

TRADES UNION CONGRESS (GHANA)



**CONSTITUTION
AND
INTERNAL REGULATIONS
2016**

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

AS

**AMENDED AT THE
10th QUADRENNIAL DELEGATES CONGRESS**

HELD AT THE

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

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THE PREAMBLE AND PLEDGE

We, the Member Unions of the Trades Union Congress (Ghana), being representatives of the members of National Unions named in Article 5 of this Constitution, 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 with unwavering loyalty 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 workers.
- ❖ 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, we;

- ❖ Shall serve the interest of workers 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 foundations 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.

Constitution of the Trades Union Congress (Ghana)

- ❖ 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.
- ❖ Shall seek the elimination of gender based discrimination in the world of work.

Do hereby adopt and give to ourselves this Constitution and the accompanying subordinate Internal Regulations for the effective administration and operation of the Trades Union Congress (Ghana) being a federation of trade unions in accordance with the Laws of Ghana.

ARTICLE 1

SUPREMACY OF THE CONSTITUTION

This Constitution shall be the Supreme law of the Trades Union Congress (Ghana), and any Constitution, Regulations, Bye-laws, actions or inactions which contravene this Constitution shall, to the extent of that inconsistency, be void.

ARTICLE 2

NAME AND OFFICE

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

ARTICLE 3

REGISTRATION

The TUC (Ghana) shall be a body corporate registered under the laws of Ghana with perpetual succession and the power to own property and to sue and be sued in its name.

ARTICLE 4

AIMS AND OBJECTIVES

The TUC (Ghana) shall concern itself with all matters affecting the workers of Ghana and shall take such actions as may be considered necessary and 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 Member Unions.
3. To help build in Ghana, a society in which social, political and economic justice prevail and to improve the social and economic conditions of workers by collective action through the TUC and by promoting the interests of its Member 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 benefits such as unemployment and sickness insurance, old age pensions, child care, maternity care 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 Member Unions at the regional and district levels.
7. To assist and encourage Member Unions of the TUC (Ghana) to extend the benefits of collective bargaining, economic advancement and mutual assistance to 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 norm of TUC (Ghana).
8. To preserve and maintain the integrity of Member Unions of the TUC (Ghana) and to that end each Union shall respect the established bargaining relationship of every other union, refrain from ruining such relationship 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 TUC (Ghana).
11. To promote, aid and encourage the establishment of co-operatives and other economic enterprises owned wholly or partly by workers or by the TUC (Ghana) on behalf of workers 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 civic 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 TUC (Ghana), as laid down in this Constitution; and to oppose legislations and policies contrary to the interest of labour and to the objects of the TUC (Ghana).
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 TUC (Ghana) may do or authorise to be done all such acts and things as it considers necessary.

ARTICLE 5

MEMBERSHIP

Membership shall be open to all Unions and workers associations who subscribe to the values, aims and objectives of the TUC and conform to the requirements as contained in this Constitution and the Internal Regulations.

1. Membership of the Trades Union Congress (Ghana) shall consist of all Member Unions and Associate Unions or Organisations.
2. The Member Unions of the Trades Union Congress (Ghana) shall be the following:
 - i. Communication Workers Union (CWU)
 - ii. Construction and Building Material Workers' Union (CBMWU)
 - iii. Federation of Universities Senior Staff Association of Ghana (FUSSAG)
 - iv. Ghana Mine Workers' Union (GMWU)
 - v. Ghana Private Road Transport Union (GPRTU),
 - vi. General Agricultural Workers' Union (GAWU)
 - vii. General Transport Petroleum and Chemical Workers' Union (GTPCWU)
 - viii. Health Services Workers Union (HSWU)
 - ix. Local Government Workers' Union (LGWU)
 - x. Maritime and Dockworkers' Union(MDU),
 - xi. National Union of Seamen (NUS),
 - xii. Public Service Workers' Union (PSWU)
 - xiii. Public Utilities Workers' Union (PUWU)
 - xiv. Ghana Railway Workers' Union (GRWU)
 - xv. Teachers and Educational Workers' Union (TEWU)
 - xvi. Timber and Woodworkers' Union (TWU)
 - xvii. Union of Industry, Commerce and Finance Workers (UNICOF)
3. The Associate Members shall be the following:
 - i. Agbobloshie Chop Bar Keepers' Associations
 - ii. Ga East Trades Union

- iii. Ghana Actors Guild
 - iv. Ghana Union of Physically Disabled Workers (GUPDW)
 - v. Ghana Youth Porters Association (Agbobloshie Market)
 - vi. Greater Accra Tomato Traders Association (GATTA)
 - vii. Musicians Union of Ghana (MUSIGA)
 - viii. New Makola Traders Union
 - ix. Wacam
 - x. Union of Informal Workers Associations of TUC (UNIWA of TUC)
4. And any other Member Union or associate that goes through the process of joining the TUC (Ghana)
in accordance with the provisions of this Constitution.
5. Special Provisions for Union of Informal Workers Associations of TUC (UNIWA of TUC)
- (i) The UNIWA of TUC, having been promoted by the TUC as a platform for organizing, coordinating and servicing associate members in the informal economy, shall represent the collective interest of all associate members without undermining their individual autonomy; And to that extent, each associate member of the TUC operating in the informal economy shall remain a bona fida associate member of the TUC except that representation on the governing structures of the TUC shall be through UNIWA of TUC.
 - (ii) Article 5(5)(i) notwithstanding, any workers association seeking to be a member of UNIWA of TUC shall first seek membership as an associate member of the TUC in accordance with the requirements of this Constitution and the Internal Regulations.

ARTICLE 6

RIGHTS OF MEMBER UNIONS

Rights

All Member Union shall:

1. be free to express themselves in respect of the operations of the TUC (Ghana) and active discussion of issues shall be promoted and protected within the TUC (Ghana).
2. have the right to full participation in the decision making process of the TUC (Ghana) and to all information needed for the exercise of this right.
3. may request the assistance of the TUC (Ghana) 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 TUC (Ghana) may be required.
4. have the right to full and clear accounting of all TUC (Ghana) funds.
5. have the right to fair and democratic elections at all levels of the TUC (Ghana) as provided for in this Constitution.
6. have equal right to nominate candidates for election as officers subject to the provisions of this Constitution.
7. No Member Union or its officers shall be penalised for any offence unless such offence is provided for in this Constitution and the penalty for the offence clearly specified. In penalising any affiliated Member Union or its officer, that Union or officer shall have the right to a fair hearing.

ARTICLE 7

RESPONSIBILITIES OF MEMBER UNIONS

1. Every affiliated National Union shall defend this Constitution and strive to promote the objects and purpose thereof.
2. All Member Unions shall accept:
 - a. the authority of TUC (Ghana) and its governing bodies.
 - b. to implement decisions of the TUC (Ghana) and governing bodies.
 - c. to report to the TUC (Ghana), disputes with employers including disputes likely to arise, provide information on disputes and collective bargaining within their jurisdiction as may be required by the TUC (Ghana).
 - d. the authority of the General Council of the TUC (Ghana) in the settlement of industrial disputes.
 - e. the authority of the General Council of TUC (Ghana) in settlement of inter and intra union disputes.
 - f. to submit extracts of their activity reports and any emergency developments thereafter to the TUC (Ghana).
 - g. that the TUC (Ghana) shall be represented and shall have observer status at meetings of the National Executive Council of Member Unions.
 - h. to ensure that TUC's portion of union dues is paid to the TUC (Ghana).
 - i. to keep the unity and solidarity of the TUC by promoting and protecting the internal cohesion within and among Member Unions.

