

**UNIVERSITY TEACHERS
ASSOCIATION OF GHANA (UTAG)**



NATIONAL CONSTITUTION

OCTOBER 2023

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PREAMBLE

In the name of God Almighty, we, the Members of the University Teachers Association of Ghana (UTAG):

1. Determined to exercise our natural and inalienable rights that will ensure the highest and the best of human qualities, material and spiritual, for ourselves.
2. Desirous to foster unflinching solidarity and fraternity among our entire membership.
3. Resolved to abide by all democratic principles and to let our knowledge have a liberating effect on our people.
4. Mindful of the need to maintain a relationship of mutual assistance and cooperation with organised labour.
5. And in solemn declaration and affirmation of our commitment to the protection and preservation of fundamental human rights, unity and love for one another, freedom, justice, and honesty.

Do hereby adopt, enact, and give to ourselves, this 12th Day of October in the Year of Our Lord 2023, this constitution, and the Byelaws and do pledge ourselves to carry out the provisions thereof.

ARTICLE I: NAME AND AFFILIATION

Clause 1: The name of the Association shall be University Teachers Association of Ghana (UTAG), hereinafter referred to as the “Association”.

Clause 2: The Association may collaborate or affiliate with the Trades Union Congress and other Teacher Associations

and/or Unions. The Association may seek affiliation with other associations or organisations with similar aims both within and outside Ghana in furtherance of its aims.

Clause 3: Members who may be selected as delegates shall represent this Association and shall attend meetings of the organisations with which the Association is affiliated.

Clause 4: The Association shall be a Company Limited by Guarantee.

ARTICLE II: AIMS

The aims of the Association shall be to:

Clause 1: Promote the welfare of University Teachers by seeking the improvement of their working conditions and facilities.

Clause 2: Promote actions of common interests among University Teachers.

Clause 3: Improve the channels of communication and relations among the different stakeholders within and outside the University Community.

Clause 4: Advance teaching, research, and community service.

Clause 5: Pursue any other aim, which is reasonably connected with or incidental to the foregoing aims.

ARTICLE III: ORGANISATION

Clause 1: The Association shall be organised at both National and Branch (Campus) levels.

Clause 2: There shall be a National Secretariat, which shall be situated in the nation's capital and Branch Secretariats situated on Member Campuses.

Clause 3: There shall be an Administrative Secretary and other professional staff, as determined by the National Executive Council (NEC), who shall be responsible for the day-to-day running of the National Secretariat.

Clause 4: The National Secretariat shall perform such functions and roles assigned to it by this Constitution, the NEC, and the National Officers.

ARTICLE IV: STRUCTURE

Clause 1: There shall be a Congress, which shall be the highest decision-making body of the Association.

Clause 2: The Congress shall consist of the National Officers, Branch Officers, Chairpersons of Standing Committees, Delegates from each Branch, whose number shall be determined by NEC on pro-rata basis, and members of the Advisory Council in attendance.

Clause 3: For the avoidance of doubt, each Branch shall have TEN (10) delegates at Congress. Branches with more than FOUR HUNDRED (400) members shall have ONE (1) additional delegate for every additional ONE HUNDRED (100) members at the Branch.

Clause 4: There shall be a National Executive Council (NEC), which shall be the second highest decision-making body of the Association.

Clause 5: NEC shall consist of all National Officers and Branch Officers.

Clause 6: There shall be a Local Executive Council (LEC) at each Branch, which shall consist of the Branch Officers and other Executive Members as determined by the Branches who shall be representatives from Colleges/Faculties/Schools.

ARTICLE V: MEMBERSHIP

Clause 1: Except as hereinafter provided, Membership in this Association shall be continuous. Each Member shall be responsible for keeping his or her Membership in good standing. Membership shall be prospective from the date of assumption of Membership and at no time shall it be retrospective.

Clause 2: There shall be three categories of Membership, namely Regular Members, Associate Members, and Honorary Members.

Clause 3: Regular Membership of the Association shall be open to all academic (teaching and research) staff of the status of “Senior Member” of the Public Universities of Ghana.

- a. Membership of the Association shall be by virtue of Membership of the Branches at the individual Public Universities.

- b. Any public tertiary institution raised to the level of a university by an Act of Parliament of the Republic of Ghana may be granted Membership upon application to join the Association and meeting a set of Membership criteria to be determined by the NEC from time-to-time.
- c. All Members on Sabbatical leave shall be eligible.

Clause 4: The Association may by a majority decision of the NEC confer the following other categories of Membership on individuals and corporate bodies. Specific qualifications for these shall comprise:

- a. Associate Membership: All persons eligible for Membership as provided for in Clause 2 of this article who have retired or who have resigned from their positions in the Public Universities of Ghana but who still identify with the Association shall be eligible for Associate Membership.
- b. Honorary Membership: Any individual or corporate body found to be supportive of the advancement of education in Ghana.

Clause 5: Membership of this Association shall be forfeited by expulsion from the Association according to procedures as provided in ARTICLE VIII.

Clause 6: Any former Member of the Association may be reinstated to Membership by procedures provided in ARTICLE IX of this Constitution.

Clause 7. Members on Secondment to Institutions that do not hold Branch Membership to this Association may retain

their membership to the Association but shall not be eligible to hold any Executive Positions.

ARTICLE VI: RIGHTS AND PRIVILEGES OF MEMBERS

Clause 1: Right to Membership: No eligible person shall be denied Membership of the Association for any reason based on colour, race, ethnicity, political opinion, religion, gender, or creed.

Clause 2: Members shall have the right to:

- a. Full participation in the decision-making process of the Association through discussions and the right to vote on matters affecting the Association as provided for by this Constitution.
- b. Attend public functions and symposia organised by or under the auspices of the Association.
- c. Receive all publications of the Association.
- d. Fair hearing including the right to legal representation, call witnesses and to be presumed innocent where a charge is made against such a Member under this Constitution until otherwise proven.

Clause 3: Right to Withdraw:

- a. A Member shall have the right to withdraw from the Association first by writing to notify the Branch where he/she is a Member.
- b. A Member shall have the right to withdraw when he/she is seconded outside the jurisdiction of the Association or is separated from the jurisdiction or

resigns his/her position or as may be determined by NEC.

- c. Notice of withdrawal or intention to withdraw shall reach the Local Branch Secretariat of the withdrawer not less than three (3) months before the intended day of the withdrawal.

Clause 4: Subject to the provisions of this Constitution, all Members shall have the right to run for any of the Executive positions and hold office in the Association.

ARTICLE VII: RESPONSIBILITIES OF MEMBERS

Clause 1: Every Member shall avail himself/herself, and their expertise in the service of the Association.

Clause 2: Every Member shall fully participate in all activities that seek to advance the course of the Association.

Clause 3: Every Member of this Association shall through the Branch pay into the National Association's treasury regular Dues, the amount of which shall be determined by the NEC from time-to-time.

Clause 4: Any Member or Branch in arrears exceeding two (2) quarters of Membership Dues and any other levy, without reasonable excuse, shall be considered to have forfeited its Membership of the Association and shall only be readmitted after full payment with interest at the prevailing Bank of Ghana interest rate.

Clause 5: Members shall have the responsibility of upholding this Constitution. Thus, no Member or Branch shall take the Association to Court without first exhausting all the

internal processes for seeking redress as outlined in this Constitution.

ARTICLE VIII: LOSS/TERMINATION/WITHDRAWAL OF MEMBERSHIP

Clause 1: Loss of Regular Membership shall be automatic once a Member ceases to hold an appointment in any of the public universities in Ghana. If such a Member is an Officer of the Association, he/she shall be deemed to have resigned his/her position/Office.

