from the position held in the Union.
- c. Where the officer suspended or removed from the position held in the Union refuses to resign, or go on the suspension then legal action shall be taken against that officer to compel that officer to do so.
- d. It shall be the responsibility of NEC to apply the legal sanctions as mentioned in this Article of the Constitution.

**ARTICLE 33 – NATIONAL AND INTERNATIONAL
AFFILIATION**

On the mandate of the Regular Delegates Conference, Health Services Workers' Union (HSWU) of TUC (Ghana) is affiliated to the following national and international trade union organizations.

33.1 National Affiliation

HSWU has been affiliated to the Trades Union Congress (Ghana) since 1966 when the Union was born out of the merged Union called the Health and General Hospital Workers' Union (HGHWU) in September 1966

33.2 International Affiliation

At the international level, HSWU is affiliated to two Global Union Federations (GUF) called the Public Services International (PSI) and Union Network International (UNI Global). HSWU is also a member of the West African Health Sector Unions Network (WAHSUN).

33.3 Governing Bodies of National and International Affiliation

Governing bodies are a group of elected people at global or national or regional levels with decision-making power who bear responsibility for the execution of Congresses or Conferences decisions, the development of policy positions and strategic planning for Union programmes.

33.4 Governing Bodies of TUC (Ghana)

The governing bodies of TUC (Ghana) at national and regional levels are:

a. National Level

- i. Delegates Congress
- ii. General Council
- iii. Steering Committee

b. Regional and District Levels

- i. Regional Councils of Labour
- ii. District Councils of Labour

33.5 Governing Bodies of PSI

PSI consists of the following governing bodies:

- i. Congress
- ii. Executive Board
- iii. Steering Committee
- iv. Regional Executive Committees

33.6 Governing Bodies of UNI Global Union

UNI Global Union governing bodies are:

- i. World Congress
- ii. World Executive Board
- iii. Steering Committee
- iv. Regional Executive Committees

33.7 Regions or Sectors of PSI/UNI Global Union and WAHSUN.

a. PSI Regions

PSI regions are:

- I. Africa and the Arab (English and French Speaking Africa)

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- ii. Asia and Pacific
 - iii. Europe
 - iv. Inter-America

b. UNI Global Union

UNI Global Union Sectors are:

- i. UNI Africa
- ii. UNI Asia and the Pacific
- iii. UNI Americas
- iv. UNI Europe

c. WAHSUN

The West African Health Sector Unions Network (WAHSUN) governing bodies are as follows:

- I. Sub-Regional Conference
- ii. Sub-Regional Executive Board
- iii. Sub-Regional Meetings
- iv. Sub-Regional Secretariats

INTERNAL REGULATIONS OF HSWU OF TUC (GHANA)

In compliance with Article 28 of the Constitution of the National Union, the Regulations annexed to this Constitution provide as follows:

PART 1– SLOGAN, MOTTO, VISION AND MISSION STATEMENT

1.1 HSWU SLOGAN: The slogan of the Health Services Workers' Union (HSWU) of TUC (Ghana) shall be “Service with a Smile”

1.2 MOTTO: The motto of the National Union shall be “We Promote Health Services Willingly and Unswervingly.

1.3 VISION: The vision of HSWU of TUC (Ghana) is “We envision HSWU, able to organize and recruit all paramedics and their health workers into a formidable organization with members getting job satisfaction to deepen industrial harmony for a better health care delivery.

1.4 MISSION STATEMENT: Our Mission is to

“organize, protect, defend and educate all members to secure better conditions of services and job security through negotiations, collective bargaining and social dialogue to enhance productivity”.

- 1.5 ORGANIZATIONAL VALUES:** HSWU and its members are guided by shared values such as “Professionalism, Team Work, Discipline, Quality Service, Integrity, Excellence and Innovativeness”.

PART 2 – MEMBERSHIP STATUS

2.1 BECOMING A MEMBER: To become a member of the National Union the eligible person or persons must fulfill the following conditions:

- a. Fill an enrolment form to be provided by the National Union.
- b. Give the member's consent to subscription to be deducted from member's salary and wages.
- c. Be issued with a membership identification card by the National Union.

2.2 TYPES OF MEMBERSHIP

a. Regular Membership

A regular member is a member within the scope and jurisdiction of the National Union who has fulfilled all of the conditions and pays all the prescribed subscription of two per centum (2%) of the member's monthly basic salary and other levies.

b. Associate Membership

- i. Associate membership is open to all contract workers, workers on secondment and pensioners who were members of the National Union.
- ii. Dues, levies and other contributions for Associate Members shall be concessionary and shall be determined from time to time by the NEC.
- iii. Associate members shall not hold any elected office in the National Union.
- iv. Associate members may attend the Regular Delegates Conference as observers.

a. Honorary Membership

- i. Honorary membership may be conferred on

any person who has ceased to be in the service of any employer in the health sector or the National Secretariat as outlined in the Scope and Jurisdiction in Article 3 of the Constitution.