ARTICLE 8

RIGHTS OF ASSOCIATE MEMBERS/ORGANISATIONS

All Associate Members/Organisations:

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

ARTICLE 9

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 Members/Organisations shall accept:
 - a. the authority of Congress and its governing bodies.
 - b. to implement decisions of the TUC (Ghana) and governing bodies
 - c. to report to the TUC (Ghana) disputes and provide information on disputes within their
 - d. jurisdiction as may be required by the TUC (Ghana).
 - e. the authority of the General Council of the TUC (Ghana) in the settlement of industrial disputes.
 - f. the authority of the General Council of the TUC (Ghana) in the settlement of inter and intra union disputes.
 - g. to submit extracts of their activity reports and any emergency developments thereafter to the TUC (Ghana).
 - h. that the TUC (Ghana) shall be represented in all meetings of National Executive Council of the Associate Members/Organisations.
 - i. that the activities of the Associate Members/Organisations shall not conflict with that of TUC (Ghana).
 - j. to pay annual subscription fee to be determined by the General Council.
 - k. to keep the unity and solidarity of the TUC by promoting and protecting internal cohesion within and among Member Associations.

ARTICLE 10

FINANCE AND AUDIT

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

ARTICLE 11

STRUCTURE

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

- a. The Delegates' Congress
- b. The General Council
- 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
- i. National Women's Council
- j. Regional Women's Council
- k. District Women's Council
- l. National Youth Council
- m. Regional Youth Council
- n. District Youth Council

ARTICLE 12

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. The Executive Committee Members who shall attend the Congress as Delegates.
 - b. delegates of the Paid up Member Unions, Observers and Officials.
 - c. selection of delegates by Member 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.
 - (iii) Where it is impossible to determine the membership data of Member Unions, the General Council shall agree on a formula, based on dues deductions remitted to the TUC, to allocate delegates to each Member Union.
 - (iv) Notwithstanding the provisions of (b) and (c), the General Council shall have the authority on justifiable grounds to allocate a number of delegates to Member Union that have not fully paid up.
 - (v) criteria for selecting observers from Member Unions and Associate Members/Organisations shall be established by the General Council.

- d. Delegates of Member Unions to the Delegates Congress shall be made up of at least 20 per cent Women Delegates and 20 per cent Youth Delegates.

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 General Council 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 TUC (Ghana): The Chairperson, Two Vice-Chairperson (at least one of whom shall be a woman), Secretary General, the Deputy Secretary General; and Members of the Finance Board.
 - e. the policies and resolutions of the TUC (Ghana)
 - f. any other business properly brought before it.

ARTICLE 13

EXTRA-ORDINARY DELEGATES CONGRESS

Meeting

1. The General Council may convene an Extra-Ordinary Delegates Congress at any time by giving not less than one (1) month notice to all Member Unions in writing.
2. Upon a request by not less than two-thirds of the Member Unions the General Council shall convene an Extra-Ordinary Delegates Congress by giving not less than one month notice to all the Member Unions in writing.
3. Notice for convening an Extra-Ordinary Delegates Congress shall be given within one month.
4. Every notice shall specify the nature of the business for which the meeting is requested.
5. Composition of delegates and observers to the Extra-Ordinary Delegates Congress shall comply with the composition requirements for a Regular Delegates Congress as contained in Article 12 of this Constitution.

Voting Rights

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

ARTICLE 14

GENERAL COUNCIL

Composition

1. The **General Council** shall be composed of the following:

(a) Members

- (i) The Chairperson of TUC (Ghana)
- (ii) The Two Vice-Chairpersons of TUC (Ghana) (at least one of whom shall be a woman)
- (iii) The Secretary General
- (iv) The Deputy Secretary General
- (v) The National Chairpersons of the Member Unions
- (vi) The General Secretaries of the Member Unions.

(b) Ex-Officio Members

- (i) The Heads of Department of TUC (Ghana)
- (ii) The Regional Secretaries of TUC (Ghana)
- (iii) Desk officers of TUC (Ghana)
- (iv) The Chairperson of the Finance Board
- (v) The Chairpersons of Regional Councils of Labour
- (vi) Chairperson of the National Women's Council
- (vii) Chairperson of the National Youth Council
- (viii) The Chairpersons of Regional Women's Committees of TUC (Ghana)
- (ix) Representatives of Associate Members

Powers

2. Between Congresses, the **General Council** of the TUC (Ghana) shall be vested with the highest authority.

Meetings

3. The **General Council** shall meet at least once every six months.

Duties

4. The **General Council** shall undertake the following:
 - a. Consider reports received from the Steering Committee and Executive Committee.
 - b. Review developments in the relations between the Member Unions and refer unresolved disputes among the Member Unions to the Congress.
 - c. Endeavour to adjudicate in disputes and differences among Member Unions and refer unresolved disputes among the Member Unions to the Congress.
 - d. Approve budgetary proposals of the TUC (Ghana).
 - e. Appoint any of its members or Committees or any other Committee of the TUC (Ghana) to enter into any transactions to execute contracts in the name of the TUC (Ghana).
 - f. Convene Congress or extraordinary Congress whenever necessary.
 - g. Consider report on activities of the TUC (Ghana) 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 TUC (Ghana).
 - p. Consider annual audited Financial Reports of the TUC (Ghana).
 - q. Adopt annual plans and programmes that will facilitate the work of the TUC (Ghana).
 - r. Take any action consistent with the aims and objects of the TUC (Ghana).

Voting Rights

- 5 (i) Members of the General Council, and not ex-officio members, shall have voting rights.
- (ii) Notwithstanding 5(i) above, the Chairpersons of the National Women's Council and the National Youth Council shall have voting rights.

ARTICLE 15

STEERING COMMITTEE

Composition

1. The Steering Committee shall be composed of the following:
 - (a). **Members**
 - i. The Chairperson of the TUC (Ghana)
 - ii. The Two Vice-Chairpersons of the TUC (Ghana)
 - iii. The Secretary General
 - iv. The Deputy Secretary General
 - v. The General Secretaries of the Member Unions
 - (b). **Ex-Officio Members**
 - (i) Heads of Departments of the TUC (Ghana)
 - (ii) Desk Officers of TUC (Ghana)
 - (iii) Representative of Associate Members

Powers

2. Between meetings of the General Council, the Steering Committee shall exercise the powers as the General Council 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 Member Unions and employers at the request of Member Unions or if in the considered opinion of the Steering Committee such intervention is necessary
 - c. take any action consistent with the aims and objects of the TUC (Ghana)

Voting Rights

5. Members of the Steering Committee, and not ex-officio members, shall have voting rights.

ARTICLE 16

EXECUTIVE COMMITTEE

Composition

1. The Executive Committee shall consist of the following elected Officers of the TUC (Ghana):
 - a. The Chairperson
 - b. The Two Vice-Chairpersons (at least one of whom shall be a woman)
 - c. The Secretary General
 - d. The Deputy Secretary General
2. The Executive Committee may invite any person to attend its meetings as it deems necessary.