Clause 2: If any Member acts in any way deemed prejudicial and inimical to the interests of the Association, the Branch to which he/she belongs may, after due consideration of the matter, recommend the withdrawal of his/her Membership to the NEC/LEC whose decision shall be final.

Clause 3: If any Branch or Member of a Branch has the conviction to terminate his/her Membership voluntarily/per proper case or genuine course of action, such matter shall be referred to the NEC whose decision shall be final.

Clause 4: A Member loses his/her Membership if he/she:

- a. Takes the Association to Court without first exhausting all the internal processes for seeking redress as outlined in this Constitution.
- b. Violates the Oath of Secrecy of the Association, in the case of elected Officers.
- c. Engages the public on sensitive matters without recourse to the structures in this Constitution.

Clause 5: A Branch loses its Membership if it:

- a. Takes the Association to Court without first exhausting all the internal processes for seeking redress as outlined in this Constitution.
- b. Does not remit the Dues of Members of the Branch to the National Office for more than TWO quarters, without reasonable excuse.
- c. Engages the public on sensitive matters without recourse to the structures provided in this Constitution.

ARTICLE IX: REINSTATEMENT OF MEMBERSHIP

Clause 1: Application for reinstatement shall be made on a form prescribed by the NEC.

Clause 2: The application must be signed by the applicant and countersigned by any Member in good standing of the Association.

Clause 3: Where the reinstatement concerns a Branch, the application must be signed by two-thirds of the Branch Membership and countersigned by FIVE (5) Branches in good standing of the Association.

ARTICLE X: OFFICERS OF THE ASSOCIATION

Clause 1: For effective administration and management, the Association shall have Officers at both the National and Branch levels.

Clause 2: There shall be National Officers of the Association comprising the:

- a. President,
- b. Vice President,

- c. Secretary,
- d. Treasurer, and
- e. Women Executive Officer.

Clause 3: There shall be Branch Officers of the Association comprising the:

- a. Branch President,
- b. Branch Vice President,
- c. Branch Secretary,
- d. Branch Treasurer, and
- e. Branch Women Executive Officer.

ARTICLE XI: ELECTIVE OFFICERS

Clause 1: The elective Officers of the Association shall be: President, Vice President, Secretary, Treasurer, and Women Executive Officer.

Clause 2: The National Officers, elected at the Branch under the supervision of the NIEC shall be ratified at Congress.

Clause 3: For the avoidance of doubt, to qualify to contest for a National Officer position, one shall have been a Member of the NEC for at least TWO (2) years.

Clause 4: To qualify to contest for a Branch Officer position, one shall have completed his/her probation and shall not be on pension, sabbatical, on study leave or on secondment.

Clause 5: To qualify for both National and Branch positions, one shall be able to serve a full term before mandatory retirement. The Bye-Laws of Branches shall determine the eligibility of elected officers at the Branch level.

Clause 6: No Branch Officer shall hold a National Executive position.

Clause 7: Elections of Branch Officers shall be held at all Branches not later than the third week of August in the election year.

Clause 8: Elections of National Officers shall be held not later than the last week of September in the election year. Elected Officers shall assume office by 1st October of the election year.

Clause 9: Without prejudice to any provision in this Constitution, a person shall be qualified to be elected or appointed as a National or Branch Officer of the Association if he/she is:

- a. Able to complete at least one full term of TWO (2) years for National Officers and two (2) years for Branch Officers before mandatory retirement.
- b. A Member in good standing.
- c. Not on probation with the University.
- d. Of sound mind.
- e. Not a Member on contract, sabbatical, retirement, a student or on Study Leave.

ARTICLE XII: DUTIES OF NATIONAL OFFICERS

Clause 1: The National President shall:

- a. Be the Official spokesperson for the Association.
- b. Convene and preside over all meetings of the Association including the NEC and shall sign the minute's book.
- c. Present annual reports for adoption by the NEC and circulate same to the Branch Associations.

- d. Represent the Association or appoint his/her representative to do so, on national statutory Boards and Committees that the Association has a representation.
- e. Be a signatory to ALL the Association's Bank Accounts.
- f. Ensure that the financial statements of the Association are duly audited annually by qualified Auditors/body.
- g. Perform any other duties that may be assigned him/her by Congress and/or the NEC.

Clause 2: The National Vice President shall:

- a. Assist the President in the discharge of his/her duties.
- b. Act as the Welfare Officer of the Association.
- c. Oversee the organisation of ALL public functions of the Association. This will include locating and preparing premise(s) for meetings and other public functions of the Association.
- d. Assume the duties of the President in his/her absence.
- e. Be a signatory to ALL the Association's Bank Accounts.
- f. Perform such duties as may be assigned by the President and/or the NEC.

Clause 3: The National Secretary shall:

- a. Be the custodian of ALL the Association's documents, stamps, seals, and records.
- b. Record and keep minutes of meetings of the Association.
- c. Be the Chairperson of the Writing Committee of the Association.

- d. Prepare and submit annual reports to the President for presentation to the NEC.
- e. Be responsible for internal and external correspondences/communications.
- f. Be a signatory to ALL the Association's Bank Accounts.
- g. Create and maintain a register of Members.
- h. Perform other duties as may be assigned by the President and/or the NEC.

Clause 4: The National Treasurer shall:

- a. Prepare and present annual budget to the NEC for approval.
- b. Receive and make payments of all monies and benefactions on behalf of the Association.
- c. Be responsible for managing the Association's Bank(s)/Mobile Money Account(s).
- d. Be the primary signatory to All the Association's Bank(s) Account(s).
- e. Keep accounts of all financial transactions of the Association in accordance with International Financial Reporting Standards.
- f. Prepare and present quarterly financial reports to the NEC.
- g. Prepare annual financial statements for auditing.
- h. Present the audited accounts at the end of each fiscal year to the NEC and this should not be later than the first quarter of the proceeding fiscal year.
- i. Perform any other functions as might be assigned by the President and/or the NEC.

Clause 5: The National Women Executive Officer Shall:

- a. Be responsible for the advancement of the interests of female Members of the Association.

- b. Be responsible for the active participation of female Members in the activities of the Association.
- c. Assist the National Vice President in the organisation of ALL public functions of the Association.
- d. Upon approval by the National President, represent the Association on statutory Boards and Committees that require female representation from the Association, in the event the National President is not a female.
- e. Perform any other functions as might be assigned by the President and/or the NEC.

ARTICLE XIII: DUTIES OF BRANCH OFFICERS

Clause 1: The Branch President shall:

- a. Be the Official spokesperson for the Branch.
- b. Convene and preside over all meetings of the Branch including the LEC and shall sign the minute's book.
- c. Present annual reports for adoption by the LEC and circulate same to the Members.
- d. Submit quarterly reports to the NEC.
- e. Represent the Branch or appoint his/her representative to do so, on statutory Boards and Committees that the Branch has a representation.
- f. Be a signatory to ALL Bank Accounts of the Branch.
- g. Ensure that the financial statements of the Branch are duly audited annually by qualified Auditors/body.
- h. Perform any other duties that may be assigned him/her by the General Assembly and/or LEC.

Clause 2: The Branch Vice-President shall:

- a. Assist the President in the discharge of his/her duties.
- b. Act as the Welfare Officer of the Branch.
- c. Oversee the organisation of ALL public functions of the Branch. This will include locating and preparing premise(s) for meetings and other public functions of the Branch.
- d. Assume the duties of the President in his/her absence.
- e. Be a signatory to ALL the Association's Bank Accounts.
- f. Perform such duties as may be assigned by the President and/or LEC.