- ii. Honorary membership shall be conferred on an individual with a certificate indicating honorary status.
- iii. No member shall be chosen to become an honorary member unless the member had at least twenty-five (25) years membership with the National Union or served a minimum of twenty-five (25) years in the service of any employer in the health sector or the National Secretariat.
- iv. To be accepted as an Honorary Member of the National Union the person shall be subject to the approval of NEC.
- v. In the event that an Honorary Member is proven to be working contrary to the interest of the National Union the membership of that member ceases forthwith.

2.3. COUNCIL OF ELDERS

- i. Council of Eldership may be conferred on any past elected National Officer who has ceased to be in the service of any employer in the health sector or the National Secretariat of the Union as outlined in the scope and jurisdiction in Article three (3) of the Constitution.
- ii. Council of Eldership shall be conferred on an individual with a certificate indicating honorary status.
- iii. No member shall be chosen to become a Council of Elder unless the member has been a National Officer before and had at least twenty years membership with the National Union or serve a minimum of twenty years in the service of any employer in the health sector or the National Secretariat.
- v. To be accepted as a Council of Elder of the National Union, he or she shall be subjected to the approval of NEC.
- v. In the event that a Council of Elder is proven to be working contrary to the interest of the National Union the membership of that member shall cease forthwith.

PART 3 – ALLOCATION AND INVESTMENT OF UNION FUNDS

3.1 APPORTIONMENT OF TRADE UNION DUES

Unless otherwise directed by the Regular or Extraordinary Delegates Conference or the Congress of the TUC (Ghana) the two per centum (2%) Trade Union Dues collected shall be disbursed as follows:

- a. TUC (Ghana) - 15% (equivalent 30% of 1%)
- b. National Union - 157%
- c. Regional Councils - 5%
- d. Regional Women's Committees - 5%
- e. Regional Youth Committees - 5%
- f. Branches/Special Regions/Divisions - 13%

3.2 DEVELOPMENT AND WELFARE FUND

Unless otherwise directed by the Regular or Extraordinary Delegates Conference, the Ten Ghana cedis (¢10.00) subscription by each member shall be invested in development projects and the welfare scheme initiated by the National Union.

3.3 PAYMENT OF BRANCH SHARES

In compliance with Article 9 of the Constitution and Part 3, Clause 3 of the Regulations, each Branch or

Special Region, Division, Regional Council and Regional Women's Committee and Regional Youth Committees shall be paid its shares every six (6) months as stipulated under Part 3, Clause 1 of the Regulations above.

3.4 TRAVELING AND TRANSPORT EXPENSES

- a. The traveling and transport expenses of members attending the Regular or Extraordinary Delegates Conference or Regional Councils Conferences and Committee meetings of the National Union shall be borne by the National Union.
- b. All self-accounting Branches or Special Regions and Divisions whose members intend to attend the Regular or Extra Ordinary Delegates Conference, Regional Councils Conferences and Committee meetings shall bear the traveling and transport expenses of such observers as additional observers.
- c. The traveling and transport expenses and boarding and lodging expenses of observers officially certified by the National Secretariat attending Regular or Extra Ordinary

Conferences, Regional Councils meetings and other Committees' meetings of the National Union shall be borne by the National Union.

3.5 HONORARIUM AND ALLOWANCES

- a. Any officer whose duties call for part-time service on behalf of the National Union shall be paid a honorarium which shall be determined by the Finance Committee for the approval of the NEC.
- b. All officers and Ex-Officio officers attending NEC and other meetings on behalf of the National Union shall be entitled to sitting allowance.
- c. Notwithstanding Clauses (a) and (b) above, the National Union shall adequately compensate and reward part-time National Officers, NEC members, Finance Committee members, National Women's Committee members and National Youth Committee members at the end of each financial year and after each term of office of any officer.

3.6 SALARIES FOR FULL-TIME STAFF

- a. Any full-time Staff of the National Union shall be paid a salary to be determined by the NEC in accordance with the terms and conditions of service as spelt out in the Staff Collective Agreement (CA).
- b. The salaries of the General Secretary (GS) and the Deputy General Secretary (DGS) of the National Union shall be determined by the NEC in accordance with the terms and conditions of service specially provided for the GS and the DGS.

3.7 INVESTMENT OF UNION FUNDS

Any funds of the National Union which are not meant for any current expenses shall be invested in viable ventures to be determined by the NEC.