Duties

3. The Executive Committee shall meet once every month and shall have the following duties:
 - a. Outline programmes for the implementation of decisions of the General Council and the Steering Committee.
 - b. Consider reports from the office of the Secretary General.
 - c. Generally assess and review the administration of the TUC (Ghana).

Voting Rights

4. Members of the Executive Committee shall have voting rights at its meetings.

ARTICLE 17

OFFICERS AND THEIR DUTIES

Officers

1. The Officers of the TUC (Ghana) shall be the following:
 - a. The Chairperson
 - b. The Two Vice-Chairpersons (at least one of whom shall be a woman)
 - c. The Secretary General
 - d. The Deputy Secretary General

2. (a) The Officers of the TUC (Ghana) 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 Elected Officers of the TUC (Ghana) shall not be eligible to hold the same office for more than two terms.

Qualification

3. Only members of Member Unions of the TUC (Ghana) who have fully paid up their dues and have held local, branch, divisional or national office in any of the Member Unions for a total 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 TUC (Ghana) including the Officers of the National Women Council and the National Youth Council.

Duties

5. (a) The Chairperson of the TUC (Ghana) who is not a full time Officer shall perform the following duties:
 - (i) preside over meetings of all governing bodies of the TUC (Ghana)
 - (ii) ensure observance of the Constitution and decisions of the governing bodies of the TUC (Ghana).

- (iii) in conjunction with other authorised persons sign all cheques and other documents that may require his or her signature on behalf of the TUC (Ghana).
 - (iv) serve as ex-officio member of the Finance Board of the TUC (Ghana).
 - (v) Perform any other duties that may be assigned to him by the General Council or the Congress.
- (b) The Two Vice-Chairpersons of the TUC (Ghana) 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, by rotation, whenever the chairperson is absent.
 - iii. in conjunction with other authorised persons sign all cheques and other documents that may require his or her signature on behalf of the TUC (Ghana).
 - iv. perform any other duties that may be assigned to them by the General Council of the Congress.
- (c) The Secretary General who is a full time Chief Executive of the TUC shall perform the following duties:
 - i. act as the overall supervisor of the Secretariat of the TUC (Ghana).
 - ii. employ and manage the staff of the TUC (Ghana).
 - iii. act as advisor to all the Member Unions.
 - iv. act as Spokesperson of the TUC (Ghana).
 - v. be responsible for the financial administration of the TUC (Ghana).
 - vi. be responsible for the preparation of the Annual Budget and other Financial Statements for consideration by the General Council.
 - vii. submit on behalf of the General Council to the Congress Report on Activities and Financial Statements of the TUC (Ghana).
 - viii. sign cheques and documents of the TUC (Ghana) in conjunction with other authorised persons.
 - ix. perform any other duties which may be assigned to him/her by the Congress or the General Council.
- (d) The Deputy Secretary General who is a Deputy Chief Executive of the TUC (Ghana) 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 TUC (Ghana).
- (ii) in conjunction with other authorised persons sign cheques and other documents on behalf of the TUC (Ghana).
- (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 Secretary General are not available or are incapable of performing their functions, the Chairperson of the TUC (Ghana) shall convene an emergency meeting of the Steering Committee for purpose of electing an Acting Secretary General from among the General Secretaries of the Member Unions.

ARTICLE 18

VACANCY OF THE ELECTED OFFICES

The position of an elected officer shall become vacant if he/she:

- a. Dies.
- b. Resigns by writing to the Secretary General and in the case of the Secretary General to the Chairperson of the TUC.
- c. Is removed from office.
- d. On the expiration of the term for which he/she was elected.

ARTICLE 19

REMOVAL FROM OFFICE

The General Council may suspend from office on stated reasons any elected officer by two-thirds majority of a duly constituted meeting voting in favour of the motion for removal, subject to the approval of the next Regular or Extra-Ordinary Congress whichever is earlier in time.

ARTICLE 20

FINANCE BOARD

Composition

1. a. There shall be a Finance Board of not more than eleven (11) members who shall be elected at the Congress from among the Member 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 Member 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 Member 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 TUC (Ghana)
 - b. provide advice for financial assistance in the form of overdraft and loans, whenever requested to do so by the General Council.
 - c. prepare budgetary proposals for consideration and approval of the General Council.
 - d. monitor and advise on the implementation of the approved budget of the TUC (Ghana)

- e. appoint a Board of Survey to check the fiscal cash balance and inventory of the TUC (Ghana) declared at the close of each financial year.
- f. advice on investment in accordance with the directions of the General Council.
- g. examine audited accounts of the TUC (Ghana) and make recommendations to the General Council.
- h. report to the General Council
- i. perform such other duties as may be assigned to it by the General Council.

ARTICLE 21

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 TUC (Ghana).

ARTICLE 22

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 General Council.

Composition

2. 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 Committees.
 - b. All Regional Industrial Relations Officers of the Member Unions of TUC (Ghana) based in the respective regions, as ex-officio members.
 - c. All office bearers of the Regional Council of Labour.
 - d. All Regional Chairpersons of Member Unions resident in the Region.
 - e. All General Council members of TUC (Ghana) resident in the Region
 - f. One representative each of the Districts Women's Council.
 - g. One representative each of the District Youth Council.
 - h. The Regional Secretary of TUC (Ghana) 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 TUC (Ghana) in the regions.
 - c. advise District Councils of Labour on their operations
 - d. perform any other duties assigned to it by the General Council.

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, Two Vice-Chairpersons, Assistant Secretary, Treasurer and an Auditor)
 - b. One (1) Representative from each of the District Councils of Labour in the Region
 - c. All Regional Industrial Relations Officers of Member Unions of Ghana TUC based in the Region, attending as Ex-officio members
 - d. All General Council members of TUC (Ghana) in the Region.
 - e. The TUC (Ghana) Regional Secretary as the Secretary of the Committee.
 - f. The Chairperson of the Regional Women's Council in the Region.
 - g. The Chairperson of the Regional Youth Council 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 and Chairpersons of the National Women and Youth Councils 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 Two Vice-Chairperson (at least one of whom shall be a woman)
 - (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 TUC (Ghana) shall be the Secretaries to the Regional Councils of Labour.

ARTICLE 23

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 General Council.

Composition

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

Elected Members

- (i) Chairperson and Secretary of each Local/Branch of Member Unions in the District.

Ex-Officio Members

- (ii) Chairpersons of District Women's Council of TUC (Ghana)
- (iii) Chairperson of District Youth Council of the TUC.
- (iv) Part-time National Officers of the Member Unions ordinarily resident in the District.

ARTICLE 24

EXECUTIVE COMMITTEE OF THE DISTRICT COUNCILS OF LABOUR

1. There shall be an Executive Committee of the District Councils of Labour consisting of one representative from each of the Member 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 Two Vice-Chairpersons
 - (c) The Secretary
 - (d) The Assistant Secretary-Organiser
 - (e) The Trustee.

