

**THE CONSTITUTION
AND
INTERNAL
REGULATIONS**



**OF THE

GHANA TRADES
UNION CONGRESS**

**THE CONSTITUTION AND
INTERNAL REGULATIONS OF
THE GHANA TRADES UNION
CONGRESS**

AS

**AMENDED AT THE
8TH QUADRENNIAL DELEGATES
CONGRESS**

HELD AT THE

**KWAME NKRUMAH UNIVERSITY
OF SCIENCE & TECHNOLOGY,
KUMASI**

**FROM 10TH AUGUST TO
14TH AUGUST, 2008**

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THE PREAMBLE AND PLEDGE

We, the existing Trade Unions, being representatives of the workers of Ghana, determined to uphold the dignity of Labour by maintaining a genuine organization of workers which is independent of external control or domination and which therefore decides its own policies and actions in response to workers' true needs, and conscious of our duty to serve faithfully and unswervingly the workers and our Nation, pledge ourselves:

- ❖ To the effective organization of working people which is the ultimate guarantee for the protection and promotion of the rights and duties of labour.
- ❖ To the achievement of high living standards, improved wages and better working conditions.
- ❖ To the achievement of high productivity
- ❖ To the attainment of shorter hours of work
- ❖ To improvements in security against sickness, unemployment, invalidity, old age, accidents and other hazards of life and work.
- ❖ To the provision of adequate opportunities for recreation
- ❖ To the struggle for the recognition and the defence of all rights of labour.
- ❖ To the realization of the unity and solidarity of organized labour as a whole.

Aware of our rights and responsibilities as citizens at the workplace and in the community, in the exercise of the rights and responsibilities of citizenship;

- ❖ Shall serve the interest of labour and of the people of Ghana
- ❖ Shall work for the strengthening of our national institutions in conformity with our national way of life and aspirations, our commitment to freedom, justice and democracy.
- ❖ Shall resolutely defend and uphold the democratic foundation on which our Nation must be built.
- ❖ Shall strive to win full respect for the dignity and rights of the human individual whom we serve.
- ❖ Shall seek the fulfilment of our aspirations and hopes and the achievement of our objectives through democratic processes and within the framework of constitutional government and concern for the welfare of the country.

Do hereby adopt and give to ourselves this Constitution and the accompanying subordinate Internal Regulations.

ARTICLE 1 – NAME AND OFFICE

1. The Organisation established by this Constitution shall be known as the GHANA TRADES UNION CONGRESS hereinafter referred to as the Ghana TUC.
2. The Headquarters of the Ghana TUC shall be at the Hall of Trade Unions, off Barnes and Liberia Roads, Tudu, Accra or any other place as the Executive Board of Ghana TUC may decide, subject to the approval of the Quadrennial Delegates Congress.

ARTICLE 2 – REGISTRATION

The Ghana TUC shall be a body corporate registered under the laws of Ghana.

ARTICLE 3 – AIMS AND OBJECTIVES

The Ghana TUC shall concern itself with all matters affecting the workers of Ghana and shall take such action as may be considered necessary with special reference to the following matters:

1. To Secure complete organisation of all workers in Ghana into the ranks of a united trade union movement.
2. To assist in recruiting members for the affiliated National Unions
3. To help build in Ghana, a society in which social, political and economic justice prevail and with this in view, generally to improve the social and economic conditions of workers by collective action through the Ghana TUC and by promoting the interests of its affiliated National Unions specifically in securing improved wages, shorter hours of work and better conditions of service.
4. To promote the provision of social services by the State and Local Government Authorities and other Bodies such as Unemployment and sickness insurance, old age pensions, child care, maternity etc.
5. To promote adequate arrangements for workers to participate in decision making at their workplaces.
6. To assist and encourage the coordination of activities of the affiliated National Unions at the regional and district levels.
7. To assist and encourage affiliated National Unions of the Ghana TUC to extend the benefits of collective bargaining, economic advancement and mutual assistance to the workers without regard to race, colour, creed, nationality, religion or ancestry and to give full recognition to the fact that a United Trade Union Movement is the accepted policy to Ghana TUC.
8. To preserve and maintain the integrity of affiliated National Unions of the Ghana TUC to the end that each Union shall respect the established bargaining relationship of every other union, refrain from ruining such relationship through publication and to encourage the elimination of conflicts and disputes under the jurisdiction of and in consultation with the appropriate Committee of the Congress.
9. To support and be involved in the national effort of economic development through efficient worker performance and maximum productivity and to work for a more equitable sharing of the national income.
10. To affiliate with or to subscribe to or assist any organisation within or outside Ghana having similar objects to those of the Ghana TUC.
11. To promote, aid and encourage the establishment of co-operatives and other economic enterprises owned wholly or partly by workers or by the Ghana TUC on their behalf and to encourage the sale and use of union goods and services.
12. To protect, strengthen, preserve and develop the cherished traditions and institutions of democracy and to secure fully the rights and liberties to which labour is entitled.
13. To give constructive aid in promoting the cause of national freedom of oppressed people and world peace, and to this end, assist and co-operate with free, democratic and progressive labour movements throughout the world.

14. To maintain and safeguard the democratic character of the labour movement and protect it from hostile forces and infiltration by subversive elements opposed to democratic and free trade unionism.
15. To encourage workers to register and vote in exercise of their full rights and responsibilities as citizens and to perform their rightful part in the political life of the local, district, regional and national communities and in the building of a democratic society in Ghana.
16. To secure the ratification and application of ILO Conventions, the enactment of legislations for the defence and promotion of the rights and interests of labour and of the objectives of the Ghana TUC, as laid down in this Constitution; and to oppose legislations and policies contrary to the interest of labour and to the objects of the Ghana TUC.
17. To encourage and foster educational and publicity work with the object of increasing the knowledge and understanding of national and international problems confronting workers which will enable them to make their struggle for economic and social freedom more effective.
18. In pursuance of these aims and objects, the Ghana TUC may do or authorise to be done all such acts and things as it considers necessary.

ARTICLE 4 – MEMBERSHIP

Membership of the Ghana Trades Union Congress shall consists of all affiliated National Unions and Associate Unions/Organisations.

ARTICLE 5 – RIGHTS OF AFFILIATED NATIONAL UNIONS

Rights

1. All affiliated National Unions shall be free to express themselves in respect of the operations of the Ghana TUC and active discussion of Ghana TUC affairs shall be encouraged and protected within the Ghana TUC.
2. All affiliated National Unions shall have the right to full participation in the decision making process of the Ghana TUC and to all information needed for the exercise of this right.
3. All affiliated National Unions may request the assistance of the Ghana TUC in collective bargaining and settlement of industrial disputes, for solidarity support in legal and financial matters, for educational and training programmes, on economic issues and research programmes, publicity and in settlement of inter and intra union disputes and any other matter in which the assistance of the Ghana TUC may be required.
4. No affiliated National Union or its officers shall be penalised for any offence unless such offence is provided for in this Constitution. In penalising any affiliated National Union or its officer, that Union or officer shall have the right to a fair hearing.
5. All affiliated National Unions shall have the right to full and clear accounting of all Ghana TUC funds.
6. All affiliated National Unions shall have the right to fair and democratic elections at all levels of the Ghana TUC as provided for in this Constitution.
7. All affiliated National Unions shall have equal right to nominate candidates for election as officers subject to the provisions of this Constitution.

ARTICLE 6 – RESPONSIBILITIES OF AFFILIATED UNIONS

Responsibilities

1. Every affiliated National Union shall defend this Constitution and strive to promote the objects and purpose thereof.
2. All affiliated National Unions shall accept:
 - a. the authority of Congress and its governing bodies.
 - b. to implement decisions of the Ghana TUC and governing bodies.
 - c. to report to the Ghana TUC, disputes with employers including disputes likely to arise, information on disputes and collective bargaining within their jurisdiction as may be required by the Ghana TUC.
 - d. the authority of the Executive Board of the Ghana TUC in the settlement of industrial disputes.
 - e. the authority of the Executive Board of Ghana TUC in settlement of inter and intra union disputes.
 - f. to submit extracts of their activity reports and any emergency developments thereafter to the Ghana TUC.
 - g. That the Ghana TUC shall have observer status at meetings of National Executive Council of the Affiliated National Unions.

ARTICLE 7 – RIGHTS OF ASSOCIATE UNIONS/ORGANISATIONS

1. All Associate Unions/Organisations shall be free to express themselves in respect of the operations of Ghana TUC.
2. No Associate Union/Organisation or its officers shall be penalised for any offence unless such offence is provided for in this constitution. In penalising any associate Union/Organisation or its officers, that Union/Organisation shall have right to fair hearing.
3. All Associate Unions/Organisations shall have the right to full and clear accounting of all Ghana TUC funds.
4. All Associate Unions/Organisations may attend Congress and meetings of other structures of the Ghana TUC as observers.
5. All Associate/Organisations may request the assistance of Ghana TUC in settlement of disputes, for solidarity support in legal and financial matters and for educational and training programmes.

ARTICLE 8 – RESPONSIBILITIES OF ASSOCIATE UNION/ORGANISATION

1. Every Associate Union/Organisation shall defend this Constitution and strive to promote the objects and purpose thereof.
2. All Associate Union/Organisation shall accept:
 - a. the authority of Congress and its governing bodies.
 - b. to implement decisions of the Ghana TUC and governing bodies and
 - c. to report to the Ghana TUC disputes, information on disputes within their jurisdiction as may be required by the Ghana TUC.

- d. the authority of the Executive Board of the Ghana TUC in the settlement of industrial disputes.
- e. the authority of the Executive Board of the Ghana TUC in the settlement of inter and intra union disputes.
- f. to submit extracts of their activity reports and any emergency developments thereafter to the Ghana TUC.
- g. the Ghana TUC shall have observer status at meetings of National Executive Council of the Associate Unions/Organisations.
- h. the activities of the Associate Unions/Organisations shall not conflict with that of Ghana TUC.

ARTICLE 9 – FINANCE AND AUDIT

1. The funds of the Ghana TUC shall be derived from a percentage of voluntary check-off dues from members of the affiliated National Unions, subscription fees of Associate Unions/Organisations, levies, loans, grants, donations and income from investments.
2. Out of the membership dues of every worker who is a member of an affiliated National Union and which shall not be less than 1% of the monthly wage or salary of the worker, 30% shall be paid to the Ghana TUC.
3. Dues payable by members of National Unions which organise workers in establishments that do not operate the check-off system shall not be less than 0.3% of the national minimum wage.
4. The Accounts of the Ghana TUC shall be audited annually by a reputable audit institution that shall be appointed by the Ghana TUC.
5. The financial year of the Ghana TUC shall commence from 1st of January and end on the 31st of December of each year.
6. Subscription of Associate Unions/Organisations shall be determined by the Executive Board in consultation with the Unions/Organisations.