PART 4– SOLIDARITY FUND

- a. A solidarity fund shall be established by the National Union for any unfair labour action, industrial action or trade dispute action.
- b. One per centum (1%) of the total union dues revenue disbursed to the National Union shall be set aside every month as a solidarity fund.
- c. The solidarity fund shall be administered by the National Union on the direction of the NEC.

PART 5– CONDITIONS OF SERVICE FOR FULL-TIME STAFF AND PART-TIME NATIONAL OFFICERS

- a. In compliance with Part 3 Clause 6 of the Regulations of the National Union, two separate conditions of service, one for elected full-time employees and the other for part-time elected National Officers of the National Union shall be drawn up by the National Secretariat through Management Committee for the approval of NEC.
- b. These Conditions of Service that shall be drawn up shall be subject to negotiation and review every two (2) years.

PART 6 – BANK ACCOUNTS AND MANDATORY SIGNATORIES

- a. The National Union shall operate any account with any recognized Bank for both the trade union dues and the Development and Welfare fund as and when it deems it necessary.
- b. The authorized signatories to such accounts shall be the following:
 - i. **National Level**
 - a. The National Chairperson.
 - b. General Secretary.
 - c. Deputy General Secretary in the absence of the GS.
 - d. The first and second National Trustees.
 - ii. **Regional level**
 - a. Regional Chairperson.
 - b. National Executive Council Member
 - c. Two Regional Trustees.
 - iii. **Branch/Division/Special Region**
 - a. Branch Chairperson.
 - b. Branch Secretary
 - c. Two Trustees.

PART 7 – COMPOSITION OF CONFERENCES

7.1 COMPOSITION OF CONFERENCES

In compliance with the provision of the Constitution, persons entitled to attend meetings of the Regular or Extra-ordinary Delegates Conference shall include the following:

- i. Elected National Officers.
- ii. Accredited Delegates of Branches or Special Regions and Divisions.
- iii. Observers from Branches or Special Regions and Divisions.
- iv. NEC and Finance Committee Members not selected by their respective Regions as delegates or observers.
- v. Observers from friendly and counterpart trade union organizations.
- vi. Guests of the National Union
- vii. Members of the Conference Secretariat.

7.2 APPORTIONMENT OF DELEGATES AND OBSERVERS

a. Accredited Delegates

Representation of accredited delegates at the Regular or Extra-ordinary Delegates Conference shall be determined by NEC based on the following criteria:

- I. Report “20” from Controller and Accountant General Department.
- II. Numerical strength of a particular Region.

b. Observer Status

- I. The representation of observer from the Branches or Special Regions or Divisions at the Regular or Extra-Ordinary Delegates Conference shall be determined by the NEC.
- ii. Each Regional Women's Committee shall nominate one female representative from the Regional Women's Committee in consultation with the Regional Council to attend the Regular or Extra Ordinary Delegates Conference as an observer.
- iii. The Regional Council of the host Region shall

subject to the approval of NEC, nominate additional members to attend the Regular or Extra-Ordinary Delegates Conference as observer(s) and such observer (s) shall not be a Regional Officer, NEC member, a National Officer or a Standing Committee member who is already nominated to attend the Conference.

PART 8 – CONFERENCE ORGANIZATION

8.1 DATE AND VENUE

- a. The NEC shall fix the date and venue for the Regular or Extra-Ordinary Conference.
- b. In the event of any change in the date or venue fixed, the NEC shall direct that notices of such change be given to the Branches or Special Regions, Divisions and Regional Councils a month before the date of the Conference.

8.2 AGENDA OF CONFERENCE

The General Secretary shall prepare on behalf of NEC the Agenda for any Regular or Extra-Ordinary Delegates Conference and a Report on the activities of the National Union.

8.3 SUBMISSION OF RESOLUTIONS AND MOTIONS TO AMEND THE CONSTITUTION

- a. Branches or Special Regions, Divisions and Regional Councils shall submit to the General Secretary not later than eight (8) weeks before the opening of the Conference proposed resolutions and motions for amendments to the Constitution.
- b. The General Secretary shall compile on behalf of NEC all proposed resolutions and any amendments to the Constitution and shall forward them to all Branches or Special Regions, Divisions and Regional Councils not later than four (4) weeks before the opening of the Conference.

PART 9 – APPOINTMENT AND DUTIES OF RETURNING OFFICERS

- a. Two (2) Returning Officers at any Regular or Extra-Ordinary Delegates Conference shall be appointed by NEC at its meeting immediately preceding the next Regular or Extra-Ordinary Delegates Conference.

