

CONSTITUTION



**GENERAL TRANSPORT, PETROLEUM AND
CHEMICAL WORKERS' UNION OF
TRADES UNION CONGRESS (GHANA)**

CONSTITUTION

OF

THE GENERAL TRANSPORT, PETROLEUM AND CHEMICAL
WORKERS UNION OF TRADES UNION CONGRESS (GHANA)

ADOPTED AT THE

11TH QUADRENNIAL NATIONAL DELEGATES CONFERENCE

HELD AT THE

WINDY LODGE ANNEX-WINNEBA

IN

MARCH, 2020

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**CONSTITUTION OF THE GENERAL TRANSPORT, PETROLEUM
AND CHEMICAL WORKERS' UNION OF TUC (GHANA)**

**A UNION OF ROAD TRANSPORT, AVIATION, AUTOMOBILE
ENGINEERING, OIL AND PETROLEUM, CHEMICALS AND ALLIED
WORKERS OF (GHANA)**

PREAMBLE:

1. WHEREAS: The Organisation of Workers into Trade Unions has been demonstrated to be, and is, essential to Economic, Social, Political Freedom of Society and to the successful functioning of democracy of, for and by the people, free from Autocracy to discrimination or exploitation and;
2. WHEREAS: It is necessary that a worker has full freedom of Association, Self-Organisation and designation of representation of his/her own choosing to Negotiate the terms and conditions of his/her employment, and that he/she shall be free from interference, restraint or coercion of employers or their agents in the designation of such representatives or in other concerted mutual aid or protection and;
3. WHEREAS: The natural right of those whose labour is to enjoy to the fullest extent the fruits of their labour, and since it is impossible to obtain the full reward of labour except by united action through organization founded upon sound principles along economic co-operation and industrial lines.

We pledge ourselves to stand united by the principles herein set forth:

ARTICLE 1 – NAME AND OFFICE:

- a. The name of the Organization shall be the ‘GENERAL TRANSPORT, PETROLEUM AND CHEMICAL WORKERS’ UNION” (hereinafter referred to as the “National Union”).
- b. The registered office of the National Union shall be in Accra and its Address shall be HALL OF TRADE UNIONS, P.O. BOX 18820, ACCRA.

- c. National Union shall be affiliated to the Ghana TUC and any organizations having similar interests.

ARTICLE 2 – JURISDICTION AND MEMBERSHIP COVERAGE:

The jurisdiction of the Union shall cover throughout Ghana, all employees both Junior and Senior Staff including (Professional and Managerial Staff) in

- a. All Industries, Establishments, Companies and Firms whose Businesses, Operations and/or undertakings are connected with or related to Transport; such as Road, Air Transport, Aviation, Automobile Engineering including Vehicles Workshops/Trucks Assembly Plants etc.
- b. All Industries, Establishments, Companies and Firms whose Businesses, Operations and/or undertakings are connected with or related to Upstream, Midstream and Downstream Petroleum activities, such as Oil and Gas Exploration, Drilling, Refining, Distribution, Marketing, Chemicals, Petro-Chemicals, Rubber Processing, Paints, Cement, Plastics etc.
- c. Informal Sector Organizations
All informal sector organizations whose business operations fall within the coverage areas of the National Union as indicated in (a) and (b) above can join the Union.
- d. Withdrawal of Membership from The Union
An individual member of the Union shall give six (6) months' notice of withdrawal from membership. Payment of Union Dues and other financial obligations shall not cease before the expiration of such notice.

ARTICLE 3 – AIMS AND OBJECTIVES:

(a) AIMS:

The Principal Aims of the Union shall be:

1. To unite all Workers who fall within the jurisdiction of the National Union and to promote good relations and solidarity among workmen.
2. To promote, improve and defend workers' interests, human and trade union rights and the general welfare of workers.

3. To improve the social, economic and political status of its members and provide benefits to them.
4. To provide the organizational vehicle for the united expression of the views of its members on all matters of society.
5. To promote social and economic justice and dignity of labour and strive to obtain Reasonable compensation for labour.