Clause 3: The Branch Secretary shall:

- a. Be the custodian of ALL the Branch's documents, stamps, seals, and records.
- b. Record and keep minutes of meetings of the Branch.
- c. Be the Chairperson of the Writing Committee of the Branch.
- d. Prepare and submit annual reports to the President for presentation to the LEC.
- e. Prepare and submit quarterly reports to the Branch President for submission to the NEC.
- f. Be responsible for internal and external correspondences/communications.
- g. Be a signatory to ALL the Bank Accounts of the Branch.
- h. Perform other duties as may be assigned by the President and/or the LEC.

Clause 4: The Branch Treasurer shall:

- a. Prepare and present annual budget to the LEC for approval.
- b. Receive and make payments of all monies and benefactions on behalf of the Branch.
- c. Be responsible for managing the Bank(s)/Mobile Money Account(s) of the Branch.
- d. Be the primary signatory to All the Bank(s) Account(s) of the Branch.
- e. Keep accounts of all financial transactions of the Branch in accordance with International Financial Reporting Standards.
- f. Prepare and present quarterly financial reports to the LEC.
- g. Prepare annual financial statements for auditing.
- h. Present the audited accounts at the end of each fiscal year to the LEC and this should not be later than the first quarter of the proceeding fiscal year.
- i. Perform any other functions as might be assigned by the President and/or the LEC.

Clause 5: The Branch Women Executive Officer shall:

- a. Be responsible for the advancement of the interests of female Members of the Branch.
- b. Be responsible for the active participation of female Members in the activities of the Branch.
- c. Assist the Branch Vice President in the organisation of ALL public functions of the Branch.
- d. Upon approval by the Branch President, represent the Branch on statutory Boards and Committees that require female representation from the Branch, in the event the Branch President is not a female.

- e. Perform any other functions as might be assigned by the President and/or LEC.

ARTICLE XIV: THE ADMINISTRATIVE SECRETARY

Clause 1: The Administrative Secretary is the administrative head of the National Secretariat and shall see to the day-to-day running and coordination of the Secretariat.

Clause 2: The duties of the Administrative Secretary shall, in consultation with the National Officers, include:

- a. Organising and supervising programmes.
- b. Initiating and developing innovative programmes that will promote the interest of the Association.
- c. Supervising the collection and dissemination of relevant data and information on Branches.
- d. Recording proceedings at NEC meetings and Congress.
- e. Developing and maintaining contacts with other Labour Unions.
- f. Coordinating fundraising activities; liaising with donors and other stakeholders.
- g. Coordinating the organisation of seminars and workshops.
- h. Coordinating the organisation of meetings and implement decisions and policies of the Association.
- i. Any other role assigned by NEC or the National Officers.

Clause 3: The Administrative Secretary shall see to the implementation of the Strategic Plan of the Association, coordinate, and market the Association.

Clause 4: The Administrative Secretary shall hold office on terms and conditions recommended by the NEC. The appointment may be renewable, based on performance.

Clause 5: The Administrative Secretary may be on secondment from any of the Branches.

ARTICLE XV: CONGRESS

Clause 1: The Congress shall comprise the:

- a. National President,
- b. National Vice President,
- c. National Secretary,
- d. National Treasurer,
- e. National Women Executive Officer,
- f. Branch Presidents,
- g. Branch Vice Presidents,
- h. Branch Secretaries.
- i. Branch Treasurers,
- j. Branch Women Executive Officers,
- k. Immediate past National President who shall be an Ex-Officio Member,
- l. Chairpersons of Standing Committees,
- m. Delegates from Branches selected on pro rata basis, and
- n. Members of the Advisory Council.

Clause 2: There shall be a Regular Congress every TWO (2) years at which the new NEC shall be inaugurated. Such a Congress shall be held not later than last week of September.

Clause 3: The Administrative Secretary shall be in attendance as a Recorder.

Clause 4: Each Delegate of the Congress shall have full voting rights.

Clause 5: The Congress may consider and act upon any matter which it regards as pertinent to the Association, including matters referred to it by the NEC.

Clause 6: At each regular meeting, Congress shall hear and, at its discretion, act upon reports from National Officers, NEC, Committees, and any other sources whose reports are duly authorised.

Clause 7: Congress shall inaugurate new National Officers and Branch Officers into office in September of the election year.

Clause 8: A Special Congress may be called by Members consistent with ARTICLE XXVII Clause 7.

Clause 9: Where a Special Congress is called by Members consistent with ARTICLE XXVII Clause 7, discussions shall only be limited to the agendum/agenda as contained in the petition.

Clause 10: Congress may set up such Committees as it deems necessary.

ARTICLE XVI: THE ADVISORY COUNCIL

Clause 1: There shall be an Advisory Council, consisting of at most seven (7) Members including at least a woman, and shall serve a term of four (4) years and may be renewed.

Clause 2: The President shall, in consultation with the other National Officers, nominate the Chairperson and Members of the Advisory Council for approval by the NEC. Membership of the Advisory Council shall be drawn from Members of the Association.

Clause 3: The functions of the Advisory Council shall include the following:

- a. Advise the National Officers and the NEC on pertinent issues affecting the Association.
- b. Play a mediating role between the Association and other stakeholders.
- c. Perform other functions as may be necessary for the efficient running of the Association.
- d. Shall attend Congress but with no voting rights.

ARTICLE XVII: THE EXECUTIVE COMMITTEE

Clause 1: The Executive Committee (EXCO) shall comprise the National Officers.

Clause 2: The National EXCO shall:

- a. Be responsible for the day-to-day running of the Association.
- b. Give directions to the Administrative Secretary and other staff of the National Secretariat.
- c. Superintend over the National Secretariat.
- d. Monitor and evaluate projected activities of the Association.
- e. Take decisions in consultation with Branch Presidents subject to ratification by NEC.

Clause 3: The EXCO shall meet at least once a month and the quorum shall be at least three (3) Officers including the President.

ARTICLE XVIII: THE BRANCH EXECUTIVE COMMITTEE

Clause 1: The Branch Executive Committee (B-EXCO) shall comprise the Branch Officers.

Clause 2: The B-EXCO shall:

- a. Be responsible for the day-to-day running of the Branch.
- b. Superintend over the Branch Secretariat.
- c. Monitor and evaluate projected activities of the Branch.
- d. Take decisions subject to ratification by the LEC.

Clause 3: The B-EXCO shall meet at least once a month and the quorum shall be at least three (3) Officers including the President.

ARTICLE XIX: THE NATIONAL EXECUTIVE COUNCIL

Clause 1: Subject to the final authority of Congress, the general governing Body of the Association shall be the National Executive Council (NEC), the Members of which shall be Members of the Association in good standing, elected by vote of their constituent Branch Members. The National Executive Council, hereinafter referred to as the NEC, shall comprise the:

- a. National President
- b. National Vice President
- c. National Secretary
- d. National Treasurer
- e. National Women Executive Officer
- f. Branch Presidents

- g. Branch Vice Presidents
- h. Branch Secretaries
- i. Branch Treasurers
- j. Branch Women Executive Officers
- k. Immediate past National President who shall be an Ex-Officio Member, and
- l. Chairpersons of Standing Committees in attendance.

Clause 2: The Administrative Secretary shall be in attendance as a Recorder.

Clause 3: Each Member of the NEC shall have full voting rights.

Clause 4: Action by the NEC to authorise an INDUSTRIAL ACTION shall be informed by votes of members at the Branch level. For the avoidance of doubt, the NEC shall only make decisions based on the votes from individual members of Branches voting for or against the industrial action.