PART 10 – NOMINATION FORMS AND NOMINATION OF NATIONAL OFFICERS

10.1 NOMINATION FORMS

- a. Nomination forms shall be developed and sent to Branches or Special Regions and Divisions of the Union not later than eight (8) weeks before the opening of Conference.
- b. Nomination forms sent shall be completed and signed by the Branch or Special Region, Division, Women's Committee and Youth Committee.
- c. All signed nomination forms from the Branches or Special Regions and Divisions shall reach the National Secretariat of the Union not later than two (2) weeks before the Conference.

10.2 NOMINATION OF NATIONAL OFFICERS

- a. Each Branch or Special Region and Division on receipt of the nomination form shall on each quadrennial, nominate National Officers to contest the offices of the National Union.

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- b. The two (2) Returning Officers shall be appointed from the Labour Department.
 - c. The Returning Officers shall set up a Secretariat at the Conference grounds at the time of arrival of delegates at the Conference.
 - c. The Returning Officers shall forward the nominations received from the Branches or Special Regions and Divisions to the Electoral Committee of the Conference. The Returning Officers shall be responsible for the smooth, orderly and the conduct of fair elections during the Conference.
 - d. The results of the elections shall be declared immediately after they are known by the Returning Officers.
 - e. The Returning Officers shall submit their report on the elections to the Electoral Committee, the Registrar of Trade Unions (Chief Labour Officer) and shall make copies of such report to NEC.

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- b. Any Officer contesting for any national position at the Regular Delegates Conference shall be nominated by at least two (2) Branches or Special Regions or Divisions. In other words, nomination shall not be valid if there has not been more than one nomination in favor of the nominee.
 - c. Nomination forms shall be completed and signed by the Chairpersons and Secretaries of the, Branch, Special Region, or Division and Women Committee Chairpersons.
 - d. All signed Nomination forms from the Branch, Special Region, or Division shall reach the Office of the General Secretary of the Union who shall forward them to the Returning Officer(s) appointed by the National Executive Council (NEC) on the opening day of any Regular or Extra-Ordinary Delegates Conference.

10.3 Vetting Committee

“Establishment of Vetting Committee” A Vetting Committee shall be established to vet all nominees seeking to contest any office of the Union at all levels.

10.4 Duty of the Vetting Committee

The Vetting Committee shall, upon receipt of the nominated prospective applicant, immediately request for written and documented evidence from such a candidate for the purpose of the vetting.

10.5a Composition of the Committee

The Vetting Committee shall be composed of competent managerial and skilful Leaders to be determined by NEC at its last meeting preceding the Conference.

10.5b Publishing of the Contestants

The nominees shall be published at National, Regional and Branch Levels.

PART 11 – OFFICERS AND OFFICIALS OF CONFERENCE

- a. The Officers of the Conference who shall be National Officers are as follows:
 - i. The National Chairperson.
 - ii. The First Vice National Chairperson.
 - iii. The Second Vice National Chairperson who shall be a woman.

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- iv. The General Secretary and the Deputy General Secretary.
 - v. The First National Trustee and the Second National Trustee
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- b. The Chairperson of the National Union shall be the Chairperson of the Conference and shall preside over the Conference.
 - c. The National Chairperson shall adhere to the Standing Orders of the Conference including the Constitution and the Regulations of the National Union.
 - d. In the absence of the Chairperson at any session of the Conference any of the two (2) Vice National Chairpersons shall deputize for the National Chairperson.
 - e. The Officials of the Conference shall be the Heads of the various Departments at the Headquarters, Regional Industrial Relations Officers and the Office Secretaries of the National Union.

PART 12 – SECRETARIAT OF THE CONFERENCE

- a. The members of the Secretariat of the Conference shall be appointed by the Management Committee of the National Union on the recommendation of the General Secretary of the National Union.
- b. The General Secretary shall be Secretary to the Conference.
- c. Any objection raised on any member at the Conference shall be submitted to the Credentials Committee for its determination.
- d. Until a member is disqualified, that member shall continue to enjoy full rights as a member at the Conference.
- e. Delegates and Observers at any Regular or Extra-Ordinary Delegates Conference shall submit their credentials through the General Secretary to the Credentials Committee.
- f. The Report of the Credentials Committee shall be considered by the Regular or Extra Ordinary Delegates Conference being the first item on the Agenda.
- g. No other business shall be taken until the Report submitted by the Credentials Committee has been dealt with.

PART 13 – PLENARY SESSION OF THE CONFERENCE

- a. Unless otherwise decided by the Conference, every plenary session of the Conference shall be made public.
- b. Conference Committee meetings shall be held in camera.