ARTICLE 25

NATIONAL WOMEN’S COUNCIL OF TUC (GHANA)

1. There shall be established the National Women’s Council as the umbrella body of Women structures within the TUC and shall:
 - a. Provide space 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 union;

Structures

2. The Structure of the National Women Council shall be the following:
 - (a) National Women Delegates Congress
 - (b) National Women Council
 - (c) National Women Committee
 - (d) Regional Women Councils
 - (e) District Women Councils

National Women Delegates Congress

3. There shall be a National Women Delegates Congress which shall be the highest decision making body of the Women Structure of the TUC.

Composition:

- i. The National Women Delegates Congress shall be composed of:
 - a) Members of the National Women Council.
 - b) 20 percent allocation of women delegates drawn from each Member Union as part of the Member Union’s quota of delegates to the TUC Delegates Congress.

Meetings:

- ii. a) The National Women Delegates Congress shall be held once every four years and shall precede the Regular Quadrennial Delegates Congress of the Trades Union Congress (Ghana).
- b) Only Delegates shall have the right to vote.

Duties:

- iii. The duties of the National Women Congress shall include;
 - a) Election of National Officers of the National Women Council.
 - b) Discussion and adoption of resolutions.
 - c) Discussion and submission of policy proposals for the consideration of the TUC Congress.
 - d) Submission of proposals to the TUC Congress for amendments to the TUC Constitution.

QUALIFICATION, TENURE AND OTHER

- iv. These provisions shall apply to the National, Regional and District Women structures of the TUC:
 - a) Only Women workers of paid-up Member unions of TUC who have held local, branch, divisional or national office in any of the Member Unions shall be eligible for nomination and elections.
 - b) Any member elected as an officer within the National Women structures shall hold office for a term of four (4) years but not more than two terms of four years each in the same office.
 - c) Where a matter arises relating to the women which has not been provided for in this Constitution, the National Women Council shall in consultation with the Executive Committee of the TUC provide guidelines for resolution.

National Women Council (NWC)

4. There shall be a National Women's Council which shall be the second highest decision making body of the Women Structure of the TUC.

Composition:

- i. The National Women's Council shall be composed as follows:
- a. The National Women's Committee
 - b. The Vice-Chairperson (Woman) of TUC (Ghana)
 - c. Chairpersons of Women's Committees of Member Unions
 - d. Ex-Officio members namely:
 1. Head of Women Desk/Gender Focal persons of Member Unions.
 2. Chairpersons of the Regional Women's Committee of TUC (Ghana).
 3. Second-Vice Chairpersons of Member Unions

Meetings:

- ii. The National Women Council shall meet at least twice every year to precede the General Council Meetings of the TUC.

Functions:

- iii. The National Women Council shall have the following functions:
- a) Receive and review reports of the National Women Committee.
 - b) Receive and review reports of activities of the Women Committees of Member Unions.
 - c) Receive and review reports of activities of the Regional Women Councils.

- d) Make recommendations on women policy and activities for consideration by the TUC.
- e) Submit periodic reports to the Executive Committee of the TUC.

National Women Committee

- 5. There shall be a National Women's Committee which shall be the Executive Committee of the Women Structure of the TUC.

- i. **Composition:**

The National Women Committee shall be composed as follows:

- a. The Chairperson
- b. The Vice-Chairperson
- c. Secretary/Head of Women Desk, TUC
- d. Assistant Secretary

- ii. **Functions of the National Women Committee:**

- a) Initiate policies and projects on **women** related issues for the consideration of the National Women Council.
- b) Monitor and evaluate the implementation of policies, programmes and projects.
- c) Receive and consider reports from the Women Desk Officer.
- d) Perform any other duty that may be assigned to it by the National Women Council.

- iii. **Duties:**

The duties of the National Women Committee shall be as follows:

a) Chairperson:

1. Preside over all meetings of the Women's Structure(s).
2. Represent women within the TUC on the General Council of the TUC.
3. Convene all meetings of the Women Structures in consultation with the Secretary.

b) Vice Chairperson

1. Assist the chairperson in the performance of his/her duties
2. Act in the absence of the Chairperson
3. Promote the active participation of women in the TUC

c) Secretary

1. Coordinate all the activities of the women of the TUC.
2. Coordinate the Implementation of the decisions of the National Women Congress, National Women Council and National Women Committee.
3. Act as advisor to the Secretary General (SG) on women related issues.
4. Submit annual/periodic reports on women activities to the Secretary General
5. Be responsible for recording minutes of all meetings of the women structure
6. Perform any other duty that may be assigned by the women Structure.

d.) Assistant Secretary

1. Assist the Secretary in the performance of duties.
2. Perform any other duties assigned by the Executive Committee or the National Women Council.

Voting Rights

- iv. Members of each structure shall have the right to vote except Ex-officio Members.

ARTICLE 26

REGIONAL WOMEN COUNCIL

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

h. **Composition:**

i.

The Regional Women Council shall be composed as follows:

1. Regional Women Committee.
2. Chairpersons and Secretaries of the District Women's Committee in the region.

Ex-officio:

1. Chairpersons of National Women's Committee of the Member Unions resident in the region.
2. Regional Women Organizers of the TUC (Ghana).

ii. **Functions:**

iii.

The Regional Women Council shall have the following functions:

- a) Receive and review reports of the Regional Women Committee.
- b) Review reports of Activities of the District Women's Committee particularly the involvement of women in trade union and related activities.
- c) Review efforts aimed at promoting women and/or gender concerns generally.

- d) Receive and review reports of activities of the Regional Women Committees of the Member Unions in the region and make recommendations from their reports.
- e) 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.

iii. **Meetings:**

The Regional Women Council shall meet at least once every year to preceding the meeting of the Regional Councils of Labour.

Regional Women Committee

- 2. There shall be a Regional Women's Committee which shall be the Executive Committee of the Regional Women's structure in each region.

i. **Composition:**

The Regional Women's Committee shall be composed as follows:

- 1. Chairperson
- 2. Vice-Chairperson
- 3. Secretary who shall be the regional women organizer of the TUC.
- 4. Assistant Secretary
- 5. Executive Members

ii. **Functions of the Regional Women Committee:**

- a) Initiate policies and projects on **women** related issues for the consideration of the Regional Women Council
- b) Monitor and evaluate the implementation of policies, programmes and projects in the region.

- c) Perform any other duty that may be assigned by the Regional Women Council.

iii. Duties of Regional Women Committee:

The duties of the Regional Women Committee shall be as follows:

- a) Chairperson
 - 1. Presides over all meetings of the Regional Women Council and the Regional Women Committee.
 - 2. Convenes all meetings of the Governing Bodies of the Regional Structure in consultation with Secretary.
- b) Vice Chairperson
 - 1. Assist the chairperson in the performance of his/her duties.
 - 2. Act in the absence of the Chairperson
 - 3. Promote the active participation of women in the Region.
- c) Secretary
 - 1. Coordinate all programmes for the women in the region.
 - 2. Assist in the implementation of decisions of the Regional Women Council.
 - 3. Submit annual/periodic reports to the Regional Structures.
 - 4. Be responsible for recording minutes of all meetings of the Regional structures.
 - 5. Perform any other duty that may be assigned by the RYWC.
- d) Assistant Secretary
 - 1. Assist the Secretary in the performance of duties.