ARTICLE 10 – STRUCTURE

The structure of the Ghana TUC shall be made up of the following bodies:

- a. The Delegates Congress
- b. The Executive Board
- c. The Steering Committee
- d. The Executive Committee
- e. The Finance Board
- f. The Secretariat
- g. The Regional Councils of Labour
- h. The District Councils of Labour

ARTICLE 11– DELEGATES CONGRESS

Powers

1. The **Delegates Congress** hereinafter referred to as the Congress shall be vested

with supreme authority and except as otherwise provided for in this Constitution its decision shall be final and binding and not subject to any variation other than by itself.

Composition

2. Persons entitled to attend the Congress shall consist of the following:
 - a. delegates of the affiliated National Unions, which are not in arrears of dues through their own default, Observers and Officials.
 - b. selection of delegates by affiliated National Unions shall comply with the following criteria:
 - (i) paid up membership up to five thousand (5,000) shall be entitled to six (6) delegates.
 - (ii) Thereafter every additional One Thousand Five Hundred (1,500) paid up members or part thereof shall be entitled to one (1) additional delegate.
 - c. criteria for selecting observers from affiliated National Unions and Associate Unions/Organisations shall be established by the Executive Board.

Meetings

3. The **Regular Delegates Congress** shall be held once in every four years.

Duties

4. The **Regular Delegates Congress** shall consider the following:
 - a. the Report of the Executive Board for the period under review.
 - b. the Audited Financial Report for the period under review.
 - c. Proposal for amendments of the Constitution.
 - d. the election of the following officers of the Ghana TUC: The Chairperson, The first Vice-Chairperson, The Second Vice-Chairperson, Secretary-General, the Deputy Secretary-General; and Members of the Finance Board.
 - e. the policies and resolutions of the Ghana TUC
 - f. any other business properly brought before it.

ARTICLE 12 - EXTRA-ORDINARY DELEGATES CONGRESS

Meeting

1. The Executive Board may convene an **Extra-Ordinary Delegates Congress** at any time by giving not less than one (1) month notice to all affiliated National Unions in writing.
2. Upon a request by not less than two-thirds (2/3) of the affiliated National Unions the Executive Board shall convene an Extra-Ordinary Delegates Congress by giving not less than one month notice to all the affiliated National Unions in writing.
3. Notice for convening an Extra-Ordinary Delegates Congress shall be given within one month after a request has been made.
4. Every notice shall specify the nature of the business for which the meeting is requested.

Voting Rights

5. At any Congress, every accredited delegate shall be entitled to one (1) vote.

ARTICLE 13– EXECUTIVE BOARD

Composition

1. The **Executive Board** shall be composed of the following:
 - (a) **Elected Members**
 - (i) The Chairperson of Ghana TUC
 - (ii) The First Vice-Chairperson of Ghana TUC
 - (iii) The Second Vice-Chairperson of Ghana TUC
 - (iv) The Secretary-General
 - (v) The Deputy Secretary-General
 - (vi) The National Chairpersons of the Affiliated National Unions
 - (vii) The General Secretaries of the affiliated National Unions.
 - (b) **Ex-Officio Members**
 - (i) The Heads of Specialised Department of Ghana TUC
 - (ii) The Regional Secretaries of Ghana TUC
 - (iii) Desk officers of Ghana TUC
 - (iv) The Chairperson of the Finance Board
 - (v) The Chairpersons of Regional Councils of Labour
 - (vi) The Chairpersons of Regional Women’s Committees of Ghana TUC
 - (vii) Representatives of Associate Unions

Powers

2. Between the period of meetings of the Congress, the **Executive Board** of the Ghana TUC shall be vested with the highest authority.

Meetings

3. The **Executive Board** shall meet at least once every six months.

Duties

4. The **Executive Board** shall undertake the following:
 - a. Consider reports received from the Steering Committee and Executive Committee
 - b. Review developments in the relations between the affiliated National Unions and refer unresolved disputes among the affiliated National Unions to the Congress.
 - c. Endeavour to adjudicate in disputes and differences among Affiliated National Unions and refer unresolved disputes among the affiliated National Unions to the Congress.
 - d. Approve budgetary proposals of the Ghana TUC
 - e. Appoint any of its members or Committees or any other Committee of the Ghana TUC to enter into any transactions to execute contracts in the name of the Ghana TUC.
 - f. Convene Congress whenever necessary.
 - g. Consider report on activities of the Ghana TUC for consideration by the Congress.
 - h. Amend the internal Regulations.
 - i. Encourage and promote the establishment of Regional and District Councils of Labour.
 - j. Appoint ad hoc Committees to deal with particular issues as and when they arise.
 - k. Establish a special **Solidarity Fund**
 - l. Establish Standing Committees to undertake specific functions.
 - m. Establish Specialised Departments to assist the Secretary-General in the performance of his/her duties.
 - n. Confirm the appointment of the Heads of Departments made by the Secretary-General.
 - o. Appoint auditors of the Ghana TUC
 - p. Consider annual audited Financial Reports of the Ghana TUC
 - q. Adopt annual plans and programmes that will facilitate the work of the Ghana TUC
 - r. Take any action consistent with the aims and objects of the Ghana TUC

Voting Rights

5. Only elected members of the **Executive Board** shall have voting rights

ARTICLE 14 – STEERING COMMITTEE

Composition

1. The **Steering Committee** shall be composed of the following:
 - (a). **Elected Members**
 - (i). The Chairperson of the Ghana TUC
 - (ii). The First Vice-Chairperson of the Ghana TUC
 - (iii). The Second Vice-Chairperson of the Ghana TUC
 - (iv). The Secretary-General
 - (v). The Deputy Secretary-General
 - (vi). The General Secretaries of the affiliated National Unions

(b). Ex-Officio Members

- (i). The Heads of Specialised Departments of the Ghana TUC
- (ii). Desk Officers of Ghana TUC
- (iii). Representatives of Associate Unions

Powers

- 2. Between meetings of the Executive Board, the Steering Committee shall exercise the powers as the Executive Board may delegate to it.

Meetings

- 3. The **Steering Committee** shall meet at least once in every two months

Duties

- 4. The **Steering Committee** shall have the following duties:
 - a. consider reports received from the Executive Committee.
 - b. intervene in disputes between the affiliated National Unions and employers at the request of affiliated National Unions or if the considered opinion of the Steering Committee such intervention is necessary
 - c. take any action consistent with the aims and objects of the Ghana TUC

Voting Rights

- 5. Only elected members of the **Steering Committee** shall have voting rights.

ARTICLE 15 – EXECUTIVE COMMITTEE

Composition

- 1. The **Executive Committee** shall consist of the elected officers of the Ghana TUC.

Duties

- 2. The **Executive Committee** shall meet once every month and shall have the following duties:
 - a. Elaborate programmes for the implementation of decisions of the Executive Board and the Steering Committee.
 - b. Consider reports from the office of the Secretary-General.
 - c. Generally assess and review the day to day administration of the Ghana TUC

Voting Rights

- 3. All members of the **Executive Committee** shall have voting rights at its meetings.

ARTICLE 16 - OFFICERS AND THEIR DUTIES

Officers

1. The **Officers** of the Ghana TUC shall be the following:
 - a. The Chairperson of the Ghana TUC
 - b. The First Vice-Chairperson of the Ghana TUC
 - c. The Second Vice-Chairperson of the Ghana TUC
 - d. The Secretary-General
 - e. The Deputy Secretary-General

2. (a) The Officers of the Ghana TUC shall be elected at a session of the Congress and shall serve for a term of four (4) years unless otherwise provided for in this Constitution and shall be eligible for re-election.

(b) The officers of the Ghana TUC shall not be eligible to hold offices for more than two terms in the same position.

Qualification

3. Only members of affiliated National Unions of the Ghana TUC who have fully paid up their dues and have held local, branch, divisional or national office in any of the affiliated National Unions for a total number of not less than four (4) years shall be eligible for nomination and election.
4. The qualification stated above shall be applicable to all Officers of the Ghana TUC.

Duties

5. (a) The **Chairperson** of the Ghana TUC who is not a full time Officer shall perform the following duties:
 - (i) preside over meetings of all governing bodies of the Ghana TUC
 - (ii) ensure observance of the Constitution and decisions of the governing bodies of the Ghana TUC.
 - (iii) in conjunction with other authorised persons sign all cheques and other documents on behalf of the Ghana TUC
 - (iv) serve as ex-officio member of the Finance Board of the Ghana TUC
 - (v) perform any other duties that may be assigned to him by the Executive Board or the Congress.

- (b) The **First and Second Vice-Chairperson** of the Ghana TUC who are not full time Officers shall perform the following duties:
 - (i). assist the Chairperson in the performance of all duties.
 - (ii). perform the duties of the Chairperson whenever the chairperson is absent.
 - (iii). in conjunction with other authorised persons sign all cheques and other documents on behalf of the Ghana TUC
 - (iv). perform any other duties that may be assigned to them by the Executive Board of the Congress.

- (c). The **Secretary-General** who is a full time Chief Executive of the Ghana TUC shall perform the following duties:
 - (i) act as the overall supervisor of the Secretariat of the Ghana TUC
 - (ii) employ and manage the staff of the Ghana TUC

- (iii) act as advisor to all the affiliated National Unions.
- (iv) act as Spokesperson of the Ghana TUC
- (v) be responsible for the financial administration of the Ghana TUC
- (vi) be responsible for the preparation of the Annual Budget and other Financial Statements for consideration by the Executive Board.
- (vii) submit on behalf of the Executive Board to the Congress Report on Activities and Financial Statements of the Ghana TUC
- (viii) sign cheques and documents of the Ghana TUC in conjunction with other authorised persons.
- (ix) perform any other duties which may be assigned to him by the Congress or the Executive Board.