PART 14 – COMMITTEES OF THE CONFERENCE

14.1 CONFERENCE COMMITTEES

Except the Extra-Ordinary Delegates Conference, Conference Committees of the Regular Delegates Conference shall include the following:

- a. Credentials Committee
- b. Standing Orders Committee
- c. Constitution Committee
- d. Policies and Resolutions Committee
- e. Elections Committee

14.2 CREDENTIALS COMMITTEE

- a. A Credentials Committee shall be appointed by the NEC at its last meeting preceding the opening of any Regular or Extra-Ordinary Delegates Conference and the Committee shall elect its Chairperson from its members

and its Secretary shall be appointed by the General Secretary.

- b. The duties and functions of the Credentials Committee shall be as follows:
 - i. Prepare list of persons attending the Regular or Extra Ordinary Delegates Conference.
 - ii. Report to the Regular or Extra Ordinary Delegates Conference on the voting power of the constituent Branches or Special Regions and Divisions.
 - iii. Consider any objections that may be raised on the Credential of any of the members attending the Conference.
- c. Any objection raised on any member at the conference shall be submitted to the Credentials Committee for its determination.
- d. Until a member is disqualified, that member shall continue to enjoy full rights as a member at the Conference.
- e. Delegates and Observers at any Regular or Extra-Ordinary Delegates Conference shall submit their credentials through the General Secretary to the Credentials Committee.

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- f. The Report of the Credentials Committee shall be considered by the Regular or Extra-Ordinary Delegates Conference being the first item on the agenda.
 - g. No other business shall be taken until the Report submitted by the Credentials Committee has been dealt with.

14.2 THE STANDING ORDERS COMMITTEE

- a. The Standing Orders Committee shall be elected by the Conference and shall consist of one member from each of the ten (10) Regions.
- b. The Committee shall elect its Chairperson from its members.
- c. The Secretary to the Committee shall be appointed by the General Secretary.
- d. The duties and functions of the Standing Orders Committee shall be as follows:
 - i. Fix the time for plenary sittings
 - ii. Consider the provisional agenda drawn up by the Conference Secretariat and recommend a final Agenda for the Conference.

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- iii. Consider the Standing Orders and report on them to the Conference.
 - iv. Make proposals with respect to motions or resolutions not embodied in the Agenda of the Conference.
 - v. No literature or printed matter other than official Conference documents shall be circulated within the Conference precincts without prior consent of the Standing Orders Committee.

14.3 CONSTITUTION COMMITTEE

- a. The Constitution Committee shall be elected by the Conference and shall consist of one member from each of the ten (10) Regions.
- b. The Committee shall examine all intended amendments submitted by the various Branches or Special Regions, Divisions, Regional Councils and National Secretariat and shall make appropriate recommendations to the Conference for consideration.
- c. The Committee shall examine all motions and resolutions affecting the Constitution or the Regulations and any other matter

relating to the Constitution and the Regulations and shall make appropriate recommendations to the Conference for consideration.

- d. The Committee shall appoint its Chairperson from its members and the Secretary to the Committee shall be appointed by the General Secretary.

14.4 POLICY AND RESOLUTION COMMITTEE

- a. The Committee shall be elected by the Conference and shall consist of one member from each of the ten (10) Regions.
- b. The Committee shall collate and submit for the approval of the Conference various policies, resolutions submitted by the Branches or Special Regions, Divisions, Regional Councils and the National Secretariat.
- c. The Committee shall appoint its Chairperson from its members and the General Secretary shall appoint the Secretary to the Committee.

14.5 ELECTIONS COMMITTEE

- a. The Committee shall be elected by the Conference and shall consist of one member from each of the ten (10) Regions.
- b. The Committee shall be charged with the responsibility of collating and submitting a list of candidates nominated for election as National Officers of the National Union by the Conference.
- c. The Committee shall ensure that the list of candidates for election shall not be tempered with or the name of any nominee deleted or changed
- d. The Committee shall elect its Chairperson from its members and the General Secretary shall appoint the Secretary to the Committee.

PART 15 – CONSTITUTIONAL AMENDMENTS

- a. Any member may make proposals for the amendment or repeal of any provision of the Constitution and the Regulations.
- b. A proposal for any amendment or repeal shall be submitted to the National Secretariat at least six (6) months before the Regular Delegates Conference or must be stated in full

on a requisition for an Extra-Ordinary Delegates Conference.

- c. Upon receiving the proposals, the National Secretariat will circulate the proposals together with the notice convening the Delegates Conference, as motion for amendment.
- d. A motion for amendment shall be moved and seconded at a Regular or Extra-Ordinary Delegates Conference by the sponsor of the amendment, if the member is a delegate. If the sponsor is not a delegate, any delegate or National Officer may move the motion for amendment.
- e. A motion for amendment itself shall be subject to amendment and shall be amended by simple majority of Delegates present at a Regular or Extra-Ordinary Delegates Conference.
- f. The amended motion for amendment shall be deemed to have been passed only where two-thirds (2/3) of the Delegates present, vote in favour of the amended motion for amendment.