Clause 5: When majority of members vote for the declaration of an INDUSTRIAL ACTION, the NEC shall determine the nature of the industrial action (i.e., partial, or total) and set the actual date that the industrial action commences.

Clause 6: The NEC shall have the right to direct that an industrial action be suspended, and that directive shall only be annulled by votes from members at the Branch level.

Clause 7: The NEC shall constitute a Committee responsible for negotiating the Conditions of Service (CoS) with the Employer. The Committee:

- a. May co-opt relevant experts to assist with their work.

- b. Shall not conclude and sign off a negotiation without recourse to NEC, unless otherwise advised.

Clause 8: The NEC shall:

- a. Have supervisory role over the work of the National Officers.
- b. Approve programmes, budgets, and audited financial statements of the Association.
- c. Set up *ad hoc* committees to function in the interest of the Association.
- d. Meet quarterly.
- e. Perform any other function as prescribed by Congress.

ARTICLE XX: GENERAL ASSEMBLY

Clause 1: The General Assembly shall be the highest decision-making body of the Branches.

Clause 2: It shall comprise all Members at the Branch level.

Clause 3: It shall deliberate on matters of general concern to Members or matters referred to it by the LEC.

Clause 4: Shall meet at least once every Semester/half year.

ARTICLE XXI: THE LOCAL EXECUTIVE COUNCIL

Clause 1: Membership of Local Executive Council (LEC) shall comprise the:

- a. Branch President,
- b. Branch Vice President,
- c. Branch Secretary,
- d. Branch Treasurer,

- e. Branch Women Executive Officer,
- f. Immediate past Branch President who shall be an Ex-Officio Member,
- g. National Officer(s), who is(are) member(s) of the Branch as Ex-Officio Member(s), and
- h. Other Member(s) as determined by the By-Laws of the Branch who shall be representatives from Colleges/Faculties/Schools.

Clause 2: Each Member of the LEC shall have full voting rights.

Clause 3: The LEC shall:

- a. Have supervisory role over the work of the Branch Officers.
- b. Approve programmes, budget, and audited financial statements of the Branch.
- c. Set up *ad hoc* committees to function in the interest of the Association.
- d. Meet quarterly.
- e. Perform any other function as prescribed by the General Assembly.

ARTICLE XXII: STANDING COMMITTEES OF THE NEC

Clause 1: Public Relations and Communications Committee

There shall be Public Relations and Communications Committee consisting of five (5) Members including a Chairperson. Members of this committee shall be nominated by the President in consultation with the National Officers and for the approval of NEC. Members of the Committee shall hold office for two (2) years and may be renewed for another term of two (2) years only. The duties of the Committee shall be to:

- a. Develop prototypes for Membership brochures and public relations campaigns.
- b. Work with the National/Branch Secretary, the Association's chief communications person, and the Editor on publicity campaigns.
- c. Cooperate with all Association Committees in publicising their activities.
- d. Accumulate and maintain for the Association a reference library on matters of Association interest and service.
- e. Develop and update a listing of articles, cross-referenced by subjects, appearing in the regular Association publication.

Clause 2: Publications Committee

There shall be Publications Committee consisting of at most seven (7) Members including a Chairperson. Members of this committee shall be nominated by the National Officers and approved by the NEC. Members of the Committee shall hold office for two (2) years and may be renewed for another term of two (2) years only. The Committee shall be responsible for:

- a. Assessing editorial quality and content of the publications of the Association, including the system of primary publications of books, journals, scientific communications, magazines, the official organ of the Association and miscellaneous publications; and reporting its findings to the NEC.
- b. Serving as a channel for communication among Members, the NEC/LEC, other users of the Association's publications, to ensure that needs and support are recognised, researched, and addressed.

- c. Consulting with the editors of the above publications concerning editorial policy.
- d. Consulting with the NEC/LEC on matters of appointments concerning the above publications.
- e. Working with current editors during their terms to ensure the highest possible standards for the journals as well as developing plans to encourage quality submissions.
- f. Issuing a call for applicants and then evaluating applications when the term of office of the editor(s) is up.
- g. Exploring, and recommending new publication needs for the Association.

Clause 3: Policy and Advocacy Committee

The Policy and Advocacy Committee shall be empowered to deal with any policy and engage stakeholders on policy and national development matters within the scope of the Association. The Committee shall consist of at most five (5) Members, including a Chairperson, and at least one of whom shall be a woman. Members of this committee shall be nominated by the President in consultation with the National Officers and for the approval of NEC. Members of the Committee shall hold office for two (2) years and may be renewed for another term of two (2) years only. The Committee shall:

- a. Review educational, social, political, economic, environmental trends, and public policy issues that affect or could affect the Association's activities, performance, and public image.
- b. Be empowered to perform any duties within its scope which may be assigned by the NEC/LEC.

Clause 4: National Independent Elections Committee

There shall be a National Independent Elections Committee (NIEC) consisting of at most five (5) Members including a Chairperson, at least one of whom shall be a woman. Members of the Committee shall hold office for five (5) years only. The Members of the NIEC/BIEC shall be nominated by the President in consultation with the National/Branch Officers for the approval of NEC/LEC. The NIEC/BIEC shall comprise of a Chairperson, a Deputy and three (3) other Members. Membership of the NIEC shall be drawn from different Branches. The NIEC/BIEC shall:

- a. Compile and update the register of voters.
- b. Organise and conduct all elections of the Association through secret ballot.
- c. Make rules and/or regulations for the exercise and execution of its functions in respect of the conduct of elections.
- d. Receive and resolve all election disputes or refer such disputes to the Judicial Committee when the need arises. All electoral disputes shall first be resolved internally.

Clause 5: Judicial Committee

There shall be a Judicial Committee consisting of at most seven (7) Members, at least one of whom shall be a woman. The Chairperson and other Members of the Judicial Committee shall be nominated by the President in consultation with the National/Branch Officers for the approval of the NEC/LEC. The Vice Chairperson and Secretary of the Committee shall be elected from among Members at the first sitting of the Committee. Members of the Committee shall hold office for a term of five (5) years only. A person appearing before the

Judicial Committee shall have the right to a Counsel.
The Judicial Committee shall:

- a. Form a quorum of not less than two-thirds (2/3) of its Members for their regular meetings and impeachment proceedings.
- b. Have jurisdiction in every matter relating to the enforcement or interpretation of any provision of this Constitution. All matters on which this Constitution is silent shall be referred to the Judicial Committee and its ruling shall be binding until otherwise determined.
- c. Have the mandate to resolve conflicts among Members of the Association.
- d. Have jurisdiction in all Electoral matters.
- e. For smooth exercise of its functions, have power to do such things as may be reasonably necessary, including the issuing of writs or orders in the form of *mandamus*, *certiorari*, *prohibition*, and *injunctions*.
- f. Have power to review its decisions upon a petition signed by the petitioner(s) and stating the grounds for the review after it has been received within seven (7) days after the said decision.
- g. Have power to co-opt members without voting rights on *ad hoc* basis and to summon a Member and/or a group of Members of the Association to appear before it to give evidence.

Clause 6: Finance and Fundraising Committee

There shall be a Finance and Fundraising Committee consisting of five (5) Members, at least one of whom shall be a woman. The National Treasurer shall be the Chairperson of the National level Committee and other Members selected among the Branch Treasurers by the NEC. A Vice Chairperson and Secretary shall be elected from among Members at the first sitting of the

Committee. At the Branch level, the Treasurer shall be Chairperson and composition of the other Members of the Committee shall be determined by the LEC. Members of the Committee shall hold office for two (2) years subject to renewal for another term of two (2) years only. The Finance Committee shall:

- a. Review and recommend to the NEC/LEC the annual budget statements of the Association for approval.
- b. Encourage and promote efficient utilisation of the resources of the National/Branch Association through effective and efficient financial measures.
- c. Ensure that financial transactions of the Association are in compliance with standard financial practices.
- d. Take part in decisions involving borrowing and investment.
- e. Ensure accountability of the Association's Funds and Assets, especially where there is delegation of responsibility on the part of Officers or Members.
- f. Perform other duties as might be assigned by the NEC/LEC.