2. Perform any other duties assigned by the Executive Committee or the National Women Council.
- e) Executive Member
1. Assist the Executive Committee and
 2. Perform any other duty that may be assigned by the Committee.

Voting Rights

3. Members of the Regional Women's Committee and not ex-officio members shall have the right to vote.

ARTICLE 27

DISTRICT WOMEN COUNCIL

1. There shall be established throughout the country District Women Council which shall be an integral part of the District Councils of Labour.

i. **Composition:**

1. The District Women Council shall be composed of the following:

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

Ex-officio:

b) Part-time National/Regional Women's Council Officers of the Member Unions resident in the District.

ii. **Functions of the District Women Council:**

The District Women Council shall have the following functions:

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 the 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) Receive and review reports of the District Women Committee
- g) Receive and review reports of women activities of Member Unions in the District

iii. **Meeting**

The District Women's Committee shall meet quarterly.

2. **District Women Committee**

i. **Composition:**

The District Women Committee shall be composed of Officers of the District Women Council as follows:

1. Chairperson
2. Vice Chairperson
3. Assistant Secretary
4. Executive Member

ii. **Functions of the District Women Committee:**

- a) Initiate policies and projects on **women** related issues for the consideration of the District Women Council

- b) Monitor and evaluate the implementation of policies, programmes and projects in the District.
- c) Perform any other duty that may be assigned District Women Council.

iii. **Duties:**

The duties of the Officers of the District Women Committee shall be as follows:

- a) Chairperson
 - 1. Presides over all meetings of the District Women Council and District Women Committee.
 - 2. Convenes all meetings of the District Women structures in consultation with the Secretary.
- b) Vice-Chairperson
 - 1. Assist the chairperson in the performance of his/her duties
 - 2. Act in the absence of the Chairperson
 - 3. Promote
- c) Secretary
 - 1. Shall assist in the coordination of all women activities in the District
 - 2. Assist in the implementation of decisions of the District women structures
 - 3. Submit annual/periodic reports to the District women structures
 - 4. Be responsible for recording minutes of all meetings of the District Women structures
 - 5. Perform any other duty that may be assigned by the District women structures

d) Assistant Secretary

Assists the Secretary in the performance of duties.

ARTICLE 28

NATIONAL YOUTH COUNCIL

1. There shall be established a National Youth Council which shall be the umbrella body of Youth Structures within the TUC and shall:
 - i. Champion the integration and participation of young workers in the activities of the TUC and its Member Unions; and,
 - ii. Create a platform for effective promotion of the interest of young workers.

Structures

2. The Structure of the National Youth Council of the TUC shall be the following:
 - National Youth Congress
 - National Youth Council
 - National Youth Committee
 - Regional Youth Councils
 - District Youth Councils

National Youth Delegates Congress

3. There shall be a National Youth Delegates Congress which shall be the highest decision making body of the Youth Structure of the TUC.
 - i. **Composition:**

The National Youth Delegates Congress shall be composed of:

 - a) Members of the National Youth Council.
 - b) 20 percent allocation of the youth delegates drawn from each Member Union as part of the Member Union's quota of delegates to the TUC Delegates Congress.

- ii. **Duties:**

The duties of the National Youth Congress shall include;

1. Election of National Officers of the National Youth Committee.
2. Discussion and adoption of resolutions.
3. Discussion and submission of policy proposals for the consideration of Congress.
4. Submission of proposals for amendments to the TUC Constitution

Meetings:

- iii. The National Youth Delegates Congress shall be held once every four years and shall precede the Regular Quadrennial Delegates Congress of the TUC.

Qualification, Tenure and Others

- iv. The following provisions shall apply to the National, Regional and District Youth structures of the TUC, thus:
 - a) Membership of the National Youth structures shall be open to all the young workers within the TUC between the ages of 15 and 35 years.
 - b) Only young workers of paid-up Member Unions shall be eligible for nomination and elections.
 - c) Any member elected as an officer within the National Youth structures shall hold office for a term of four (4) years but not more than two terms of four years each in the same position.
 - d) Where after having been duly elected, an officer attains an age beyond 35 years, the officer shall vacate his/her office and the National Youth Council fill the vacancy from among members the Council.
 - e) Where a matter arises relating to the youth which has not been provided for in this Constitution, the National Youth Council shall in consultation with the Executive Committee of the TUC provide guidelines for resolution.

- f) All National Officers of Member Unions who fall within the definition of youth as provided for by this Constitution shall be invited to participate in the Youth structures of the TUC.
- g) All officials of Member Unions within the youth category holding International positions shall be invited to participate in the Youth structures of the TUC
- h) Regional Secretaries of the TUC shall be Ex-officio members of the Regional and District Youth Councils.

National Youth Council (NYC)

- 4. There shall be established National Youth Council which shall be the second highest decision making body of the Youth Structure of the TUC.

- i. **Composition:**

The National Youth Council shall be composed as follows:

- a) National Youth Committee.
- b) The National Youth Chairperson/One representative from each of the Member Unions of the TUC.
- c) One (1) representative from each Regional Youth Council.

- ii. **Meetings:**

The National Youth Council shall meet at least twice every year to precede the General Council Meetings of the TUC.

- iii. **Functions:**

The National Youth Council shall have the following functions:

- a) Receive and review reports of the National Youth Committee.

- b) Receive and review reports of activities of the Youth Committees of Member Unions.
- c) Receive and review reports of activities of the Regional Youth Councils.
- d) Make recommendations on youth policy and activities for consideration by the TUC.
- e) Submit periodic reports to the Executive Committee of the TUC.

National Youth Committee

5. There shall be a National Youth Committee which shall be the Executive Committee of the Youth Structure of the TUC.

i. Composition:

The National Youth Committee shall be composed as follows:

- a. Chairperson
- b. Two Vice-Chairpersons (at least of whom shall be a woman)
- c. Secretary (who shall be the TUC Youth Desk Officer)
- d. Assistant Secretary
- e. Organizer

ii. Functions of the National Youth Committee:

- a) Initiate policies and projects on **youth** related issues for the consideration of the National Youth Council.
- b) Monitor and evaluate the implementation of policies, programmes and projects.
- c) Receive and consider reports from the Youth Desk Officer.

d) Perform any other duty that may be assigned to it by the National Youth Council.

iii. Duties:

The duties of the National Youth Committee shall be as follows:

a) Chairperson

1. Preside over all meetings of the National Youth (Delegates) Congress, the National Youth Council and the National Youth Committee.
2. Represent all the youth on the General Council of the TUC
3. Convene all meetings of the Governing Bodies of the youth structure in consultation with the Secretary.

b) Vice Chairpersons

There shall be two vice chairpersons (at least one of whom shall be a woman). The Vice-Chairperson shall;

1. Assist the chairperson in the performance of his/her duties on rotational basis.
2. Act in the absence of the Chairperson
3. Promote the active participation of young women in the TUC
5. Represent young women in the National Women Council

c) Secretary

1. Be the Coordinator of all the activities of the youth of the TUC
2. Implement decisions of the National Youth Congress, National Youth Council and National Youth Committee
3. Act as advisor to the Secretary General (SG) on youth related issues
4. Submit annual/periodic reports on youth activities to the Secretary General
5. Be responsible for recording minutes of all meetings of the Governing Bodies of the youth structure
6. Perform any other duty that may be assigned by the Governing Bodies of the youth Structure.

d) Assistant Secretary

Assists the Secretary in the performance of duties.

e) Organizer

Lead the membership mobilization effort of the youth in the TUC.