**PART 16 - GENERAL PROVISIONS CONCERNING
CONFERENCE COMMITTEES**

The following shall be the general provisions concerning Conference Committees and Standing Orders:

16.1 CONFERENCE COMMITTEES

- a. Except members of the Credentials Committee who shall be appointed by the NEC, all members of the other Conference Committees shall be elected by the Regular or Extra-Ordinary Delegates Conference.
- b. An Adviser or Secretary nominated by a member shall be appointed by the Conference to serve on any Committee but shall neither have the right to vote nor take part in debates of the Conference.
- c. The General Secretary may appoint any member of Staff of the National Union to act on behalf of the General Secretary at any sitting of any Conference Committee.
- d. The Chairpersons and Rapporteurs of all Conference Committees shall be appointed from the members of various Committees.
- e. All Conference Committees shall sit in

private and shall be exclusive to the members of that particular Committee.

- f. In the absence of any member at any Committee sitting, the particular Region which that member is representing shall nominate another member to replace the absentee member for that sitting.
- g. Reporting at the Regular or Extra-Ordinary Delegates Conference shall be in the following order:
 - i. Credentials Committee
 - ii. Standing Orders Committee
 - iii. Constitution Committee
 - iv. Policies and Resolutions Committee
 - v. Elections Committee.

16.2 CONFERENCE STANDING ORDERS

- a. The Standing Orders Committee shall be appointed by the Conference to direct the conduct of the business of the Conference or Extra-ordinary Conference and act as scrutinizers.
- b. Unless upon the recommendation of the Standing Orders Committee, any changes in the order of business as appearing in the

agenda, the Conference shall adhere to the agenda of the Conference.

- c. Notices of motions and businesses from the Branches or Special Regions, Divisions, Regional Councils and the National Secretariat for discussions at the Regular or Extra-Ordinary Delegates Conference shall be sent to the General Secretary not less than eight (8) weeks before the opening of the Conference.
- d. Notices of motions and business received by the General Secretary shall be placed on the agenda of the Conference and shall be arranged in the agenda in the order in which the General Secretary received them.
- e. Subject to approval by the majority at the Conference, emergency motions shall be added to the agenda of the Conference after the opening of the Conference.
- f. Every Delegate shall have the right to speak only once on any motion that is before the Conference for consideration unless the Chairperson of the Conference allows a member to make a further contribution in respect of that particular motion.

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- g. The mover of any motion shall have the right to reply to matters raised on the motion once unless the Chairperson allows the mover to make a further reply or upon a point of order.
 - h. Every motion shall be put to vote immediately after a reply by the mover
 - i. Any amendment of any motion that is carried by the Conference shall replace the original motion and become the substantive motion.
 - j. A substantive motion as a result of an amendment of the original motion shall not be subject to any further amendment.
 - k. A motion shall be put to vote after it has been sufficiently considered by the Conference and the mover given the opportunity to reply to matters raised on the motion.
 - l. The ruling of the Chairperson on any point of order shall be final.
 - m. In the event of voting being equal, the Chairperson will ask the whole session to recess to allow maneuvering and if after the recess the vote still remains equal, the Chairperson shall have the right to exercise a casting vote.

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- n. No resolution passed by the Regular or Extra Ordinary Conference shall be rescinded or amended by the same Conference that passed it.
 - o. A resolution by a Regular or Extra-Ordinary Conference may be rescinded or amended by another Regular or Extra-Ordinary Conference.
 - p. Any Delegate for a stated reason may move for the suspension of the Standing Orders.
 - q. The motion for suspension of the Standing Orders shall after being seconded be put to vote forthwith without debate or any amendment.
 - r. Any Delegate desiring to address the Conference must be standing while addressing the Conference.
 - s. Standing Orders shall immediately be suspended if two-thirds (2/3) of the Delegates present vote in favour of the suspension of the Standing Orders.
 - t. Any Delegate desiring to address the Conference must first address the Chairperson.
 - u. If a Delegate who is addressing the Conference is called to order that Delegate

shall remain seated until the point of order is decided upon.

- v. Speeches and contributions to motions at a Regular or Extra-Ordinary Conference by Delegates shall be limited to the maximum duration of three (3) and five (5) minutes respectively.
- w. No Delegate shall leave the Conference room without the permission of the Chairperson or in the absence of the Chairperson, any of the two Vice National Chairpersons.
- x. The mode of voting at any Regular or Extra-Ordinary Conference shall be decided by a majority decision of the Conference.
- y. Unless otherwise decided by a majority decision of the Conference, the Chairperson shall have the right to suspend any Delegate for misconduct which may adversely affect the conduct of the Conference.