ARTICLE XXIII: *AD HOC* COMMITTEES

Clause 1: The NEC/LEC may create *ad hoc* committees as may be necessary to promote its policies and programmes and to enable it to implement such policies and programmes.

Clause 2: Without prejudice to the generality of the foregoing, the NEC/LEC shall establish committees, but not limited to those stated in ARTICLE XXII. The Membership of the *ad hoc* committees shall be by appointment by the NEC/LEC.

ARTICLE XXIV: OTHER FUNCTIONS OF COMMITTEES

Clause 1: The Chairpersons of all Standing Committees shall be in attendance in all NEC/LEC meetings.

Clause 2: The Chairpersons of all Standing Committees, after informing the President, shall report all actions of the Committees to the NEC/LEC quarterly. The NEC/LEC may at its discretion, approve or reject the report/recommendations of any of the Committees for implementation.

Clause 3: Any Standing Committee may, on its own initiative, make recommendations to the NEC/LEC on any matter within its scope.

Clause 4: Any Standing Committee may set up sub-committees for specific purposes. The Chairperson of every sub-committee must be a member of the main Committee, but the other Members of a subcommittee may or may not be Members of the main Committee, though they may not necessarily be Members of the Association.

Clause 5: Any Member or group of Members, by the invitation of any of the Standing Committees, may appear before it to which a matter of special interest to that Member or group of Members has been referred.

Clause 6: Committees of the Association shall be as stated in ARTICLES XXII AND XXIII.

ARTICLE XXV: TENURE OF OFFICE

Clause 1: National Officers shall hold a term of TWO (2) years beginning from 1st October of the election year and shall be eligible for re-election for another term only.

Clause 2: Branch Officers shall hold office for a given Office for a term of TWO (2) years beginning from the day of taking office at Congress and shall be eligible for re-election for another term only.

Clause 3: In the event of death or resignation of an Officer or inactive participation or continued absence of an officer from NEC/LEC meetings for a continued period of six months or more or of his/her ceasing to be a Member of the Association, NEC/LEC shall elect a replacement to fill the vacant Office till the end of the term, unless otherwise determined by the NEC.

ARTICLE XXVI: SAFEGUARDS AND OBLIGATIONS

Clause 1: The Association shall not be used to promote or permit itself to be used to promote the interest of any Member or particular group of its Members, unless the NEC/LEC shall decide by a majority vote that such action is in the interest of the Association as a whole.

Clause 2: The National Officers shall not interfere in day-to-day operation of the Branches.

Clause 3: Without prejudice to Clause 2 above, the NEC or National Officers shall have the power to take measures to forestall potential negative consequences of happenings at any Branch.

Clause 4: The Association shall not promote any political party on the National, Regional, or Branch level or any social or economic creed or theory unless such action shall have been previously endorsed by at least two-thirds vote of Congress.

Clause 5: The Association shall not make any distinction among its Members on account of race, ethnicity, sex, sexual orientation, age, or political, social, religious, or economic views.

Clause 6: The Members of the Association hereby declare their faith in each other and their consequent insistence upon the maintenance of the democratic processes and of the representative form of government by which the Association functions in all relations between the Association and its Members.

ARTICLE XXVII: MEETINGS

Clause 1: There shall be meetings of the Association, both Regular and Emergency.

Clause 2: For Regular meetings, at least fourteen (14) days' notice shall be given in writing.

Clause 3: The NEC/LEC shall hold at least one Regular meeting each quarter of the year to:

- a. Formulate such policies as may advance the aims of the Association.
- b. Consider such matters as may be referred to it by the Branches/Members.
- c. Approve budgets prepared and presented by the National/Branch Officers.
- d. Deal with any other relevant business.

Clause 4: An Emergency meeting of the NEC may be convened by the NEC itself or by a resolution in writing by at least one-third of Branches, stating the agendum/agenda for such a meeting. Such a resolution shall be complied with within five (5) working days of the National Secretariat receiving the resolution.

Clause 5: Each Branch shall have at least one Regular General Assembly meeting per semester/half year to discuss or organise such activities as will advance the aims of the Association either at the National or Branch level.

Clause 6: An Emergency meeting of a Branch may be convened by the Branch Officers themselves or by a resolution in writing by at least twenty-five percent (25%) of the total Membership of the Branch stating the agendum/agenda for such a meeting. Such a resolution shall be complied with within five (5) working days of the Branch Officers receiving the resolution.

Clause 7: A Special Congress of the Association may be convened by the NEC as deemed necessary or by a resolution in writing by at least ten percent (10%) of the total Membership of each Branch stating the agendum/agenda for such a Congress. Such a resolution shall be complied with within Ten (10) working days of the National Officers receiving the resolution.

ARTICLE XXVIII: QUORUM MEETINGS

Clause 1: The quorum for Congress shall be fifty percent (50%) of registered Delegates, with at least five (5) Members

from each Branch and Three (3) National Officers, including the President and the Secretary.

Clause 2: The quorum for all meetings of the NEC shall be at least fifty percent (50%) with at least two (2) Members from each Branch and Three (3) National Officers, including the President and the Secretary.

Clause 3: The quorum for General Assembly (GA) shall be at least ten percent (10%) of Members or as may be determined by Branch By-Laws and at least three (3) Branch Officers including the President and the Secretary.

Clause 4: The quorum for all meetings of the LEC shall be at least fifty percent (50%) with at least Three (3) Branch Officers, including the President and the Secretary.

ARTICLE XXIX: ELECTION OF OFFICERS

Clause 1: The National Independent Elections Committee (NIEC) shall superintend over all elections of the Association at the National level and supervise the conduct of elections at the Branches by the Branch Independent Elections Committee (BIEC).

Clause 2: Election of Officers shall be by secret ballot.

Clause 3: Voting by proxy shall be permitted under rules to be determined by the National/Branch Independent Elections Committee.

Clause 4: Each voting Member shall have only one vote for each office in the election.

Clause 5: In the event of an equality of votes, the NIEC/BIEC shall rerun the election for the particular position/office, and this must be done within 72 hours.

Clause 6: For Branch elections, all nomination forms shall be filed with the Branch Independent Election Committee (BIEC) not later than June of each election year. The BIEC shall check all such nominations for conformity to the rules of the Association and shall clear or otherwise the names of the nominees by mid-July of the election year. For record purposes, the completed nominations forms shall be kept on file for at least one (1) year.

Clause 7: Where a Branch is to present an Officer or Officers for the National Office, the elections at the Branch shall be supervised by the NIEC at the Branch.

Clause 8: The BIEC shall submit detailed procedures and other regulations for elections to the NIEC for approval and this shall not be later than March of the election year for the approval of the NEC.

Clause 9: For the election of National Officers, Branch Membership of the Association shall be zoned into THREE ZONES, as spelt out in Schedule A of this Constitution.

Clause 10: Election of National Officers shall be rotated among the ZONES as spelt out in Schedule A of this Constitution.

Clause 11: The National Officers shall be elected from the Branches in the ZONE to host the National Secretariate.