- (a) The **Deputy Secretary-General** who is a Deputy Chief Executive of the Ghana TUC shall perform the following:
 - (i) have direct responsibility for the Administration, Finance, International Affairs, Public Affairs, Education and Training, Research, Organisation and Legal and Industrial Relations of the Ghana TUC
 - (ii) in conjunction with other authorised persons sign cheques and other documents on behalf of the Ghana TUC
 - (iii) be an ex-officio Member of all Specialised Committees of Congress
 - (iv) perform any other duties as from time to time may be assigned by the Secretary-General.

Acting

- 6. (a) In the absence of the Secretary-General, the Deputy Secretary-General shall act.
- (b) Where the Secretary-General and the Deputy General Secretary are not available or are incapable of performing their functions, a General Secretary of any of the affiliated National Unions shall act.

ARTICLE 17 – FINANCE BOARD

Composition

- 1. a. There shall be a **Finance Board** of not more than nine (9) members who shall be elected at the Congress from among the affiliated National unions and serve for a period of four (4) years.

- b. The Board shall elect a Chairman from among its members and the Secretary-General shall appoint a Secretary to the Board in consultation with the Executive Committee.

Qualification

2. Any person to be nominated and elected as a member of the **Finance Board** shall possess the following qualifications:
 - a. be a full member of any of the affiliated National Unions.
 - b. be a dues-paying member for not less than four continuous years immediately preceding the date of the election.
 - c. must have held local, branch, divisional or national office in any of the affiliated National Unions for a total number of not less than four (4) years.
 - d. possess an appreciable knowledge in finance.

Duties

3. The **Finance Board** shall meet three times in a year and shall have the following duties:
 - a. deal with the funds and properties of the Ghana TUC
 - b. provide advice for financial assistance in the form of overdraft and loans, whenever requested to do so by the Executive Board.
 - c. prepare budgetary proposals for consideration and approval of the Executive Board.
 - d. monitor and advise on the implementation of the approved budget of the Ghana TUC
 - e. appoint a Board of Survey to check the fiscal cash balance and inventory of the Ghana TUC declared at the close of each financial year.
 - c. advice on investment in accordance with the directions of the Executive Board.
 - d. examine audited accounts of the Ghana TUC and make recommendations to the Executive Board.
 - e. report to the Executive Board
 - f. perform such other duties as may be assigned to it by the Executive Board.

ARTICLE 18 – THE SECRETARIAT

There shall be established a Secretariat headed by the Secretary-General, which shall be responsible for the day to day administration of the Ghana TUC.

ARTICLE 19 – REGIONAL COUNCILS OF LABOUR

1. There shall be established **Regional Councils of Labour** throughout the country in accordance with the demarcations of regions as established by the Executive Board.

Composition

1. The **Regional Council of Labour** shall be composed as follows:
 - (a). Two (2) Representatives from each of the District Councils of Labour within the Region (preferably the Chairperson and the Secretary or their representatives) drawn from Executive Committee.

- (b). All Regional Industrial Relations Officers of the National Unions of Ghana TUC based in respective regions, as ex-officio members.
- (c). All office bearers of the Regional Council of Labour.
- (d). All Regional Chairpersons of National Unions resident in the Region.
- (e). All Executive Board members of Ghana TUC resident in the Region
- (f). One representative each of the Districts Women's Wing.
- (i). The Regional Secretary of Ghana TUC as the Secretary.

Duties

3. The **Regional Councils of Labour** shall meet at least once every year and shall have the following duties:
 - a. review reports of activities of the District Councils of Labour
 - b. assess the implementation of the policies and programmes of the Ghana TUC in the regions.
 - c. advise District Councils of Labour on their operations
 - d. perform any other duties assigned to it by the Executive Board.

The Executive Committee

4. The Executive Committee of the Council shall be composed as follows:
 - a. The five (5) elected officers of the Council (i.e. Chairperson, 1st and 2nd Vice-Chairpersons, Assistant Secretary, Treasurer and the Auditor)
 - b. One (1) Representative from each of the District Councils of Labour in the Region
 - c. All Regional Industrial Relations Officers of National Unions of Ghana TUC based in the Region, attending as Ex-officio members
 - d. All Executive Board members of Ghana TUC in the Region.
 - e. The Ghana TUC Regional Secretary as the Secretary of the Council.
 - f. The Chairperson of the Regional Women's Committee in the Region.

Meetings

5. The Regional Council shall meet at least once a year. The Executive Committee of the RCL shall meet at least once a quarter.

Voting Rights

6. Elected Officers, Chairpersons and Secretaries of **District Councils of Labour** shall have voting rights

Officers

7. The Officers of the **Regional Councils of Labour** who shall be elected every four (4) years shall be the following:
 - (a) The Chairperson
 - (b) The First and Second Vice-Chairperson
 - (c) The two (2) Executive Members
 - (d) The Assistant Secretary

Qualification

8. Only persons having voting rights qualify for election as executives of the Regional Councils of Labour.

Secretary

9. The Regional Secretaries of the Ghana TUC shall be the Secretaries to the **Regional Councils of Labour**.

ARTICLE 20 – DISTRICT COUNCILS OF LABOUR

1. There shall be established **District Councils of Labour** throughout the country in accordance with the demarcations of districts as established by the Executive Board.

Composition

2. The **District Councils of Labour** shall consist of the following:

Elected Members

- (a) Chairperson and Secretary of each Local/Branch of affiliated National Unions in the District.

Ex-Officio Members

- (b) Chairpersons of District Women’s Committee of Ghana TUC
- (c) Part-time National Officers of the affiliated National Unions ordinarily resident in the District.

ARTICLE 21 – EXECUTIVE COMMITTEE

1. There shall be an **Executive Committee** of the **District Councils of Labour** consisting of one representative from each of the affiliated National Unions operating in the District.

Officers

2. The Officers of the **District Councils of Labour** who shall be elected every four (4) years from the Executive Committee shall be the following:
 - (a) The Chairperson
 - (b) The First and Second Vice-Chairpersons
 - (c) The Secretary
 - (d) The Assistant Secretary-Organiser
 - (e) The Treasurer.

ARTICLE 22 – NATIONAL WOMEN’S COMMITTEE

1. There shall be established **National Women's Committee** as the umbrella body of Women's Committee of Congress which shall:
 - a. provide for women to articulate their views on issues including those of concern to women
 - b. pursue activities that will enhance the promotion and full participation of women in the trade unions.

Composition:

2. The National Women's Committee shall be composed as follows:
 - (a) The Second Vice-Chairperson of Ghana TUC
 - (b) Chairpersons of Women's Committees of National Unions
 - (c) Ex-Officio members namely:
 - (i) Head of Women Desk/National Women Organisers of Affiliated National Unions.
 - (ii) Chairpersons of the Regional Women's Committee of Ghana TUC
 - (iii) Second Vice-Chairpersons of Ghana TUC and Second-Vice Chairpersons of Affiliated National Unions

Officers

3. Officers of the **National Women's Committee** shall be as follows:
 - (a) Chairperson
 - (b) Vice-Chairperson
 - (c) Secretary/Head of Women Desk, Ghana TUC
 - (d) Assistant Secretary

Meetings

4. The **National Women's Committee** shall meet twice every year on the day preceding the Executive Board Meetings and the meetings shall be funded by Congress.

ARTICLE 23 – REGIONAL WOMEN'S COMMITTEE

1. There shall be established throughout the country **Regional Women's Committees** which shall be an integral part of the Regional Councils of Labour.

Officers

2. Officers of the **Regional Women's Committee** shall be composed of the following:
 - (a) The Chairperson
 - (b) The Vice-Chairperson
 - (c) Assistant Secretary
 - (d) The Executive Members

Secretary

3. The Regional Women's Organiser of the Ghana TUC shall be the Secretary to the Regional Women's Committee.

Composition

4. The **Regional Women's Committee** shall comprise the following:

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Elected Members

- (a) (i) Elected Officers of the Regional Women's Committee.
- (ii) Chairpersons and Secretaries of the District Women's Committee in each region.

Ex-Officio Members

- (b) Chairpersons of National Women's Committees of the affiliated National Unions and the Regional Women Organisers of the Ghana TUC.

Meetings

- 5. The **Regional Women's Committee** shall meet at least once every year, on the day preceding the meeting of the Regional Council of Labour.

Duties

- 6. The **Regional Women's Committee** shall have the following duties:
 - a. review reports of Activities of the District Women's Committee particularly the involvement of women in trade union and related activities.
 - b. review efforts aimed at promoting women and/or gender concerns generally.
 - c. make recommendations on issues of concern particularly, those relating to women and gender in the region for the consideration of the Regional Councils of Labour.

Voting Rights

- 7. The elected members of the **Regional Women's Committees** shall have voting rights.

ARTICLE 24 – DISTRICT WOMEN'S COMMITTEE

- 1. There shall be established throughout the country **District Women's Committees** which shall be an integral part of the District Councils of Labour.

Composition

- 2. The **District Women's Committee** shall be composed of the following:

Elected Members

- (a) The Chairperson and Secretary of each Local/Branch affiliate in the District.

Ex-Officio Members

- (b) Part-time National/Regional Women's Committee Officers of the affiliated National Unions resident in the District.

Meetings

- 3. The **District Women's Committee** shall meet quarterly.

Duties

- 4. The **District Women's Committees** shall have the following duties:

- a. Plan and implement educational programmes and other activities that will inform and broaden the outlook of women e.g. political, social, economic and trade union issues.
- b. Offer support for the formation of Women's Committees at enterprise level within the District
- c. Identify the training needs and actively support education and skills development of women to participate effectively in their Unions and also for professional and vocational advancement.
- d. Create awareness that will enable women benefit from work related facilities and services and to struggle for their improvement.
- e. Make proposals and recommendations to the District Councils of Labour for their consideration.
- f. Organise social programmes that will sustain the interest of members.

Voting Rights

5. Only elected members of the **District Women's Committee** shall have voting rights.

ARTICLE 25 – QUORUM

There shall be deemed to be a quorum formed at any meeting of any Body established under this Constitution where not less than two thirds (2/3) of the members with voting rights are present.