16.3 HOLDING OF CONFERENCE

The Regular or Extra-Ordinary Delegates Conference shall be held once every four (4) years and shall be before the Congress of the TUC (Ghana).

PART 17– TENURE OF OFFICE / MEETINGS /QUORUM /VOTING RIGHTS

17.1 TENURE OF OFFICE OF OFFICERS

- a. The Executive Committee members who are elected National Officers of the National Union shall take office for a term of four (4) years commencing immediately after the Regular Delegates Conference and ending immediately before the succeeding Regular Delegates Conference.
- b. Officers of the NEC, Finance Committee, Regional Councils, Executives of Regional and National Women's Committees and Regional and National Youth Committees shall assume office for a term of four (4) years commencing immediately after the holding of the Regional Delegates Conference and ending immediately before the holding of the succeeding Regional Delegates Conference.
- c. The elected executives of the Branch or Special Region and Divisions shall take office for a term of four (4) years after the election of the executives of the relevant Locals, Units, Departments and Directorates commencing three (3) months after the holding of the

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- Regional Delegates Conference and ending three (3) months before the holding of the succeeding Regional Delegates Conference.
- d. Representative (s) of any Local shall take office for a term of four (4) years commencing three (3) months after the holding of the Branch election and ending three (3) months before the holding of the succeeding Branch election.
- e. Members of the Management Committee who are full time staff, that is, the Heads of Departments at the National Secretariat of the National Union shall remain members of the Committee until retirement, resignation, dismissal or death.

17.2 MEETINGS

17.2.1 Regular Meetings

a. Executive Committee

The National Officers (Executive Committee) of the National Union shall meet once every three (3) months and the meeting shall precede the meetings of the Management Committee of the National Union.

b. Management Committee

The Management Committee shall have one regular meeting every three (3) months. The meeting shall precede NEC meeting.

c. National Executive Council (NEC)

The NEC shall have one regular meeting every six (6) months. An emergency NEC Meeting shall however be called immediately as and when necessary, notwithstanding the above provision.

d. Finance Committee

The Finance Committee shall meet every six (6) months to precede the meetings NEC.

e. National Women's and National Youth Committees

These bodies shall have one regular meeting each every six (6) months. However, the meetings of the National Women's and Youth Committees shall be held to precede the meetings of NEC.

f. Branch/Special Region / Division / Regional Council

Every Local, Branch, Special Region, Division and

Regional Council shall meet regularly to discuss matters affecting them.

17.2.2 Emergency Meetings

Emergency meetings may however be convened immediately as and when necessary by any of the bodies, notwithstanding the above provision.

17.2.3 Quorum

Two-thirds (2/3) of the total number of members present at any meeting of the National Union shall constitute a quorum.

17.2.4 Voting Powers of Delegates

- a. Voting rights of every accredited delegate at any Regular or Extra-Ordinary Delegates Conference shall be one (1).
- b. The total number of delegates to any Women's Conference shall have voting rights at the Conference.

PART 18 – POSITION OF WOMEN VICE CHAIRPERSON

- a. In compliance with the provisions of the Constitution, there shall be a 2nd Vice-

Chairperson position which shall be occupied by women members at the Branches or Special Regions, Divisions, Regional and National levels.

- b. The 2nd Vice Chairperson at the National level shall have oversight responsibility for the affairs of women workers within the National Union's scope and jurisdiction.
- c. Generally, all 2nd Vice Chairpersons of the Regional Councils shall exercise oversight responsibility for the affairs of women workers in their respective Regions.
- d. The 2nd Vice Chairperson shall articulate women's concerns, liaise with the Head of Women's and Gender Desk to promote the full development of the potentials of women members.
- e. The 2nd Vice Chairpersons shall undertake the duties and responsibilities prescribed for 2nd Vice Chairpersons under the Constitution and the Regulations.

PART 19 – FINANCING OF CONFERENCE

All expenses to be incurred in convening Conferences not mentioned under Part 3 of the Regulations shall be borne by the National Union.