Clause 12: The Branches in a ZONE, shall by consensus and/or balloting, decide on which National Office each Branch shall elect a member for. For the avoidance of doubt, each Branch shall elect a Member for ONE (1) National Office. A meeting to decide which Branch hosts which National Executive Office shall be chaired by the Chairperson of the NIEC.

Clause 13: The BIEC under the supervision of the NIEC, shall accept and vet nominations from eligible Members for the National Office or Offices as selected in Clause 12 of this ARTICLE, at the Branch level.

Clause 14: Each Branch within the hosting ZONE shall elect a National Officer for ONE National Executive position, as agreed by member institutions within the zone. Such election shall run alongside the Branch local elections. Where there is no agreement among the member institutions of a ZONE, there shall be a ballot to determine which Branch presents candidate for a particular National Executive Office.

ARTICLE XXX: DECISION MAKING AND VOTING

Clause 1: Decision making at meetings shall normally be by consensus.

Clause 2: Where consensus fails, decisions of the Association shall be determined by a simple majority of Members present and voting.

Clause 3: Voting shall be opened to only Regular Members of the Association.

ARTICLE XXXI: ANNUAL BUDGET AND FINAL ACCOUNTS

Clause 1: The fiscal year of the Association shall be from 1st October to 30th September.

Clause 2: Before the beginning of the fiscal year, the National/Branch Executive shall submit to the NEC/LEC a budget for consideration and approval.

Clause 3: The National/Branch Executive shall by 31st December of each year present to the NEC/LEC a report on the activities of the Association, and an audited statement of accounts.

Clause 4: Failure to comply with Clause 3 above, the National/Branch Executive will be deemed to have contravened this Constitution and shall be liable to a fine or other sanctions determined by the NEC/LEC.

ARTICLE XXXII: FINANCING THE ASSOCIATION

Clause 1: The primary source of finance for the Association shall be Membership Dues.

Clause 2: Other sources of financing the Association shall include:

- a. Grants,
- b. Special levies,
- c. Donations,
- d. Sponsorships,
- e. Returns on Investments, and
- f. Sale of UTAG branded merchandise.

ARTICLE XXXIII: MEMBERSHIP DUES

Clause 1: Members shall pay their Dues at a monthly rate deducted at source.

Clause 2: The rate of Dues shall be at least five times the dues payable to the National Secretariat.

Clause 3: Where Dues are paid to the Branch, each Branch shall remit same to the National Secretariat for the running of the Association. Such Dues shall be determined on per capita basis by the NEC and shall be remitted to the National Secretariat quarterly. The rate of Dues shall be determined by the NEC periodically.

Clause 4: A Branch may levy other charges plus contributions other than that agreed upon or approved by Congress taking into consideration the Branch's peculiar circumstances.

Clause 5: No Branch or a group of Members shall under any circumstance whatsoever withhold their financial commitment (Dues) and any other financial contribution to the Association.

Clause 6: Any Branch or group of Members who withhold(s) their financial commitment (dues) and any other financial contribution from the Association shall be deemed to have contravened Clause 4 of **Article XXXIII**. Such a Branch or group of Members shall pay the said amount plus prevailing rate of interest determined by the Bank of Ghana for the period of default.

Clause 7: Branches on suspension shall continue to pay their Dues to the Association.

ARTICLE XXXIV: IMPEACHMENT OF NATIONAL/BRANCH OFFICER(S)

Clause 1: A National/Branch Officer may be impeached if there is clear and concrete evidence that his/her actions and inactions are inimical to the progress and upliftment of the Association.

Clause 2: A National/Branch Officer may be impeached if:

- a. He/she openly shows his/her political affiliation and support for any political party in the country by declaring his/her intention to contest in or is contesting for that political party at whatever level. Such an Executive must resign his/her position with immediate effect. If the member fails to do so in person, he/she must be liable to impeachment.
- b. He/she flouts the provisions of this constitution.

ARTICLE XXXV: PROCEDURE FOR IMPEACHMENT

Clause 1: A Member or a group of Members/Branch(es) could call for the impeachment of a National/Branch Executive member(s) by clearly stating the charge(s) or alleged offence(s) in writing to the President. Such a petition should be supported by not less than:

- a. Fifty person (50%) of the members of the Branch in the case of the impeachment of a B-EXCO Member, or
- b. Two-thirds (2/3) of Branches in the case of an EXCO Member.

Clause 2: The President shall, upon receipt of the impeachment petition, submit same to the Judicial Committee within

three (3) working days to investigate the merit of the case or otherwise.

Clause 3: The Judicial Committee in its investigations shall be guided by the principles of natural justice consistent with ARTICLE VI, Clause 2(d). Where no *prima facie* case is established, the case becomes moot. The Judicial Committee shall communicate same to the NEC/LEC.

Clause 4: The Judicial Committee after completion of its investigations shall submit a report to the NEC/LEC at an emergency meeting, within twenty-one (21) days.

Clause 5: Upon the receipt of the findings of the Judicial Committee, the NEC/LEC shall deliberate on the report and forward its recommendations to Congress/General Assembly within fourteen (14) days if a decision to impeach is made, in which case the person(s) must be interdicted.

Clause 6: Where the continuous stay in office may interfere with investigations or temper with evidence, the accused May be asked to step aside and not hold him/herself as an officer of the Association until the case is determined.

Clause 7: Congress/General Assembly shall convene an Emergency Meeting within twenty-one (21) days after the recommendations of the NEC/LEC. After deliberations of the recommendations of the NEC/LEC, Congress/General Assembly shall adopt a motion by consensus or subject to a vote where no consensus is reached, in which case two-thirds (2/3) of Members present and voting is needed for an impeachment decision to be upheld.

Clause 8: The final decision of Congress/General Assembly shall be conveyed in writing to the affected Officer(s) and concerned Members/Branches.

Clause 9: If the concerned Members/Branches are not satisfied with the final decision, they may appeal within five (5) working days upon the receipt of the judgment in writing to the Judicial Committee.

Clause 10: Upon the receipt of an appeal, the Judicial Committee shall, in addition to the existing Members, empanel a High Court Judge and a Lawyer to review the case whose findings shall be discussed at Congress/General Assembly Meeting and the verdict conveyed in writing to the concerned Members/Branches.

Clause 11: No Member or Branch shall take the Association to Court without first exhausting all the internal processes for seeking redress as outlined in this Constitution.

ARTICLE XXXVI: OFFENSES AND PENALTIES

Clause 1: Any Member or Branch that allegedly acts in a way that brings the Name of the Association into disrepute shall be made to appear on appropriate charges before a Disciplinary Committee constituted by the NEC/LEC.

Clause 2: If found guilty, such a Member or Branch shall be penalised, subject to appeal as hereinafter provided.

Clause 3: The procedures of accusation, trial, and judgment shall be as follows:

- a. A complaint may be preferred against a Member or a Branch of the Association only by another Member(s) or a Branch.
- b. Complaints must be made in writing and signed by the complainant(s), specifying the overt act(s) and the time and place of their occurrence.
- c. The complaint shall be filed with the Secretary, who shall, within a week, give the President a copy of the complaint, including the signatures.
- d. The President, in consultation with National/Branch Officers, shall, within one week of receipt, constitute a Disciplinary Committee to investigate and submit its report to the President within 14 days.
- e. The President, upon receipt of the report, shall schedule it for discussion and adoption at the next NEC/LEC meeting.

Clause 4: Where it is established that an offence has been committed, one or more of the following penalties may be applied:

- a. Retraction and Apology.
- b. Caution.
- c. Sign bond of good behaviour.
- d. Fine.
- e. Suspension.
- f. Expulsion from the Association.
- g. Any other sanctions as prescribed by the NEC/LEC.