ARTICLE 26 – AFFILIATION/ASSOCIATION

1. No workers' organisation shall affiliate to the Ghana TUC as a national union unless it is registered as a Trade Union in accordance with the laws of Ghana.
2. Application for affiliation or association to the Ghana TUC shall be supported by a resolution passed by the authorised body of the union or Associate organisation.
3. Recommendation for affiliation or association by the Steering Committee shall become valid only if approved by at least two thirds (2/3) of the members of the Executive Board.
4. Any union or association, which fails to secure the recommendation of its application for affiliation or association by the Steering Committee, may appeal to the Executive Board.
5. Any union or association whose application for affiliation or association is granted shall be bound by the Constitution of the Ghana TUC
6. No union or association shall affiliate or associate with the Ghana TUC if the union or organisation is formed in contravention of the ruling or award of an arbitration set up in accordance with the Dispute Settlement provision in this Constitution.
7. No eligible workers organisation shall be denied affiliation to the Ghana TUC provided the affiliation or association meets the requirements of this Constitution and the Internal Regulations.

ARTICLE 27 – WITHDRAWAL

1. No affiliated National Union of the Ghana TUC may withdraw its membership unless it satisfies the following conditions:
 - a. pass a resolution to withdraw by an authorised body of that Union by at least two-thirds (2/3) majority of delegates in a secret ballot.
 - b. not in arrears of dues, levies, fines etc. due to the Ghana TUC.
2. Any withdrawal by an affiliated National Union shall take effect not less than six (6) months from the date of receipt of its letter of notification to do so by the Executive Board.
3. On withdrawal by any affiliate National Union, it shall be required to do the following:
 - a. surrender its Certificate of Affiliation to the Ghana TUC.
 - b. vacate any Ghana TUC premises occupied by it and restored in a state and manner in which it was at the beginning of occupation
 - c. settle all arrears of dues, levies fines etc. due and owing to the Ghana TUC.
4. No associate union/organisation shall withdraw its membership unless it satisfies the following conditions:
 - (a) pass a resolution to withdraw by its authorised decision making body
 - (b) is not in arrears of subscription fees
 - (c) any withdrawal by an Associate Union/Organisation shall take effect not less than six (6) months from the date of receipt of its letter of notification to withdraw by the Executive Board

ARTICLE 28 – SANCTIONS

The Executive Board may impose sanctions on any of the affiliated National Unions, their Officers or Officer of the Congress in accordance with the Internal Regulations.

ARTICLE 29 – AMENDMENTS TO CONSTITUTION

1. Any provision of this Constitution may be amended or repealed if such an amendment or repeal is provided for in the Agenda of the Congress circulated to all the affiliated National Unions together with the notice convening the Congress and provided that two-thirds (2/3) of members present and entitled to vote accept the amendment or repeal.
2. Any proposals for amendment or repeal of any Article of this Constitution shall be made only by the Affiliated National Unions and the Secretariat of the Ghana TUC.

ARTICLE 30 – AMENDMENTS TO INTERNAL REGULATIONS

The Internal Regulations annexed to this Constitution may be amended by the Executive Board provided two-thirds (2/3) of the voting members of the Executive Board adopt such amendment.

ARTICLE 31 – NEUTRALITY (INDEPENDENCE) OF LEADERSHIP

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1. No National Office holder of the Ghana TUC and the affiliated National Unions, Heads of the Specialised Department of the Ghana TUC, Regional Secretaries of the Ghana TUC, Women Organiser of the Ghana TUC and Industrial Relations Officers of the affiliated Trade Unions shall hold office in a political party or address any rally organized by a political party.
2. No officer or officials of Ghana TUC and affiliated National Unions occupying any analogous grades and not mentioned above shall hold office in a political party or address a rally organised by a political party.

ARTICLE 32 – OATH OF OFFICE

Every Officer of the Ghana TUC upon taking office shall solemnly pledge and swear to live up to the aims and aspirations of the Ghana TUC and never under any circumstance divulge any official secrets of the Ghana TUC to non-members, betray a colleague, become disloyal to the Trade Union Movement or use the influence of the Congress for a selfish or personal interest and for advertisement.

ARTICLE 33 – DISSOLUTION

The Ghana TUC may be dissolved only when all the Affiliated National Unions by resolution at a Congress specifically convened for the purpose of the dissolution of the Ghana TUC and adopt such resolution.

ARTICLE 34 – INTERPRETATION/DEFINITIONS

In this Constitution, unless the context otherwise requires:

- a. *Accredited Delegates* are Delegates of affiliated National Unions with voting rights.
- b. *Ad-hoc Committee* is a Committee set for a special purpose only
- c. *Audit Institution* means any reputable Audit Firm or Institution selected by the Executive Board for the purpose of auditing the Accounts of the Ghana TUC.
- d. *Congress* means Quadrennial Delegates Congress or Extraordinary Congress.
- e. *District Council of Labour* comprises the various local or branches of the affiliated National Unions in a particular district of the Ghana TUC
- f. *Ex-officio* refers to any person who is a member of a structure by virtue of the position held but has no voting rights.
- g. *Full-time Officers* are Officers who are fully remunerated by the Ghana TUC consisting of the Secretary-General and the Deputy Secretary-General.
- h. *Governing bodies* shall mean Congress, Executive Board and Steering Committee.
- i. *Incapacity* shall mean unfitness, disability, incompetence or inability to perform work through injury or ill-health.
- j. *Infirmity* shall mean feebleness, weakness, frailty and unstableness of body or mind.

- k. *Officers* of the Ghana TUC means persons elected by the Congress to serve the Ghana TUC
- l. *Officials* means Heads of Specialised Departments, Regional Secretaries of Ghana TUC and Desk Officers.
- m. *Paid Up Membership* means affiliated National Unions whose members have paid to the Ghana TUC their portions of dues due to the Ghana TUC and levies, fines and any other financial obligations to Ghana TUC up to the last financial year preceding the Congress shall be considered as paid up.
- n. *Part-time Officers* consist of the Chairperson and two (2) Vice Chairpersons of the Ghana TUC.
- o. *Precincts* shall include the Conference Hall, Halls of Residence of delegates/observers, the space around the Conference Hall and Halls of residence of delegates/observers.
- p. *Regional Council of Labour* is the composition of all District Councils of Labour of the Ghana TUC
- q. *Solidarity Fund* means a special fund set-up for the promotion of oneness of interest, aims and joint responsibility among the affiliated National Unions and the Ghana TUC.
- r. *Specialized Departments* are Departments established for the purpose of assisting in the running of the Secretariat.
- s. *National Union* means affiliated Trade Unions.
- t. *Voluntary check-off* means direct deductions made by employers from the salaries and wages of members of the affiliated National Unions and made payable to the Ghana TUC, National Unions and its Local or Branches.
- u. *Workers' Organisation* shall mean the co-ordinating parts or the unified whole of workers.
- v. *Associate Unions/Organisations* is a Union/Organisation not fully affiliated to the Ghana TUC.

ARTICLE 35 – COMMENCEMENT

The amendments made to this Constitution at 8th Quadrennial Delegate Congress shall come into effect on 14th day of August 2008.

INTERNAL REGULATIONS

PART 1 – APPORTIONMENT OF UNION DUES

1. Apportionment of union dues to the Ghana TUC shall be in accordance with Article 9 of the Constitution.
2. In the case of affiliated National Unions and their respective locals and branches, their apportionment of the dues shall be 70%.
3. Levies, fines and any other financial obligations paid by any of the affiliated National Unions or their members shall be paid into Ghana TUC accounts.

PART 2 – BANK ACCOUNTS AND MANDATORY SIGNATORIES

4. The Ghana TUC shall operate any account with any bank as and when it deems it necessary and shall have as authorized signatories to such accounts, the Chairperson, the 1st and 2nd Vice Chairperson, the Secretary-General, the Deputy Secretary-General and the Chairperson of the Finance Board.
5. There shall be three authorized signatories to any cheque that shall be issued by the Ghana TUC.
6. At any particular time, the signature of the Secretary-General and/or that of the Deputy Secretary-General together with any other one authorized signatory or two authorized signatories when necessary shall be enough for any bank to honour any cheque issued by the Ghana TUC.

PART 3 – APPOINTMENT OF AUDITORS

7. Prior to the appointment of Auditors of the Ghana TUC, the Executive Board shall appoint an Ad hoc Committee to advise it on such appointment.
8. In compliance with the provisions of the Constitution, any audit institution to be considered for appointment shall be reputable.
9. The appointment of an Ad hoc Committee and the final decision by the Executive Board on the appointment of Auditors shall be made at the mid year and end of the year meetings respectively of the Executive Board.

PART 4 – COMPOSITION OF CONGRESS

10. In compliance with the provisions of the Constitution, persons entitled to attend meetings of the Congress shall include the following:
 - a. Accredited Delegates of the affiliated National Unions and observers.
 - b. Members of the Execution Board not elected by their National Unions as delegates or observers.
 - c. Observers from friendly organisations.
 - d. Guests of the Executive Board
 - e. Members of the Secretariat of the Congress, appointed by the Steering Committee.
 - f. Associate Unions/Organisations as Observers
11. Every affiliated National Union shall hold its Delegates Conference at least three (3) months before the Quadrennial Congress for admission to the Congress.

12. Failure by any affiliated National Union to hold its Delegates Conference at least three (3) months before Congress without justifiable cause disqualifies such Union from attending Congress.

PART 5 – CONVENING CONGRESS

13. The Executive Board shall fix the date for the Congress.
14. In the event of any change in such date, the Executive Board shall direct that notices of such change be given to the affiliated National Unions a month before the date of the Congress.
15. The venue of the Delegates or Extra-ordinary Congress shall be determined by the Executive Board.
16. Affiliated National Unions shall submit to the Secretary-General not later than four (4) months before the opening of the Congress proposed resolutions and amendments to the Constitution.
17. The Regional and District Councils of Labour shall submit their proposed resolutions to the Secretary-General four (4) months before the opening of the Congress.
18. The Secretary-General shall on behalf of the Executive Board prepare a draft agenda for the Congress and a report on the activities of the Ghana TUC, compile the proposed resolutions and amendments to the Constitution and shall forward them to all National Unions for their consideration not later than two (2) months before the opening of the Congress.

PART 6 – OFFICERS AND OFFICIALS OF CONGRESS

19. The Officers of the Congress shall be the Chairperson, the 1st Vice-Chairperson, the 2nd Vice-Chairperson, the Secretary General and the Deputy Secretary-General.
20. The Chairperson of Ghana TUC shall preside over the Congress.
21. In carrying out this duty, the Chairperson shall adhere to the Standing Orders of the Congress and the Constitution.
22. In the absence of the Chairperson during a sitting of any part thereof, the 1st Vice-Chairperson shall conduct the business of the particular meeting.
23. In the absence of both the Chairperson and the 1st Vice-Chairperson, the 2nd Chairperson shall conduct the business of that meeting.
24. The Officials of the Congress shall be the Heads of the Specialised Departments and the Desk Officers.