PART 20 - EDUCATION COMMITTEE

20.1 Establishment

There shall be established Education Committee of the National Union which shall consist of seven (7) members. The Deputy General Secretary shall be the Chairperson and Committee shall elect its Secretary from among its members. The Committee shall perform the following functions:

- a. Develop projects and seek funding for such projects internally and externally.
- b. Monitor and ensure the implementation of the education policy of the National Union.
- c. Assist the General Secretary to set up an education fund as directed by the NEC.
- d. Promote and encourage equal gender participation of the members of the National Union for the attainment of the objects of the Education policy.
- e. Oversee and ensure the implementation of

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- f. Advise the NEC on the means of generating educational funds from both internal and external sources.
 - g. Keep a record of the National Union's trained educators including TUC (Ghana) to ensure and maintain reliable networking of such educators.
 - h. Examine all issues that the Committee may consider useful for the promotion of education and training in the National Union and make recommendations to the NEC through the General Secretary.
 - i. Ensure that women members are given equal participation at all seminars and workshops organized by the National Union.
 - j. Act on all relevant matters that may be referred to the Committee by the Management Committee, the NEC and the General Secretary from time to time.

PART 21 – OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT

- a. The National Union shall in accordance with

the provisions of the Constitution and the Regulations engage in the practice of health, safety and environmental issues at all levels of the structures of the National Union.

- b. Include in the educational policy of the National Union Occupational Health and Safety programmes for the benefit of its members.
- c. Draw the attention of the NEC to occupational health and safety issues that affect its members and development in Hospitals and Health Institutions in the country.
- d. Monitor and educate members on occupational accidents and on the mode of payment of compensations.
- e. Set up Occupational Health and Safety Committees at institutional levels.

PART 22 – HIV AND AIDS

The National Union shall in accordance with the provisions of the National Constitution, National Policy and National Workplace Policy, make HIV and AIDS a workplace issue, part of the activities, include in its educational policy and institute health

education and other promotional activities all aimed at ensuring a healthy membership.

PART 23 – NOMINATION OF OFFICERS OF CONGRESS

The NEC shall nominate the following officers and shall notify the Regular or Extra-Ordinary Delegates congress of such nominations.

- a. The Chairperson of the TUC (Ghana)
- b. The 1st Vice Chairperson and the 2nd Vice Chairpersons of the TUC (Ghana)
- c. The Secretary General of the TUC (Ghana)
- d. The Deputy Secretary General of the TUC (Ghana)
- e. The Deputy Secretary General of the TUC (Ghana)
- f. Nine Finance Board Members of the TUC (Ghana)

PART 24 - AMALGAMATION

- a. The National Union may amalgamate with any other National Union affiliated to the TUC (Ghana) or any other Association outside the TUC (Ghana) to form a new amalgamated National Union.
- b. All movable and immovable properties held by the National Union or on its behalf shall be transferred to and vested in the new

amalgamated National Union.

- c. On the date of amalgamation, this National Union and the other amalgamating National Unions shall cease to exist.

Part 25

25.1 Establishment

There shall be established in this Constitution and Internal Regulations a Professional and Managerial Staff Associations 'hereinafter referred to as P&MS Associations to represent the interests of the Professional and Managerial Staff membership of the Union.

25.2 Composition of P&MS

The Union shall recognise the National Executives of each Health Professional Association to include the following:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Assistant Secretary
- v. First Trustee
- vi. Second Trustee

25.3 Duties and Functions

The duties and functions of the PM&S Associations shall be as follows:

- a. Organise, promote and work to sustain the interest of the Union and its members.
- b. Ensure active and effective involvement and participation in the activities of the Union.
- c. Hold regular meetings and submit reports on its activities to the General Secretary of the Union.
- d. Implement all decisions and conclusions of the National Executive Council and Conference.
- e. Endeavour to settle or report promptly all grievances expeditiously and inform the National Secretariat through the Regional Industrial Relations Officer.

25.4 Representation of P&MS at NEC

- a. The Union recognises that the P&MS Association shall be represented at the NEC of the Union.
- b. Each recognised P&MS Association shall have a representation at NEC
These shall be subject to approval by NEC

PART 26 – OATH OF OFFICE

a. Any Regional or National Officer holding an elected or other office in the Union under the Constitution and Internal Regulations shall take the oath of office at any Regular or Extra-Ordinary Delegates Conference after the old Regional and National Officers have been dissolved by the Returning Officer (s) at the particular Conference.

b. The oath of office shall be as follows:

I (insert name) solemnly pledge and swear that I shall during my term of office always live up to the aims and aspirations of the Health Services Workers' Union of the TUC (Ghana), and shall not under any circumstance, divulge any official secrets of the National Union to a non-member, betray a colleague, become disloyal to the National Union or use the influence of the Union for my own selfish or personal interest or for advertisement or otherwise, I do so at the risk of my official status, reputation, honour and fortune, so help me God. AMEN.

APPENDIX "A
STRUCTURE OF HEALTH SERVICES WORKERS' UNION
OF TUC (GHANA)