ARTICLE XXXVII: APPEALS

Clause 1: Any Member aggrieved with a recommendation of a Disciplinary Committee and the subsequent final decision of the NEC/LEC shall have the right of appeal to the Judicial Committee of the Association as

appropriate. The appeal shall be lodged within two (2) weeks from the date of receipt of the final decision.

Clause 2: Upon the receipt of an appeal, the Judicial Committee shall review the evidence of the case and where necessary admit new evidence which were not considered by the Disciplinary Committee and make ruling on the matter within 21 days of receipt of the appeal.

Clause 3: The ruling of Judicial Committee shall be final and binding on the parties. If an aggrieved person is not satisfied with a decision after exhausting the internal processes of the Association, he/she may seek redress in a court of law within fourteen (14) days after receiving a ruling in writing.

ARTICLE XXXVIII: COMPENSATION AND EXPENSES

Clause 1: Any Member or Branch working for or on behalf of the Association shall be compensated by the Association.

Clause 2: The rate of compensation shall be approved by the NEC/LEC.

ARTICLE XXXIX: AMENDMENTS TO THE CONSTITUTION

Clause 1: This Constitution, with the exception of this ARTICLE, may be amended by a two-thirds of Members present and voting at any Congress, provided that:

- a. Notice of the proposed amendment and a copy thereof was in the call for Congress, and

- b. The amendment was published to the Membership not less than twenty-one (21) days prior to Congress.

Clause 2: Amendments to this Constitution shall be by a recommendation of the NEC to Congress based on the report of an Independent Constitution Review Committee.

Clause 3: Clause 2 of this ARTICLE shall be triggered by:

- a. NEC,
- b. A petition to NEC by at least two-thirds (2/3) of Branches, or
- c. A petition to NEC by at least ten percent (10%) of the Regular Membership of each Branch.

ARTICLE XL: BYE-LAWS OF BRANCHES

Clause 1: Each Branch shall draw up its Bylaws in accordance with the spirit and letter of this Constitution.

Clause 2: Bye-Laws by Branches shall consider their peculiar circumstances and shall neither contravene nor supersede the provisions made in this Constitution.

Clause 3: For the avoidance of doubts, this Constitution shall supersede the Bye-Laws of Branches.

ARTICLE XLI: DISSOLUTION

Clause 1: This Association may be dissolved by a unanimous decision of Congress.

Clause 2: Where a decision to dissolve is made, the provisions of the Companies Act, 2019 (Act 992) on winding-up shall apply to the dissolution of the Association.

ARTICLE XLII: REPEALS, SAVINGS AND TRANSITIONAL PROVISIONS

Clause 1: The January 2015 Constitution of this Association and all Branch Constitutions and Bye-Laws are hereby repealed.

Clause 2: Notwithstanding Clause 1 above, any policy, regulation, decision, and appointment made thereunder and in force immediately before the coming into force of this Constitution shall continue to be in force as if made under this Constitution until amended, repealed, or revoked.

Clause 3: For the avoidance of doubt:

- a. The Members of the NEC/LEC elected under the Constitution in force immediately before the coming into effect of this Constitution shall be taken to have been duly elected under this Constitution.
- b. Members of the NEC/LEC and other Committees shall complete their tenure of Office after the coming into effect of this Constitution.

Clause 4: The NEC shall take steps to establish and operationalise a National Secretariat as prescribed by ARTICLE III Clause 2 of this Constitution on or before September 2025.

Clause 5: Without prejudice to ARTICLE XI (Clause 2) and ARTICLE XXV of this Constitution, the first election

of National Officers at the Zonal level, shall be held in the year 2025, according to the provisions of this Constitution.

Clause 6: Within fourteen (14) days after Congress, outgone Officers shall formally hand over all assets and liabilities to the new Officers and introduce them to key stakeholders of the Association. During this period, the outgone Officers shall not transact any business on behalf of the Association.

ARTICLE XLIII: RATIFICATION

Clause 1: This Constitution (as Amended) came into effect on this 12th Day of October, 2023, in the year of our Lord, after it was ratified at the National Biennial Congress held at the University for Development Studies, Tamale.



**Prof Solomon Nunoo
Asante-Annor
National President
Secretary**



**Dr Asare
National**

SCHEDULE A

ELECTORAL ZONES

This schedule sets out the ELECTORAL ZONES for the Association for the purposes of electing National Officers for the Association. The Branch Membership is zoned into THREE ZONES. The Composition of these zones shall be determined by NEC from time to time.

Sec 1: ELECTORAL ZONES

The Electoral Zones are set out as follows:

ZONE ONE

1. University of Professional Studies, Accra (UPSA) – Accra
2. Ghana Communication Technology University (GCTU) – Accra
3. University of Environment and Sustainable Development (UESD) – Somanya
4. University of Education Winneba (UEW) – Winneba
5. University of Ghana (UG) – Legon

ZONE TWO

1. University of Energy and Natural Resources (UENR) - Sunyani
2. University of Health and Allied Sciences (UHAS) - Ho
3. University of Media Arts and Communications (UniMAC) – Accra
4. University of Cape Coast (UCC) – Cape Coast
5. University of Mines and Technology (UMaT) – Tarkwa

ZONE THREE

1. C. K. Tedam University of Technology and Applied Sciences (C.K.T-UTAS) - Navrongo

2. Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS) - Wa
3. Akenten Appiah Menka University of Skill Training and Entrepreneurial Development (AAMUSTED) – Kumasi
4. Kwame Nkrumah University of Science and Technology (KNUST) – Kumasi
5. University for Development Studies (UDS) - Tamale

Sec 2: Rotation of National Office among the ZONES

The Zones shall be rotated in a cycle of Zone ONE to Zone TWO to Zone THREE and continued thereafter until reviewed by NEC. The rotation among the Zones shall begin in 2025.

Sec 3: Admission of New Member Branches into Zones

New Branches of the Association shall be admitted into a Zone and be eligible to hold National Office after at least TWO COMPLETE TERMS of NEC.

SCHEDULE B

CODE OF ETHICS

PREAMBLE

University Teachers Association of Ghana (UTAG) seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values through teaching, research and community services in an ethical manner. As such, UTAG aims at promoting well living for its members and the general public. As Aristotle puts it: “Ethics is the art of living well. Thus, good is what we all desire, such that no one acts in order to do evil. To do evil is to miss that good”.

The UTAG Code of Ethics is fundamental to the values of its members and essential to achieving its mission to lead the teachers’ profession globally by promoting the highest standards of ethics, education, and professional excellence for the ultimate benefit of society. The Association regards high ethical standards as critical to maintaining the public’s trust in education and in its membership. Hence, all UTAG members must abide by the Code of Ethics and are encouraged to notify their executives (both Local and National) of this responsibility.

Violation of any of these Code of Ethics may result in disciplinary sanctions by the Association. Sanctions are as stipulated in Article XXXVI of the Constitution.

Clause 1: It is the intent of the Association’s Code of Ethics to:

- a. Protect academic freedom,
- b. Preserve the highest standards of teaching and scholarship with professionalism,
- c. Advance the mission of UTAG in promoting higher education, and
- d. Regulate the collective conduct of each of its members.

Clause 2: UTAG's Code of Ethics is structured into three (3) parts as follows:

- a. Part I provides the General Code of Ethics,
- b. Part II sets forth the rights, responsibilities, and the basic standards of professional conduct acceptable for UTAG, and
- c. Part III gives the disciplinary procedures and actions.