PART 7 – SECRETARIAT OF CONGRESS

25. The members of the Secretariat of Congress shall be appointed by the Steering Committee on the recommendation of the Secretary-General.
26. The Secretary-General of the Ghana TUC shall be the Secretary of Congress.

PART 8 – PLENARY SESSIONS OF CONGRESS

27. Every plenary session of Congress shall be public except in cases in which it is expressly decided to the contrary by the Congress.

PART 9 – COMMITTEES OF CONGRESS

28. At every Congress there shall be a Credentials Committee, Standing Orders Committee, Constitution Committee, Elections Committee and Policies and Resolutions Committee.

PART 10 – CREDENTIALS COMMITTEE

29. The Credentials Committee shall be made up of a representative from each of the affiliated National Unions who shall be delegates.
30. The Secretary of the Credentials Committee shall be appointed by the Secretary-General with the approval of the Steering Committee.
31. Affiliated National Unions shall submit the credential of their members to the Secretary-General for transmission to the Credentials Committee.
32. The Credentials Committee shall:
- a. ensure that affiliated National Unions fulfil the conditions and obligations for attending Congress as laid down in Article 11 (2a) of the Constitution and Regulation 12.
 - b. prepare lists of persons attending the Congress
 - c. report to the Congress on the voting power of the affiliated National Unions represented.
 - d. decide on the seating arrangements of Congress.
 - e. consider any objections to the credentials of members.
33. In all such matters as mentioned under Regulation 32 (a-e) inclusive of this Internal Regulations, the Committee shall make appropriate recommendations to the plenary.
34. Objections raised to the sitting of any delegate shall be submitted to the Credentials Committee.
35. Pending final decision by the Congress on the admission of any member against whom objection has been raised that member shall however have full rights as a member.
36. No business of the Congress shall be conducted until the report of the Credentials Committee has been adopted.

PART 11 – STANDING ORDERS COMMITTEE

37. The Standing Orders Committee shall be made up of a representative from each of the affiliated National Unions who shall be delegates.
38. The Secretary of the Standing Orders Committee shall be appointed by the Steering Committee.
39. The Standing Orders Committee shall:
- a. examine and ensure that all proposed resolutions and amendments satisfy the requirements under Regulation 16 of this Internal Regulations.
 - b. recommend an order of business and time limits for speakers.
 - c. consider the provisional agenda and recommend a final agenda for the approval of the Congress.
 - d. Make proposals on the composition, the terms of reference and any other matter relating to the, setting up of a Committee or Committees not previously envisaged to resolve urgent matters that may emerge in the course of the Congress.

40. Notwithstanding the provision contained in Regulation 16 of this Internal Regulation, the Standing Orders Committee shall receive proposed resolutions and amendments on emergency matters only and examine the appropriateness of such resolutions and amendments for consideration by Congress.
41. The Standing Orders Committee shall receive notice of intention to speak on any subject matter in writing in advance indicating the name, status of the speaker and the subject matter of the agenda item on which to speak.
42. Notwithstanding the provision contained in Regulation 41, the Chairperson shall allow contributions from participants provided such contributions are strictly restricted to the subject matter of the initial speaker.
43. No other literature or printed matter other than official documents shall be circulated during Congress or in the precincts of the Congress.
44. Generally the Standing Orders Committee shall act as scrutineers throughout the Congress on all matters.

PART 12 – POLICES AND RESOLUTIONS COMMITTEES

45. The Policies Committees shall be constituted from all the delegates of the affiliated National Unions and other participants.
46. The number of Policies Committees shall be determined by the range of policies to be adopted by the Congress.
47. The Resolutions Committee shall be made up of a representative from each of the affiliated Nations Unions who shall be delegates.
48. The respective secretaries of the Policies and Resolutions Committees shall be appointed by the Steering Committee.
49. The Policies Committees shall consider draft policies properly placed before them for adoption by the plenary.
50. The Resolutions Committee shall:
 - a. receive and examine proposed resolutions properly placed before it by the affiliated National Unions and the Secretariat of the Ghana TUC and shall make recommendations for the adoption of such resolutions by the plenary of the Congress.
 - b. compile a final draft for the consideration of the Congress.

PART 13– CONSTITUTION COMMITTEE

51. The Constitution Committee shall be made up of representatives from each of the affiliated Nation Unions who shall be delegates.
52. The Secretary of the Constitution Committee shall be appointed by the Steering Committee.
53. The Constitution Committee shall:
 - a. examine all proposals for amendments that shall be properly placed before it from the affiliated National Unions and or the Secretariat of Congress.
 - b. Make appropriate recommendations to the plenary.

PART 14 – ELECTIONS COMMITTEE

54. The Elections Committee shall be made up of a representative from each of the affiliated National Unions who shall be delegates.
55. The Secretary of the Elections Committee shall be appointed by the Steering Committee.
56. The Elections Committee shall:
 - a. receive from the Returning Officers of Congress in sealed envelopes nominations duly signed by the National Chairperson, General Secretary and a member of the National Executive Council other than an elected National Officer of each affiliated National Unions with their names fully written.
 - b. examine and ensure that none of the nominations so submitted was altered or tampered with in any form.
 - c. report on all the nominations whether properly filed or not in accordance with the Constitution.
 - d. collate and submit the nominations of candidates for election as officers of the Ghana TUC by the Congress.
 - e. decide on all matters of security which are relevant to the proper and orderly performance of the elections i.e. ballot boxes, ballot paper, method of voting, counting of ballot papers and declaration of results.
 - f. make appropriate recommendations to the plenary.

PART 15 – GENERAL PROVISIONS GOVERNING COMMITTEES

57. The Chairpersons and Rapporteurs of the Committees of Congress shall be appointed from among the Committee members.
58. The sittings of any Committee of the Congress shall be in private and shall be exclusive to only the members of that particular Committee.
59. A Committee dealing with an issue emanating from affiliated National Union not represented on the Committee may invite a representative from such National Union to attend the Committee sitting(s) during the Discussions of that issue.
60. The officers of the Congress may attend the sittings of any Committee.
61. The Secretary-General may appoint a representative to act on his half at sittings of any committee.

PART 16 – THE APPOINTMENT AND DUTIES OF RETURNING OFFICERS

62. A person each provided by the National Electoral Commission and the Labour Department at the request of the Executive Board shall act as Returning Officers.
63. The Returning Officers shall set up a Secretariat at the Congress premises by the time of arrival of delegates to the Congress.
64. The Returning Officers shall forward the nominations received from the affiliated National Unions to the Elections Committees.
65. The Returning Officers shall be responsible for the smooth, orderly and fair elections during Congress.
66. The results of the elections shall be declared immediately after they are known by the Returning Officers.
67. After the elections, the Returning Officers shall submit their report on the elections to the Registrar of Trade Unions and the Ministry responsible for labour respectively, and make copies to the Executive Board.

PART 17 – FINANCING OF CONGRESS

68. All expenses incurred for convening Congress and not mentioned hereunder in Regulation 69, shall be borne by the Ghana TUC.
69. The travelling expenses of delegates and observers of Affiliated National Unions attending Congress shall be borne by the respective National Unions.

PART 18 – POSITION OF WOMEN VICE-CHAIRPERSON

70. There shall be a 2nd Vice-Chairperson Position, which shall be occupied by women in the Executive Committee of the Ghana TUC, the Regional Councils of Labour and the District Councils of Labour.
71. The 2nd Vice-Chairperson of the Ghana TUC shall have oversight responsibility for the affairs of women.
72. Generally, all other 2nd Vice-Chairpersons shall exercise oversight responsibility for the affairs of women in their respective Regional and District Councils of Labour, articulate women's concerns, liaise with the women's Desk and the Regional Women Organisers and undertake the duties and responsibilities prescribed for the Vice-Chairpersons under the Constitution.

PART 19 – PROCESS OF SUCCESSION

73. In the event of resignation, permanent incapacity, removal or death of the Chairperson occurring between two (2) Congresses, the Executive Board shall by secret ballot elect a serving Vice Chairperson to act until the next Congress.
74. In the event of resignation, permanent incapacity, removal or death of any of the serving Vice-Chairpersons occurring between two (2) Congresses, the Executive Board shall by secret ballot elect a serving National Chairperson of any of the affiliated National Unions to act.

PART 20 – REMOVAL OF OFFICERS

75. In case of proven dishonesty, gross misconduct, abuse of office, incompetence, disrespect for the Executive Board, breach of Oath of office and any other act that may bring the name of the Ghana TUC into the disrepute, the Executive Board shall suspend an officer pending the final decision of Congress.
76. Where an Officer is suspended pending the final decision of the Congress, Congress must be convened not later than twelve (12) months from the date of suspension of such officer.
77. Any officer of the Ghana TUC shall be removed from office by two thirds (2/3) majority of votes cast by delegates at Congress on proven dishonesty, gross misconduct, abuse of office, infirmity of mind, incompetence, disrespect for the Executive Board, ill health or inability to retain office or for breach of oath of office and any other act that may bring the name of the Ghana TUC into disrepute.

78. In cases of ill-health and infirmity of mind, the Executive Board shall temporarily relieve an officer of his/her duties when it is proven by medical report from a medical board, which has been constituted by the Executive Board for that purpose.
79. An Officer who is temporarily relieved of his/her duties as a result of ill-health shall be entitled to 2/3 of the salary of such officer pending final decision of Congress.

PART 21 – MEETINGS OF THE EXECUTIVE BOARD

80. The Executive Board shall meet in June and December of each year.
81. The December meeting of the Executive Board shall concern itself generally with budgetary matters, general planning for the following year and all other matters that will be brought before it on its agenda.
82. The June meeting will also concern itself with mid-term review of budgetary matter and plans and all other matters that will be brought before it on its agenda.

PART 22 – CONDITIONS OF SERVICE OF ELECTED OFFICERS

83. The Executive Board shall appoint a Committee to draw up conditions of service of elected Officers for its consideration.
84. The Committee to be appointed shall be made up of seven (7) members who shall be Chairpersons and General Secretaries of the affiliated National Unions.
85. The Secretary to this Committee shall be appointed by the Executive Board.
86. The conditions of service shall be drawn up and shall be subject to review every two years, excluding salaries which shall be reviewed annually.