ARTICLE 29

REGIONAL YOUTH COUNCIL

1. There shall be established throughout the country Regional Youth Councils which shall be an integral part of the Regional Councils of Labour.

i. **Composition:**

The Regional Youth Council shall be composed as follows:

1. Regional Youth Committee.
2. One (1) representative from each of the Member unions of the TUC operating in the region.

ii. **Functions:**

The Regional Youth Council shall have the following functions:

- a) Receive and review reports of the Regional Youth Committee.
- b) Receive and review reports of activities of the Regional Youth Committees of the Member Unions in the region and make recommendations from their reports.
- c) Make recommendations for the promotion and active participation of the youth in Union activities in the Region.

iii. **Meetings:**

The Regional Youth Council shall meet at least once in a year prior to the Regional Council of Labour meeting.

Regional Youth Committee

1. There shall be a Regional Youth Committee which shall be the Executive Committee of the Youth Structure of the TUC.

i. Composition:

The Regional Youth Committee shall be composed of Officers of the Regional Youth Council as follows:

1. Chairperson
2. Two Vice-Chairpersons (at least one of whom shall be a woman)
3. Secretary
4. Assistant Secretary
5. Organizer

ii. Functions of the Regional Youth Committee:

- a) Initiate policies and projects on youth related issues for the consideration of the Regional Youth Council
- b) Monitor and evaluate the implementation of policies, programmes and projects in the region.
- c) Perform any other duty that may be assigned by the Regional Youth Council

iii. Duties of Regional Youth Committee:

The duties of the Regional Youth Committee shall be as follows:

- a) Chairperson
 1. Presides over all meetings of the Regional Youth Council and the Regional Youth Committee.
 2. Convenes all meetings of the Governing Bodies of the Regional Structure in consultation with Secretary.
- b) Vice Chairpersons

There shall be two vice chairpersons one of whom shall be a woman. The Vice-Chairpersons shall;

1. Assist the chairperson in the performance of his/her duties on rotational basis.
2. Act in the absence of the Chairperson
3. Promote the active participation of young women in the TUC.
4. Represent young women in the National women Council.

c) Secretary

1. Be the coordinator of all programmes for the youth in the region
2. Assist in the implementation of decisions of the Regional Youth Council
3. Submit annual/periodic reports to the Regional Governing structures
4. Be responsible for recording minutes of all meetings of the Regional Governing structures
5. Perform any other duty that may be assigned by the RYWC

d. Assistant Secretary

Shall assist the Secretary in the performance of duties.

e. Organizer

Shall lead the membership mobilization effort of Young Workers in the region.

ARTICLE 30

DISTRICT YOUTH COUNCIL

1. There shall be established throughout the country District Youth Council which shall be an integral part of the District Councils of Labour.

i. **Composition:**

The District Youth Council shall be composed of the following:

- a) Officers of the District Youth Committee
- b) One (1) Youth representative of each local/ Branch of Member Unions of the TUC

ii. **Functions of the District Youth Council:**

The District Youth Council shall have the following functions:

- a) Receive and review reports of the District Youth Committee
- b) Receive and review reports of youth activities of Member Unions in the District
- c) Make recommendations for the promotion and active participation of the youth in the activities of the District.

District Youth Committee

i. **Composition:**

The District Youth Committee shall be composed of Officers of the District Youth Council as follows:

- 1. Chairperson

2. Two Vice Chairpersons
3. Secretary
4. Assistant Secretary
5. Organizer

i. Functions of the District Youth Committee:

- a) Initiate policies and projects on **youth** related issues for the consideration of the District Youth Council
- b) Monitor and evaluate the implementation of policies, programmes and projects in the District.
- c) Perform any other duty that may be assigned District Youth Council.

ii. Duties:

The duties of the Officers of the District Youth Committee shall be as follows:

- a) Chairperson
 1. Presides over all meetings of the District Youth Council and District Youth Committee.
 2. Convenes all meetings of the District Youth structures in consultation with the Secretary.
- b) Vice-Chairperson
 1. Assist the chairperson in the performance of his/her duties.
 2. Act in the absence of the Chairperson.

3. The Vice-Chairpersons shall act in the absence of the Chairperson on rotational basis.
4. The Vice-Chairperson (woman) shall promote the active participation of young women in the District.

c) Secretary

1. Shall assist in the coordination of all youth activities in the District
2. Assist in the implementation of decisions of the District youth structures
3. Submit annual/periodic reports to the District youth structures
4. Be responsible for recording minutes of all meetings of the District Youth structures
5. Perform any other duty that may be assigned by the District youth structures

d. Assistant Secretary

Assists the Secretary in the performance of duties.

e. Organizer

Shall lead the membership mobilization effort of the Youth in the District

ARTICLE 31

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 32

AFFILIATION/ASSOCIATION/ RE-AFFILIATION

1. No workers' organisation shall join the TUC (Ghana) as a Member Union or Associate Member unless it is registered as a Trade Union in accordance with the laws of Ghana.
2. Application for membership or association to the TUC (Ghana) shall be supported by a resolution passed by the authorised body of the Union or Organisation.
3. Recommendation for membership or association by the Steering Committee shall become valid only if approved by at least two thirds (2/3) of the members of the General Council.
4. Any Union or Association, which fails to secure the recommendation of its application for membership or association by the Steering Committee, may appeal to the General Council.
5. Any Union or Association whose application for membership or association is granted shall be bound by the Constitution of the TUC (Ghana)
6. No Union or Association shall join or associate with the TUC (Ghana) 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. In the case of an application for re-affiliation, the Union or Association seeking re-affiliation shall take steps to remedy any offence or breach against any decision-making structure of the TUC or its Constitution occurring before the disaffiliation from the TUC.
8. No eligible workers organisation shall be denied membership of the TUC (Ghana) provided the application or association meets the requirements of this Constitution and the Internal Regulations.

ARTICLE 33

WITHDRAWAL

1. No Member Union of the TUC (Ghana) shall withdraw its membership unless it satisfies the following conditions:
 - a. pass a resolution to withdraw by the highest decision-making 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 TUC (Ghana).
2. Any withdrawal by a Member 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 General Council.
3. On withdrawal by any affiliate National Union, it shall be required to do the following:
 - a. surrender its Certificate of Affiliation to the TUC (Ghana).
 - b. vacate any TUC (Ghana) 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 TUC (Ghana).
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 General Council

ARTICLE 34

SANCTIONS

The General Council may impose sanctions on any of the Member Unions, their Officers or Officer of the Congress in accordance with the Internal Regulations.

ARTICLE 35

AMENDMENTS TO THE 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 Member 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 Member Unions and the Secretariat of the TUC (Ghana).