PART I THE GENERAL CODE OF ETHICS

UTAG Members must act with:

Clause 1: Integrity

This requires members to behave in a straightforward and honest manner, be diligent, respectful, and ethical with everyone. Members are expected to place the integrity and the interest of the Association above their own. Specifically, members must:

- a. Always act honestly and respect the truth in all circumstances,
- b. Refrain from taking undue advantage of their positions to benefit directly or indirectly in the performance of their duties,
- c. Avoid the misuse of authority, and
- d. Not indulge in illegal and fraudulent activities.

Clause 2: Objectivity

Members are required to use reasonable care and exercise independent academic/professional judgment when conducting their job responsibilities. Certain situations may impair objectivity and members should take note and refrain from them. These may include undue demands for recommendation and approvals when making analysis, taking actions, and engaging in other academic and professional activities.

Clause 3: Competence

The Code requires members to practice and encourage others to do same in a qualified and skilled manner that will reflect credit on themselves and the Association. Academic and professional competence may include but not limited to:

- a. Possessing genuine academic and professional qualification from recognised institutions, and
- b. Developing and maintaining academic and professional knowledge and skills.

Clause 4: Professionalism

This Code requires members to interact with others to bring credit to the Association. Members are expected to maintain and improve their professional competence, by being punctual, respectful/polite, and knowledgeable when operating within the culture/boundaries of the Association with other professionals.

- a. A member does not wilfully make false statements about a colleague or the University's system.
- b. A member does not interfere with a colleague's freedom of choice and works to eliminate coercion that forces him or her to support actions and ideologies that violate individual professional integrity.

Clause 5: Confidentiality toward UTAG

By this, members are required to keep information about the Association confidential to its members (except rare circumstances cause confidentiality overrides). Where information is required by the public, it must be agreed upon by the NEC/LEC before it is made available to the general public. Confidentiality may include but not limited to such cases as a member not revealing confidential information concerning colleagues unless required by law.

PART II

RIGHTS, RESPONSIBILITIES, AND BASIC STANDARDS OF UTAG MEMBERS

It is the responsibility of each member to maintain conditions and rights supportive of UTAG's central functions as well as adhere to the basic standards of professional conduct acceptable for UTAG members' behaviour. Therefore, conduct, which departs from UTAG's Code of Ethics, is considered by UTAG as unacceptable because it is inconsistent with the mission of the Association. The acceptable UTAG members' conduct is appropriate, both to verify that a consensus about minimally acceptable standards in fact does exist, and to give fair notice to all departures from these minimal standards, which may give rise to disciplinary proceedings.

In support of UTAG's drive in promoting higher learning, a major responsibility of UTAG is to protect and encourage its members in teaching, learning, research, and public services. The authority to discipline UTAG Members in appropriate cases derives from the shared recognition by the Association that the purpose of discipline is to preserve conditions hospitable to its members. Such conditions may comprise but not limited to areas/issues including the following:

Clause 1: Rights and Responsibilities of UTAG Members

- a. UTAG members have the same rights and obligations as all other citizens. They are as free as other citizens to express their views and to participate in the political processes of the community. When they act or speak in their personal and private capacities, they should avoid deliberately creating the impression that they represent the UTAG.
- b. Free inquiry, and exchange of ideas.

- c. Enjoyment of constitutionally protected freedom of expression.
- d. Participation in the governance of the Association, as enshrined in the UTAG Constitution, which may include:
 - i. Participation, approval of decisions and its implementations,
 - ii. Regularity and punctuality at all meetings,
 - iii. Elections of officers,
 - iv. Formulation of rules and procedures for disciplinary actions against UTAG members, who misconduct or flout UTAG Code of Ethics, and
 - v. The right to be judged by one's colleagues, in accordance with fair procedures and due process, in matters of discipline, solely on the basis of the UTAG members' ethical conduct.

Clause 2: Basic Standards of UTAG Members

The following basic standards shall apply to members:

- a. No discrimination and harassment, against UTAG member on political ground or, for other arbitrary or personal reasons,
- b. No intentional misrepresentation of personal views as a statement of position of the UTAG or any of its Branch Associations,
- c. No commission of a criminal act which has led to conviction in a court of law, and which clearly demonstrates unfitness to continue as a member of the Association,
- d. No violation of the UTAG principles, including a Branch taking unilateral position against NEC or Congress decisions, and
- e. No breach of established rules governing confidentiality. Other types of serious misconduct, not specifically enumerated herein (in Parts I and II), of the UTAG

Code of Ethics, may nonetheless be the basis for disciplinary action.

PART III

DISCIPLINARY PROCEDURES AND ACTIONS

Clause 1: DISCIPLINARY PROCEDURES

Breaches of the UTAG Code of Ethics shall attract sanctions. Upon receipt of formal complaints from a member or from the general public, NEC/LEC shall establish an Ethics Committee to approach the issue or complaints through the following procedures:

- a. **Investigation:** Complaint(s) shall be investigated contingent upon the terms of references by the NEC/LEC, where appropriate.
- b. **Appearance:** The member in breach shall be invited to appear before the Committee to defend himself/herself against the alleged breach of the Code of Ethics.
- c. **Documentations:** Detailed minutes and other forms of documentations used as evidence shall be kept for any further action.
- d. **Report:** The Committee shall submit a report, including the findings and recommendations, to the NEC/LEC for further consideration.

Clause 2: DISCIPLINARY ACTIONS

A UTAG Member may be subjected to disciplinary action under this Code of Ethics for any type of conduct, which, although not specifically enumerated herein, meets the standard for unacceptable UTAG Members' behaviour set forth above. UTAG Code of Ethics is mandatory in character, and a breach of any code cannot fall without being subject to UTAG's disciplinary action. Punitive actions may apply depending on the seriousness or magnitude of the violation. Punitive actions may include but not limited to:

- a. A written warning to the culprit,
- b. Suspension from UTAG membership for a period to be determined by the NEC/LEC,
- c. Total expulsion from UTAG membership,
- d. NEC/LEC may report its findings to Management of the respective University (Employer) for further actions,
- e. Punitive measures also include provisions made in Article XXXVI of the Constitution, and
- f. Punitive measures that presently exist to cover breaches of UTAG Code of Ethics may also be derived from sources external to this Code.

CONCLUSION

In order to guide each campus in the development of disciplinary procedures and adherence to the UTAG Constitution, this Code of Ethics provides an outline of mandatory ethical standards to which each member must adhere to and discretionary procedures which are strongly recommended. The enforcement process applicable to breach of the UTAG Code of Ethics must meet basic standards of fairness and must reflect significant UTAG Members' involvement.

UTAG's disciplinary action is, therefore, reserved for UTAG Members' misconduct that is either serious in itself or is made serious through its repetition, or its consequences.

SCHEDULE C

OATH OF OFFICE FOR UTAG OFFICERS

I, having been
elected to the high office of
..... of the University Teachers
Association of Ghana (UTAG), Branch do here in the
name of God Almighty Solemnly Affirm, that I will be faithful and
true to UTAG, that I shall strive at all times to preserve, protect,
and defend the constitution of UTAG. I hereby dedicate myself
wholly, without fear or favour, to the service and welfare of UTAG
Members. I further solemnly affirm that I will conform to the
principles of accountability, honesty, and integrity and that should
I at any time break this Oath of Office, I shall submit myself to the
dictates of the UTAG Constitution and suffer the penalty for it.
So, help me God!

SCHEDULE D

THE OATH OF SECRECY

I, holding the office
of do in the name of the Almighty
God solemnly affirm that I will not directly or indirectly
communicate or reveal to any person any matter which shall be
brought under my consideration or shall come to my knowledge
in the discharge of my official duties except as may be required for
the discharge of my official duties or as may be specially permitted
by law. So, help me God!