PART 23 – STANDING COMMITTEES OF EXECUTIVE BOARD

87. There shall be established Standing Committee namely Organisation and Political Committee, Social and Economic Committee, International Affairs Committee, Education Committee and Health, Safety and Environment Committee.
88. Each Standing Committee shall be made up of up to seven (7) but not less than five members who shall be National Chairpersons and General Secretaries of the affiliated National Unions.
89. The Secretaries to the Standing Committees who shall be Heads of the Specialized Departments shall be appointed by the Secretary-General.
90. Each Standing Committee shall meet at least once before every Regular Executive Board meeting.
91. Each Standing Committee shall make recommendations to assist the executive Board in taking any decision relating to its respective area of jurisdiction.
92. The Secretaries who are ex-officio members of the Standing Committee shall not have voting rights.

PART 24 – POLITICAL AND ORGANIZATION COMMITTEE

93. The Political and Organisation Committee shall:
- a. monitor the implementation of Ghana TUC's policies on Politics, Gender and Youth Organization and Internal Democracy, and make recommendations to the Executive Board.
 - b. bring to the attention of the Executive Board both internal and external political development.
 - c. recommend to the Executive Board such activities that will contribute to raising the political consciousness of working people.
 - d. examine and advise the Executive Board on ways of improving internal democracy within the trade union movements.
 - e. make such recommendations to the Executive Board as the Committee may consider necessary.
 - f. Undertake other tasks that may be assigned to it by the Executive Board.

PART 25 – INTERNATIONAL AFFAIRS COMMITTEE

94. The International Affairs Committee shall:
- a. deliberate on all issues of international nature which affect the labour movement and make the appropriate recommendations to the Executive Board.
 - b. monitor developments in international trade union affairs relevant to the labour movement including violation of Trade Union Rights and advise the Executive Board.
 - c. formulate for the adoption of the Executive Board guidelines for the award of international scholarships and fellowships and or participation in seminars, workshops, conferences and meetings.
 - d. make any other recommendations as it may consider necessary for its work.
 - e. Undertake any other tasks that may be assigned to it by the Executive Board.

PART 26 – EDUCATION COMMITTEE

95. The Education Committee shall:
- a. monitor and ensure the implementation of the Ghana TUC's Education Policy.
 - b. promote and encourage the full participation of National Unions for the attainment of the objectives of the Education Policy.
 - c. oversee the work and operations of the Education Department and Ghana Labour College.
 - d. advise the Executive Board on how to establish and maintain a reliable network of educators of the Ghana TUC and National Unions and to see to the effective coordination of educational programmes in the Trade Union Movement.
 - e. advise the Executive Board on the means of generating educational funds from both internal and external sources.
 - f. Examine all matters that the committee may consider useful for the promotion of education in the labour movement and make recommendations to the Executive Board.

- g. Act on all relevant matters that may be referred to the Committee by the Executive Board from time to time.

PART 27 – SOCIAL AND ECONOMIC COMMITTEE

- 96. The Social and Economic Committee shall:
 - a. monitor the implementation of Ghana TUC's Policies on Industrial Relations, Social Security and Pension as well as Worker's Enterprises Ownership and make recommendations to the Executive Board.
 - b. examine the needs of the National Unions and make recommendations for research by the Ghana TUC.
 - c. study and monitor the functions of the Social Security and National Insurance Trust (SSNIT) and make recommendations for its improvement to the Executive Board.
 - d. examine Industrial Relations Policies and practices of the Government and employers and make recommendations to the Executive Board.
 - e. undertake other tasks that may be assigned to it by the Executive Board.
 - f. Make any other recommendations as it may consider necessary for its work.

PART 28 - HEALTH, SAFETY AND ENVIRONMENT COMMITTEE

- 97. The Health, Safety and Environment Committee shall:
 - a. monitor implementation of Ghana TUC Policy on Occupational Health and Safety, and make recommendations to the Executive Board.
 - b. draw the Executive Board's attention to occupational health and safety issues and developments in the country.
 - c. monitor industrial accidents and injuries and the payment of compensation thereof and make recommendations to Executive Board.
 - d. ensure that statistics are compiled on occupational accidents and diseases.
 - e. Recommend to the Executive Board such activities as will contribute to raising the consciousness of working people about health and safety as well as environmental issues.

PART 29 – ADHOC COMMITTEE

- 98. The Executive Board shall establish Ad hoc Committees to deal with any particular question(s) that may arise from time to time.
- 99. The terms of reference in respect of any Ad hoc Committee established to deal with any matter shall be defined by the Executive Board.
- 100. Each Ad hoc Committee shall be made up of seven (7) but not less than three (3) persons who shall be members of the Executive Board.
- 101. The Secretaries to the Ad hoc Committee shall be appointed by the Secretary-General.
- 102. The meetings of an Ad hoc Committee shall be determined by the Committee itself to ensure that it completes its work in time.
- 103. The Secretaries who are ex officio members of the Committee shall not have voting rights.

PART 30 – ALTERNATE MEMBERSHIP OF EXECUTIVE BOARD

104. In the absence of the National Chairperson of any of the affiliated National Unions on the Executive Board, the National Vice-Chairperson shall represent the Union.
105. In the absence of both the National Chairperson and the National Vice-Chairperson any of the elected National Officers shall represent that Union on the Executive Board.
106. In the absence of the General Secretary of any affiliated National Union on the Executive Board, the respective Deputy General Secretary shall represent the Union.
107. In the absence of both the General Secretary and Deputy General Secretary of any of the affiliated National Union, any elected National Officer shall represent the Union on the Executive Board.
108. In the absence of any Head of Specialized Department of the Ghana TUC, the Deputy Head of the Department shall attend the Executive Board Meeting.
109. In the absence of any Chairperson of the Regional Council of Labour, the Vice-Chairperson shall attend the Executive Board.
110. In the absence of any Chairperson of the Regional Women’s Committee, the Vice-Chairperson shall attend the Executive Board.

PART 31 – ALTERNATE MEMBERSHIP OF STEERING COMMITTEE

111. In the absence of any General Secretary of any affiliated National Union, the Deputy General Secretary shall represent the Union on the Steering Committee.
112. In the absence of both the General Secretary and Deputy General Secretary of any affiliated National Union, any elected National Officer shall represent the Union on the Steering Committee.
113. In the absence of any Head of Department of the Ghana TUC, the Deputy Head of Department shall attend the Steering Committee meeting.
114. In the absence of the Head of Women’s Desk, any of the Regional Women Organisers shall be appointed to attend the Steering Committee meeting.

PART 32 – ALTERNATE MEMBERSHIP OF COMMITTEES

115. In the absence of any National Chairperson or General Secretary of any affiliated National Union on any Committee, the National Vice-Chairperson or Deputy General Secretary shall represent the Union on the Committee.
116. In the absence of both the National Chairperson or the Vice-Chairperson and the General Secretary or Deputy General Secretary of any affiliated National Union on any Committee any elected/National Officer shall represent the Union.
117. Where any Head of Department, Chairperson of Regional Council of Labour or Regional Chairperson of Women’s Council of Labour or Regional Chairperson of Women’s Committee who is a member of any Ad hoc Committee is absent, the Deputy Head of Department, the Vice-Chairperson of Regional Council of Labour or the Vice-Chairperson of Women’s Committee shall attend the Committee sittings.

PART 33 – SOLIDARITY FUND

118. The Executive Board is empowered to create and administer a Special Solidarity Fund to promote solidarity among organised labour.
119. Contributions to the Special Solidarity Fund shall be made up of 5% monthly dues income of the Ghana TUC and voluntary contributions from the affiliated National Unions.
120. The Ghana TUC shall transfer the 5% of the total monthly dues and the voluntary contribution form the affiliated National Unions duly paid to the Ghana TUC at the end of each quarter into a separate special account for that purpose.
121. The 7 member Committee shall be appointed from within the Executive Board to administer the Special Solidarity Fund
122. The members so appointed to administer the Solidarity Fund must be members of the Executive Board.

PART 34 – DISPUTES SETTLEMENT

123. There shall be a mediation and or an arbitration to resolve a dispute arising within or between affiliate union or associate unions/organisations.
124. The membership of the mediation or the arbitration committee shall be nominated by the Steering Committee with the Approval of the disputing parties.
125. A dispute shall be referred in the first instance for settlement by mediation and where it remains unresolved thereafter it shall be referred to arbitration.
126. Parties to an arbitration shall bear the cost of the arbitration.
127. An arbitration award made under this Part, shall be binding on the disputing parties unless an appeal is made to the Executive Board within 14 days after the award is made.
128. A dissatisfied party may appeal to the Executive Board against an arbitration award on proven exceptional circumstance that necessitates the award to be set aside.
129. The decision of the Executive Boar on the appeal shall be final and be binding on the disputing parties.
130. Costs may be awarded against the liable party after an arbitration.
131. If any party to a dispute fails to submit to Dispute Settlement procedures provided in this Part, that party shall not be permitted to raise that matter at any Executive Board Meeting or Congress.

PART 35 – RULES OF PROCEDURE

132. At every meeting any person who wishes to speak must address the Chair.
133. The Chairperson has the right to stop any person form speaking when the remarks are not relevant to the subject matter under discussion.
134. Unless a speaker on any particular issue is specifically invited by the Chair for further clarification, no person shall speak more than once on the same subject.
135. Where a report of a Committee is being considered, the Repporteur of that Committee shall have the right to make final remarks or contributions before any decision is made on the matter.
136. The Secretary-General shall have the right to speak on any subject.
137. Unless otherwise agreed by the meeting no speech time shall exceed five (5) minutes.