ARTICLE 36

AMENDMENTS TO INTERNAL REGULATIONS

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

ARTICLE 37

NEUTRALITY (INDEPENDENCE) OF LEADERSHIP

1. No National Office holder of the TUC (Ghana), officials of the TUC Ghana and its Member Unions, Heads of Department of the TUC (Ghana), Regional Secretaries of the TUC (Ghana), Women Organisers of the TUC (Ghana) and Industrial Relations Officers of its Member Unions shall not hold office in a political party or address any rally organized by a political party.
2. No officer officials of TUC (Ghana) and its Member 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 38

OATH OF OFFICE

Every Officer of the TUC (Ghana) upon taking office shall solemnly pledge and swear to live up to the aims and aspirations of the TUC (Ghana) and never under any circumstance divulge any official secrets of the TUC (Ghana) 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 39

DISSOLUTION

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

ARTICLE 40

INTERPRETATION/DEFINITIONS

In this Constitution, unless the context otherwise requires:

- a. *Accredited Delegates* are Delegates of Member 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 General Council for the purpose of auditing the Accounts of the TUC (Ghana).
- d. *Congress* means Quadrennial Delegates Congress or Extraordinary Congress.
- e. *District Council of Labour* comprises the various local or branches of the Member Unions in a particular district of the TUC (Ghana)
- 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 TUC (Ghana) consisting of the Secretary General and the Deputy Secretary General.
- h. *Governing bodies* shall mean Congress, General Council and Steering Committee; All other bodies within the structure of the TUC as well as standing committees shall play an advisory role and shall advise the Governing bodies.
- i. *Incapacity* shall mean unfit, 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 TUC (Ghana) means persons elected by the Congress to serve the TUC (Ghana)
- l. *Officials* means Heads of Departments, Regional Secretaries of TUC (Ghana) and Desk Officers.
- m. *Paid Up Membership* means Member Unions whose members have paid to the TUC (Ghana) their portions of dues due to the TUC (Ghana) and levies, fines and any other financial

- obligations to TUC (Ghana) 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 TUC (Ghana).
 - 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 TUC (Ghana)
 - q. *Solidarity Fund* means a special fund set-up for the promotion of oneness of interest, aims and joint responsibility among the Member Unions and the TUC (Ghana).
 - r. *Specialized Departments* are Departments established for the purpose of assisting in the running of the Secretariat.
 - s. *Member Union* means a member Trade Union of TUC (Ghana).
 - t. *Voluntary check-off* means direct deductions made by employers from the salaries and wages of members of the Member Unions and made payable to the TUC (Ghana), Member Unions and its Local or Branches.
 - u. *Workers' Organisation* shall mean the co-ordinating parts or the unified whole of workers.
 - v. *Associate Members/Organisations* is a Union/Organisation not fully a member of the TUC (Ghana).

ARTICLE 41 – COMMENCEMENT

The amendments made to this Constitution at 10th Quadrennial Delegate Congress shall come into effect on 11th day of August 2016.

INTERNAL REGULATIONS

PART 1 – APPORTIONMENT OF UNION DUES

1. Apportionment of union dues to the TUC (Ghana) shall be in accordance with Article 10 of the Constitution.
2. In the case of Member 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 Member Unions or their members shall be paid into TUC (Ghana) accounts.

PART 2 – BANK ACCOUNTS AND MANDATORY SIGNATORIES

4. The TUC (Ghana) 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 Two Vice Chairpersons, 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 TUC (Ghana).
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 TUC (Ghana).

PART 3 – APPOINTMENT OF AUDITORS

7. Prior to the appointment of Auditors of the TUC (Ghana), the General Council 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 General Council on the appointment of Auditors shall be made at the

midyear and end of the year meetings respectively of the General Council.

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 Member Unions and observers.
 - b. Members of the General Council not elected by their National Unions as delegates or observers.
 - c. Observers from friendly organisations.
 - d. Guests of the General Council
 - e. Members of the Secretariat of the Congress, appointed by the Steering Committee.
 - f. Associate Members/Organisations as Observers
11. Every Member Union shall hold its Delegates Conference at least three (3) months before the Quadrennial Congress for admission to the Congress. The Secretary General or his/her representative shall be present at the Quadrennial Conferences of each Member Union.
12. Failure by any Member 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 General Council shall fix the date for the Congress.
14. In the event of any change in such date, the General Council shall direct that notices of such change be given to the Member Unions a month before the date of the Congress.
15. The venue of the Delegates or Extra-ordinary Congress shall be determined by the General Council.
16. Member 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. Nominations for elected positions shall be opened three (3) months to Congress by the Secretary General circulating the Nomination Forms to Member Unions. Nomination shall close one (1) month to Congress. Duly sealed Nomination forms shall be safely and securely kept by the Secretary General after the close of Nominations and forwarded to the returning officer on Congress grounds for consideration by the Election Committee.
19. The Secretary General shall on behalf of the General Council prepare a draft agenda for the Congress and a report on the activities of the TUC (Ghana), compile the proposed resolutions and amendments to the Constitution and shall forward them to all Member Unions for their consideration not later than two (2) months before the opening of the Congress.

PART 6 – OFFICERS AND OFFICIALS OF CONGRESS

20. The Officers of the Congress shall be the Chairperson, the Two Vice-Chairpersons (at least one of whom shall be a woman, the Secretary General and the Deputy Secretary General.
21. The Chairperson of TUC (Ghana) shall preside over the Congress.
22. In carrying out this duty, the Chairperson shall adhere to the Standing Orders of the Congress and the Constitution.
23. In the absence of the Chairperson during a sitting of any part thereof, the any of the Vice-Chairpersons shall conduct the business of the particular meeting.
24. The Officials of the Congress shall be the Heads of 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 TUC (Ghana) 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 Member 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. Member Unions shall submit the credential of their members to the Secretary General for onward transmission to the Credentials Committee.
32. The Credentials Committee shall:
- a) ensure that Member Unions fulfil the conditions and obligations for attending Congress as laid down in Article 12 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 Member 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 Member 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 scrutinize all processes throughout the Congress.

PART 12 – POLICES AND RESOLUTIONS COMMITTEES

45. The Policies Committees shall be constituted from all the delegates of the Member 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 Member 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 Member Unions and the Secretariat of the TUC (Ghana) 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 Member 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 Member 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 Member 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 Member Union 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 TUC (Ghana) 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 Reporters 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 a Member 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 General Council 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 Member 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 General Council.

PART 17 – FINANCING OF CONGRESS

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

PART 18 – POSITION OF WOMEN VICE-CHAIRPERSON

70. There shall be two Vice-Chairperson Positions at least one of whom shall be occupied by a woman in the Executive Committee of the TUC (Ghana), the Regional Councils of Labour and the District Councils of Labour.
71. The Vice-Chairperson (woman) of the TUC (Ghana) shall act as an advisor to the Women Structure of the TUC to advance and protect the interest of women.

72. Generally, all other Women Vice-Chairpersons shall act as advisors to the Women Structures in their respective Regional and District Councils of Labour of the TUC to advance and protect the interest of women.

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 General Council 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 General Council shall by secret ballot elect a serving National Chairperson of any of the Member Unions to act.

PART 20 – REMOVAL OF OFFICERS

75. In case of proven dishonesty, gross misconduct, abuse of office, incompetence, disrespect for the General Council, breach of Oath of office and any other act that may bring the name of the TUC (Ghana) into the disrepute, the General Council 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 TUC (Ghana) 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 General Council, 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 TUC (Ghana) into disrepute.
78. In cases of ill-health and infirmity of mind, the General Council 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 General Council 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 GENERAL COUNCIL

80. The General Council shall meet in June and December of each year.
81. The December meeting of the General Council 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 General Council 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 Member Unions.
85. The Secretary to this Committee shall be appointed by the General Council.
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 GENERAL COUNCIL

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 Member 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 General Council meeting.
91. Each Standing Committee shall make recommendations to assist the General Council 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 TUC (Ghana)'s policies on Politics, Gender and Youth Organization and Internal Democracy, and make recommendations to the General Council.
 - b. bring to the attention of the General Council both internal and external political development.
 - c. recommend to the General Council such activities that will contribute to raising the political consciousness of working people.
 - d. examine and advise the General Council on ways of improving internal democracy within the trade union movements.
 - e. make such recommendations to the General Council as the Committee may consider necessary.
 - f. Undertake other tasks that may be assigned to it by the General Council.

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 General Council.

- b) monitor developments in international trade union affairs relevant to the labour movement including violation of Trade Union Rights and advise the General Council.
- c) formulate for the adoption of the General Council 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 General Council.

PART 26 – EDUCATION COMMITTEE

95. The Education Committee shall:
- a. monitor and ensure the implementation of the TUC (Ghana)'s Education Policy.
 - b. promote and encourage the full participation of Member 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 General Council on how to establish and maintain a reliable network of educators of the TUC (Ghana) and National Unions and to see to the effective coordination of educational programmes in the Trade Union Movement.
 - e. advise the General Council 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 General Council.
 - g. Act on all relevant matters that may be referred to the Committee by the General Council from time to time.

PART 27 – SOCIAL AND ECONOMIC COMMITTEE

96. The Social and Economic Committee shall:
- a. monitor the implementation of TUC (Ghana)'s Policies on Industrial Relations, Social Security and Pension as well as Worker's Enterprises Ownership and make recommendations to the General Council.

- b. examine the needs of the Member Unions and make recommendations for research by the TUC (Ghana).
- c. study and monitor the functions of the Social Security and National Insurance Trust (SSNIT) and make recommendations for its improvement to the General Council.
- d. examine Industrial Relations Policies and practices of the Government and employers and make recommendations to the General Council.
- e. undertake other tasks that may be assigned to it by the General Council.
- 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 TUC (Ghana) Policy on Occupational Health and Safety, and make recommendations to the General Council.
 - b. draw the General Council'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 General Council.
 - d. ensure that statistics are compiled on occupational accidents and diseases.
 - e. Recommend to the General Council 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 General Council 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 General Council.

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 General Council.
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 GENERAL COUNCIL

104. In the absence of the National Chairperson of any of the Member Unions on the General Council, 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 General Council.
106. In the absence of the General Secretary of any affiliated National Union on the General Council, 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 Member Unions, any elected National Officer shall represent the Union on the General Council.
108. In the absence of any Head of Department of the TUC (Ghana), the Deputy Head of the Department shall attend the General Council Meeting.
109. In the absence of any Chairperson of the Regional Council of Labour, the Vice-Chairperson shall attend the General Council.
110. In the absence of any Chairperson of the Regional Women's Committee, the Vice-Chairperson shall attend the General Council.

PART 31 – ALTERNATE MEMBERSHIP OF STEERING COMMITTEE

111. In the absence of any General Secretary of any Member 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 Member Union, any elected National Officer shall represent the Union on the Steering Committee.
113. In the absence of any Head of Department of the TUC (Ghana), 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 Member 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 Member 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 General Council 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 TUC (Ghana) and voluntary contributions from the Member Unions.
120. The TUC (Ghana) shall transfer the 5% of the total monthly dues and the voluntary contribution from the Member Unions duly paid to the

TUC (Ghana) 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 General Council to administer the Special Solidarity Fund
122. The members so appointed to administer the Solidarity Fund must be members of the General Council.

PART 34 – DISPUTES SETTLEMENT

123. There shall be a mediation and or an arbitration to resolve a dispute arising within or between member union or Associate Members/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 General Council within 14 days after the award is made.
128. A dissatisfied party may appeal to the General Council against an arbitration award on proven exceptional circumstance that necessitates the award to be set aside.
129. The decision of the General Council 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 General Council 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 from 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 Rapporteur 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 Rapporteurs 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 TUC (Ghana) 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 a Member 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 Member Unions, a roll call vote shall be taken.
167. In the event of a roll call vote, each Member Union shall cast one vote to represent the numerical strength of that Member 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 – APPLICATION FOR MEMBERSHIP

170. In compliance with the provisions as contained in Article 28 of the Constitution any Trade Union wishing to join to the TUC (Ghana) shall satisfy the following conditions:
 - a. submit its Constitution and Internal regulations to the TUC (Ghana)
 - b. submit the names of its elected National Officers;
 - c. make known to the TUC (Ghana) 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 General Council shall consider the application to join and make recommendations to Congress for ratification.

PART 40 – WITHDRAWAL

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

PART 41 – SANCTIONS

172. Where any Member Union fails to implement any decision of the TUC (Ghana) on any matter, the Executive Committee shall at once inform all the other Member 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 Member Union concerned to ensure that the decision is complied with.
174. The National Executive Council shall allow the TUC (Ghana) 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 TUC (Ghana).
175. Should the National Executive Council fail to ensure compliance by its Member Union, then the General Council shall suspend the said Member 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. Member 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 TUC (Ghana) shall appoint facilitating Committees whose duty shall be to identify Member Unions in similar trades or industries and advise the General Council 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 16 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 TUC (Ghana) or Member Union.
- 181. Where the person suspended or removed from position held in the TUC (Ghana) or Member 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 General Council to apply sanctions as mentioned in the Constitution.

PART 44 – OATH OF OFFICE

- 183. Every Officer of the TUC (Ghana) 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 TUC (Ghana) Union Congress and shall not under any circumstance, divulge any official secrets of the Trade Union Congress, (Ghana) 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 Member 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 Trades Union Congress(Ghana).
- (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 Trades Union Congress (Ghana) 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 from 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 Trades Union Congress(Ghana).
- (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 Member 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 TUC (Ghana)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 Trades Union Congress(Ghana).

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 Member Unions of the TUC (Ghana) within the District Council Area.
- (b) The Council shall consist of four (4) representatives of each Branches/Locals of a Member Union. Regional Industrial Regional Officers of the Member Unions of the TUC (Ghana) 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 TUC (Ghana) and the Member 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 Member 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 Chairperson, Vice-Chairpersons, 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/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 Trades Union Congress (Ghana) 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 Member 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 General Council of the Trades Union Congress (Ghana).
- (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 General Council, or the Congress of Ghana Trades Union Congress.
- (f) The TUC (Ghana) 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 General Council of the TUC (Ghana) 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
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