138. Members appointed to introduce agenda items and Repporteurs who are presenting reports shall however be allowed time limit often (10) minutes.
139. There shall be no time limit when the Secretary-General is presenting a report.
140. Where no new additions or contributions are being made to the matter under discussion in the opinion of the Chairperson then the Chairperson shall close the debate.
141. Thereafter, the Chairperson shall call for a motion which shall be oral or in writing on the matter.
142. The motion shall be seconded by at least a person who is qualified to vote.
143. Any motion shall be seconded by any member from a Union other than that of the mover.
144. Where any amendment is made to the motion the amended motion shall again be seconded.
145. If there are several amendments to a motion, the Chairperson shall determine the order in which they shall be discussed and put to vote.
146. Any motion may be withdrawn by the member who moved it unless an amendment to it is under discussion or has been adopted.
147. Any motion so withdrawn may be moved by any other member without reference to the previous mover.
148. The Chairperson shall allow two (2) speakers each for and against the motion.
149. Thereafter a vote shall be cast to determine the matter.
150. Motions on procedure or point of order shall be made orally
151. The decision of the Chairperson on a point of order shall be final.
152. Before a motion on procedure shall be put to vote the Chairperson shall allow only one member to speak in favour of it and one against it.
153. A motion challenging any ruling of the Chairperson on any matter shall be put immediately to vote
154. Before any motion challenging any ruling of the Chairperson on any matter is put to vote one person each for and against shall be allowed to speak on it.
155. No motion passed by a meeting shall be rescinded or amended at the same meeting at which it is passed.
156. Should a member cause a disturbance at a meeting and refuses to obey the Chairperson when to order, the member shall be expelled immediately from the meeting for the rest of the session.
157. Thereafter, that member shall be allowed to take part in the meeting if 2/3 majority of the delegates allows that member to do so.
158. All reports meant for discussion at any meeting shall be channelled through the office of the Secretary-General.
159. Any member at any time may draw attention to the fact that the Constitution or Internal Regulations of the Ghana TUC are not being observed and the Chairperson shall give an immediate ruling on any question so raised.

PART 36 – MAJORITY

160. Every meeting shall always endeavour to secure the widest possible measure of agreement rather than by simple majority.
161. Except in the case of the suspension of any of the Internal Regulations, amendments to the Constitution, dissolution of Congress in session and expulsion of an affiliated National Union which requires two-thirds (2/3) majority of the votes cast, all decisions shall be by simple majority when a vote is called for.

PART 37 – VOTING

162. Voting shall be by show of voting cards.
163. Election of Officers shall be by secret ballot.
164. Voting on issues at any meeting shall be by show of voting cards unless otherwise decided by one-third (1/3) of the members accredited to vote or at the discretion of the members accredited to vote or at the discretion of the Chairperson.
165. Where elections are to be held by secret ballot, two tellers shall be chosen and ballot boxes shall be provided.
166. At the request of any two or more delegations representing not less, than fifty percent plus one (50%+1) of the represented aggregate membership of the affiliated National Unions, a roll call vote shall be taken.
167. In the event of a roll call vote, each affiliated National Union shall cast one vote to represent the numerical strength of that affiliated National Union.

PART 38 – OFFICIAL LANGUAGE

168. The Official language of the Congress shall be English.
169. Any member wishing to speak in any other language shall do so and an interpretation shall be made into English if possible.

PART 39 – AFFILIATION

170. In compliance with the provisions as contained in Article 26 of the Constitution any Trade Union wishing to affiliate to the Ghana TUC shall satisfy the following conditions:
 - a. submit its Constitution and Internal regulations to the Ghana TUC
 - b. submit the names of its elected National Officers;
 - c. make known to the Ghana TUC its membership strength and area of jurisdiction or coverage; and
 - d. submit a resolution passed by not less than two-thirds (2/3) majority of its authorised body.
 - e. Thereafter the Executive Board shall consider the application for affiliation and make recommendations to Congress for ratification.

PART 40 – WITHDRAWAL

171. Withdrawal of any affiliated National Union from the Ghana TUC shall be made in accordance with Article 27 of the constitution.

PART 41 – SANCTIONS

172. Where any affiliated National Union fails to implement any decision of the Ghana TUC on any matter, the Executive Committee shall at once inform all the other affiliated National Unions about the refusal of such Union to comply with the decision.
173. Thereafter, the matter shall be reported to the next National Executive Council meeting of the affiliated National Union concerned to ensure that the decision is complied with.
174. The National Executive Council shall allow the Ghana TUC to appear before it and inform it at its said next meeting on the refusal of its union to comply with the particular decision of the Ghana TUC.
175. Should the National Executive Council fail to ensure compliance by its affiliated National Union, then the Executive Board shall suspend the said affiliated National Union.
176. Thereafter Congress shall expel the said affiliated National Union unless by the time of Congress, the said Union had complied with the decision in question.

PART 42 – MERGERS

177. Affiliated National Unions, of similar trades or industries shall be encouraged to merge to enable the Unions withstand the adverse effects of globalization for the benefit of such Unions and their respective members.
178. The Ghana TUC shall appoint facilitating Committees whose duty shall be to identify affiliated National Unions in similar trades or industries and advise the Executive Board to take steps to initiate discussions between such identified Unions for merger.

PART 43 – BREACH OF NEUTRALITY OF LEADERSHIP CLAUSE

179. An officer or staff as mentioned in Article 15 of the Constitution shall be sanctioned if it is proven that such officer or staff has accepted to hold an office in a political party or addressed a rally organised by a political party.
180. Where a breach is occasioned, the person involved shall either be suspended or removed from position held in the Ghana TUC or affiliated National Union.
181. Where the person suspended or removed from position held in the Ghana TUC or affiliated National Union fails or refuses to resign, or accept the suspension then legal action shall be taken against that person to compel that person to do so.
182. It shall be the responsibility of the Executive Board to apply sanctions as mentioned in the Constitution.

PART 44 – OATH OF OFFICE

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183. Every Officer of the Ghana TUC shall take an oath of office.
184. 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 Ghana TUC Union Congress and shall not under any circumstance, divulge any official secrets of the Ghana Trade Union Congress, betray a colleague, become disloyal to the Trade Union Movement, or use the influence of the Congress 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.

.....
"I SWEAR"

APENDIX

RULES AND BYE-LAWS OF DISTRICT COUNCIL OF LABOUR OF THE GHANA TRADES UNION CONGRESS

RULE 1 – NAME

The name of the council shall be the

.....
District Council of Labour hereinafter referred to as the Council. It shall have such address as the Council may decide from time to time.

RULE 2 – OBJECTS

The objects of the Council shall be:

- (a) To promote the organisation of the Branches/Locals of the National Unions forming the Ghana Trade Union Congress in the various trades and/or industries within the Districts.
- (b) To promote the interest of all its members and to secure united action in matters affecting or likely to affect those interest.
- (c) To help promote suitable educational, social and sporting activities for workers.
- (d) To establish intimate relations between the Council and other structures of the Ghana Trades Union Congress.
- (e) To help improve generally the economic and social conditions of the area of its operation through the sponsorship of activities of various types of the benefit of the community and that of the members in particular, thus helping to make the area viable, interesting and lively.
- (f) To support and work for the application of the constitution of the Ghana Trades Union Congress and such objects as the Congress may from time to time determine.
- (g) To assist the Ghana Trades Union Congress in its endeavours to secure favourable legislation in the interest of the working class.
- (h) To establish or co-operate with sister Councils of Labour in printing or publishing newspaper, journals, books, pamphlets, run recreational centres, rest home, promote business undertakings and such other ventures as the Council may decide form time to time in furtherance of its objectives.
- (i) To promote the unity of the Ghana Labour Movement generally and to reconcile the interest and activities of the various Unions and to promote harmony and co-operation among them in the interest of all the workers in Ghana united in the Ghana Trades Union Congress.
- (j) To interact with sister District Councils of Labour in order to exchange views, ideas and experiences and to foster the bond of unity and friendship among workers.
- (k) To worker in co-operation with the Social Welfare Department's the-care agent helping with the rehabilitation of discharged convicts/disabled to have them accommodated in the community with the view to encouraging them to become useful citizens.
- (l) The Council shall encourage the establishment of Co-operative Societies among the workers in its area of operation.

- (m) The Council shall help branch/local Secretaries in the District in matters of industrial dispute when appealed to, and report the outcome of their intervention to the National Union's Regional Industrial Relations Officer.
- (n) The Council shall be under the administrative guidance of the Regional Industrial Relations Officer.
- (o) The Council shall be under the administrative guidance of the Regional Secretary of Ghana TUC at all times.

In furtherance of these objects, the council shall co-operate with the Ministry responsible for Labour, Sister Councils, and other bodies, working in the interest of labour generally without prejudice to the obligations of the council as provided in the Constitution of the Ghana Trades Union Congress.

RULE 3 – AREA OF JURISDICTION

The area of jurisdiction of the Council shall be (as per schedule attached).

RULE 4 – COMPOSITION

- (a) Membership is open to all Branches/Locals of National Unions affiliated to the Ghana TUC within the District Council Area.
- (b) The Council shall consist of four (4) representatives of each Branches/Locals of a National Union. Regional Industrial Regional Officers of the National Unions of the Ghana TUC shall be ex-officio members of the Council.

RULE 5 – FINANCE

The Council shall derive its funds from the following sources:-

- (a) Each Branch/Local shall pay a monthly subscription of ₵..... from its share of Trade Union Dues as shall be determined from time to time by the Council.
- (b) Proceeds from activities of District Councils of Labour.
- (c) Donations, Gifts and Grants.
- (d) Grants in aid from the Ghana TUC and the National Unions.
- (e) Interests on Investment.

Member branches/locals shall be notified of their arrears by the Treasurer at the end of every three (3) months and shall follow up when the arrears are not paid.

RULE 6 – COUNCIL MEETINGS

- (a) The Ordinary General Meeting of the Council shall take place quarterly.
- (b) Representatives shall write their names and sign attendance book on entry at each meeting.
- (c) An emergency meeting of the Council may be called at any time by the Chairman and/or the Executive Committee or upon the written request of any “Affiliated Member/Local” subject to the sanction of Executive Committee. In that case, the object of the meeting must be clearly stated.
- (d) Each affiliated local or branch shall receive from the Secretary not less than three (3) clear days notice of meetings, the agenda to be embodied in all such notices except emergency meetings.
- (e) One-third (1/3) the number of the affiliated unions present at a meeting shall form a quorum, but for the purpose of counting the quorum, only one representative from each affiliated Branch/Local Union present shall be counted.

RULE 7 – EXECUTIVE AND OFFICERS

- (a) Every National Union shall nominate one (1) person each to serve on the Executive Committee of the Council. Out of the total number, six (6) shall be elected as the officers of the council.
- (b) The officers of the council who shall be on part time shall be the Chairman, 1st Vice-Chairman, 2nd Vice-Chairperson, Secretary, Assistant Secretary/Organiser, Treasurer and Internal Auditor. All officers shall remain in office until election of new officers are carried out at the end of four (4) years, and shall be eligible for re-election.
- (c) All officers shall be elected at a general meeting of the Council. Every member of the council shall have the right to nominate a candidate for each of the posts. Any nomination without seconder shall be void.
- (d) In the event of death, transfer, names termination, retirement, or resignation of any officer, the post shall be filled by means of bye-election.
- (e) One leaving office, all officers shall hand over to their successors or to the Executive Committee all books, cash, keys papers and other properties of the Council in their possession.
- (f) Any member whose branch or local is in arrears of dues for three (3) months or more shall not be elected as an officer of the council.

RULE 8 – DUTIES OF OFFICERS

- (a) **Chairman**
All meeting of both the Council and Executive Committee shall be presided over by the Chairman.
- (b) **Vice-Chairman/2nd Vice-Chairperson**
He shall act in the absence of the Chairman.
- (c) **Secretary**
The Secretary shall attend all meetings of the Council, Executive Committees, and Sub-committee and keep a correct report of the proceedings. He shall conduct the business of the Council in accordance with the provisions of this Constitution. He shall issue to each Branch/Local notice of Council meeting three (3) clear days prior to the meeting except in the case of emergency meetings when the notice shall be issued shorter at any time prior to the meeting. He shall notify a Branch/Local of the absence of its representative at three (3) consecutive meetings. In conjunction with the Chairman and Treasurer, shall sign Cheques

on behalf of the Council He shall in conjunction with Branch/Local Secretaries in the District compile and keep the lists of all enterprises and staff employed by such enterprises which shall be reviewed from time to time.

(d) **Assistant Secretary and Organiser**

He shall assist the Secretary in the performance of his duties pertaining to the office and shall act in the absence of the Secretary. He shall be responsible for the organizational aspect of the activities of the Council.

(e) **Treasurer**

The Treasurer shall keep a true account of Income and Expenditure of the Council. He shall prepare or cause to be prepared Annual Balance Sheet and a Financial Statement of the Council and submit same for Auditing. He shall submit to the Executive Committee a Statement of the Financial Standing of the Council as and when required by the Executive Committee. He shall be a signatory to the cheques issued by the Council.

(f) **Internal Auditor**

He shall vet all payments made, and ensure that all monies received by the Council are promptly paid to the Bank by the Treasurer. He shall assist the Treasurer in the preparation of the Financial Statements of the Council.

RULE 9 – EXTERNAL AUDITOR

The Internal Audit Unit of the Ghana Trades Union Congress (shall audit the Annual Accounts of District Councils of Labour. The Unit shall submit its Report to both the District Council concerned and the Regional Council of Labour in charge of that District.

RULE 10 – EXECUTIVE COMMITTEE

(a) The Administration of the affairs of the Council shall be carried out by the Executive Committee.

(b) The Executive Committee of the Council shall compose of:-

- ❖ The Chairman
- ❖ Vice-Chairman
- ❖ Secretary
- ❖ Assistance Secretary
- ❖ Organizer
- ❖ Treasurer and
- ❖ Internal Auditor

(c) One representative each of National Unions active in the Council area (providing the Union is not already represented by one of its members in the elected executive of the Council).

Functions of the Executive Committee

(a) The Executive Committee shall have power to formulate and execute policies in accordance with the objectives in this Constitution subject to approval by the Council.

(b) The Executive Committee shall meet monthly but an Emergency meeting of the Executive may be called in the event of urgent business as and when deemed necessary by the Chairman and the Secretary.

(c) The Executive Committee shall be in office for a period of four (4) years.

- (d) In the event of death, transfer, dismissal, retirement or resignation of any member of the Executive Committee, the Council shall fill the vacancy through a bye-election.
- (e) Any member of the Executive Committee who absents himself/herself at three (3) consecutive monthly meetings shall, unless a satisfactory reason for such absence has been sent to the Secretary be deemed to have vacated office, and the vacancy shall be filled as prescribed for in paragraph (d) above.

Women's Representation

In the event that no woman is elected to the membership of the Executive Committee as an office bearer, the Chairperson and Secretary of the Women's Wing in the District shall be co-opted into the Executive Committee.

RULE 11 – INVESTMENT OF FUNDS

All Monies received by the Council shall be deposited in a Bank approved by the Executive Committee.

RULE 12 – DEPUTATIONS

- (a) The Council shall appoint a delegate or delegates to represent it at any meeting, conference or function to which it shall be invited or entitled to attend.
- (b) Reasonable expenses incurred by such delegate or delegates shall be borne by the Council.
- (c) Travel and Transport Expenses of Officers attending Executive Meetings of the Council shall be paid by the Council.
- (d) Travel and Transport expenses in delegates attending General Meetings of the Council shall be paid by the respective Branches/Locals of National Unions.

RULE 13 – MISCELLANEOUS

- (a) The Council shall not embark on strike action without the prior authorisation of the Executive Board of the Ghana Trades Union Congress.
- (b) The platform of the Council shall not be used for electioneering campaign by persons or group of persons seeking elections to the office of the Ghana Trades Union Congress.
- (c) The platform of the District Council of Labour shall not be used for the purposes of discussing partisan politics. Notwithstanding this provision, the Council shall encourage workers to exercise their political rights and obligations.
- (d) In pursuance of these objectives, the Council may embark on:
 1. Demonstrations
 2. Boycotts.
 3. Pass Resolutions and make Press Releases
 4. Campaigns and Lobbies
 5. Any other peaceful means of expressing sentiments.
- (e) The Council shall not act in contradiction to action and decision of the steering Committee, The Executive Board, or the Congress of Ghana Trades Union Congress.
- (f) The Ghana TUC in consultation of the DCLs shall determine a monthly allowance as honoraria to be paid to the officers

- (g) In all matters, where this Constitution is silent, the provisions of the Constitution of Ghana Trades Union Congress shall apply.

RULE 14 – AMENDMENT OF CONSTITUTION

- (a) No Amendment of any Articles of the Council shall take place except as decided at the last meeting of the second (2nd) year period and then only upon a vote of two-thirds (2/3) of the members present being in favour of the proposed alteration.
- (b) One month's notice shall be given to the Secretary in writing of any proposed Amendment of Article which is desired shall be discussed at the last meeting of the Council. Such Amendment shall be circularised to all Branch/Local of National Unions two (2) clear weeks before, the last meeting is held. Any such amendment shall be approved by the Executive Board of the Ghana TUC to become operative.

PART II – STANDING ORDERS

1. A Standing Orders Committee shall be appointed to direct the conduct of the business of the last meeting and to act as scrutineers. The Secretary shall be adviser to this Committee.
2. The Business of the Meeting shall be taken in the order as appearing on the agenda, subjects to the recommendation of the Standing Orders Committee and of the approval of the meeting.
3. Notice of Motions and Business items from member-unions shall be sent to the secretary not less than 14 days before the meeting of Council at which they are to be discussed. Emergency Motions may be included after the opening of the meeting subject to the approval of the majority.
4. The mover of any motion, but not a seconder, shall have the right to reply, but no other member shall be allowed to speak more than once on the same question unless permission be given to explain, or on a point of order addressed to the Chairman when the remarks made be strictly confined to the explanation or point of order. The motion shall be put immediately the mover has replied.
5. If any Amendment to carried, it shall displace the original motion and itself become the substantive motion, there upon any Amendment may be moved thereto.
6. When an amendment is made to an original motion no second amendment shall be discussed until the first amendment is disposed of.
7. When the members consider a subject has been sufficiently discussed, the motion may be proposed “that the question be not put.” If this proposition is carried the Chairman shall give the mover of the original motion the opportunity to reply, after which the motion under discussion shall be immediately put to vote.

DISTRICT COUNCILS OF LABOUR

1. UPPER EAST REGION

1. Bolgatanga

2. Bongo

3. Bawku East

4. Bawku West

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5. Builsa
6. Kassena-Nankani

2. UPPER WEST REGION

1. Wa
2. Sissalla
3. Nadowli
4. Lawra
5. Kirapa-Lambussie

3. NORTHERN REGION

1. Yendi
2. Gushiegu-Karaga
3. Saboba-Cheruponi
4. Zabzugu-Tatale
5. Tamale
6. Tolon-Kumbugu
7. Savelugu-Nanton
8. Nanumba
9. East Gongga
10. West Mamprusi
11. West Gongga
12. Bole
13. East Mamprusi

4. BRONG AHAFO REGION

1. Wenchi
2. Techiman
3. Sunyani
4. Tano
5. Atebubu
6. Sene
7. Nkoranza
8. Kintampo
9. Dorma Ahenkro
10. Berekum
11. Jaman
12. Goaso
13. Kenyasi

5. CENTRAL REGION

1. Cape Coast
2. Komenda-Edina-Eguafo-Ebirem
3. Mfantsiman
4. Abura-Asebu-Kwamankese
5. Effutu-Ewutu-Senya
6. Gomoa
7. Upper Denkyira
8. Twifo-heman-Lower Denkyira
9. Agona
10. Asikuma-Odoben-Brakwa
11. Ajumako-Enyan-Esiam
12. Assin

6. ASHANTI REGION

1. Asante-Akim North
2. Asante-Akim South
3. Atwima
4. Amansie West
5. Amansie East
6. Adansi West
7. Adansi East
8. Ahafo Ano North
9. Ahafo Ano South
10. Sekyere West
11. Sekyere East
12. Ejura Sekyeredumase
13. Afigya-Sekyere
14. Kwabre
15. Offinso
16. Ejisu-Juaben
17. Bosomtwi-Atwima Kwanwoma
18. Kumasi

7. EASTERN REGION

1. New Juaben
2. Suhum-Krabo-Coaltar
3. Akwapim North
4. Akwapim South
5. Yilo Krobo
6. Asuogyaman
7. Manya
8. Birim South
9. Birim North
10. West Akim
11. Kwaebibirem
12. Kwahu South
13. Afram Plains
14. East Akim
15. Fanteakwa

8. VOLTA REGION

1. Ho
2. Hohoe
3. North Dayi
4. Jasikan
5. Kadjebi
6. Nkwanta
7. Anlo
8. Sogakope

9. Krachi
10. Adidome
11. Ketu
12. Akatsi

9. GREATER ACCRA REGION

1. Accra
2. Tema
3. Ga
4. Dangbe East
5. Dangbe West
6. Prampram

10. WESTERN REGION

1. Sefwi
2. Bibiani-Anhiaso
Betwai
3. Juabeso-Bia
4. Wassa West
5. Mpoho-Wassa East
6. Wassa Amenfi
7. Aowin-Suaman
8. Nzema East
9. Jomoro
10. Shama
11. Ahanta West