(b) **OBJECTIVES:**

The principal Objectives of the Union shall be:

1. To promote and defend the recognition and respect of human and trade union rights.
2. To prompt, instruct and train members on health and safety needs.
3. To regulate relations and settle disputes between employees and employers.
4. To improve members' conditions through collective bargaining.
5. To promote good and amicable relations among members and other workers and between members, employers and unions.
6. To acquire, hold, lease, or convey any real or personal estates and to invest or reinvest the resources of the union.
7. To foster the spirit of patriotism, civic responsibility and the highest quality of work culture among its members and to support any genuine national effort at economic and social development through efficient workmanship.
8. The Union may co-operate with organisations on specific issues of interest to the Union and its members.

ARTICLE 4 – REVENUE, DUES, LEVIES AND DISBURSEMENT:

- a. **REVENUE:** The following shall be the main sources of revenue for the National Union:-
 - Membership monthly dues and other dues paid by workers/members.
 - Levies.
 - Agency shop or service fees.
 - Income derived from safe and stable investments.

- National Union and other Joint Ventures with other National Unions.
- Loans and overdraft facilities from bankers approved by the National Executive Council.
- Financial assistance from friendly organizations and donors and any other source, as may be authorized by the National Executive Council.

b. **MEMBERSHIP DUES:** Monthly dues of not less than two percent (2%) of a member's monthly pay shall be collected by a "check-off" system or any other method or system deemed appropriate by the National Executive Council.

The Union shall have the right to negotiate for the operation of any one or more of the following Agency facilities within its area of collective bargaining:-

- (a) "Union Shop"
- (b) "Close Shop"
- (c) "Agency Shop"

c. **LEVIES:** The National Executive Council may, if considered necessary impose a levy upon all members of the Union or Branch, and all members shall be required to pay such levy.

Under no circumstance are levies paid by members recoverable.

If any Division/Branch refuses to pay a levy, it shall forfeit all its benefits from the Union.

d. **DISBURSEMENT:** The Union membership Dues collected through "check-off" system shall be disbursed as follows:

75% for National Union (GENERAL TRANSPORT,
PETROLEUM AND CHEMICAL WORKERS' UNION
OF GHANA TUC).

15% for GHANA TRADES UNION CONGRESS

10% for LOCAL UNION

The Funds of the National Union, which are not required for current expenses, shall be invested in a Bank. The National Executive Council shall authorise the investment of monies in Government Stocks or in any other enterprises as the Council may from time to time decide.

The National Executive Council upon recommendation of the Finance Committee may by resolution, obtain a loan or overdraft from the Union's Bankers or any other establishment for the purpose of undertaking a project on behalf of the National Union.

ARTICLE 5 – CONSTITUTION AND GOVERNMENT:

1. The supreme authority of the National Union shall be vested in the Delegates Conference of Delegates selected by the Divisional Unions and subject to that authority the National Union shall be governed by the National Executive Council which may be advised by the Ghana Trades Union Congress.
2. With the exception of elected officers, who can be suspended pending a final decision by the Delegates Conference, the National Executive Council can dismiss, suspend, or take legal action against any other officer or member of staff for negligence of duty, dishonesty, incompetence, refusal to carry out the decision of the National Executive Council or for any other reason it deems good and sufficient in the interest of the Union.
3. Subject to the constitution and laws of Ghana, the functions and activities of the National Union shall be governed by this constitution that shall be the supreme Law of the Union.
4. Any other regulations, policies, directives or decisions inconsistent with the provisions of this constitution, shall to the extent of the inconsistency be null and void.

ARTICLE 6 – STRUCTURES:

The National Union shall be structured as follows:-

- i. **THE GOVERNING BODY**
 - a. The Delegates Conference
 - b. The National Executive Council
- ii. **THE ADMINISTRATIVE BODIES**
 - a. National Officers
 - b. Working Committee
 - c. Finance Committee
 - d. National Women Committee
 - e. National Youth Committee

iii. **THE ZONAL ADVISORY BODIES**

- a. The Zonal Councils
- b. The Divisional/Local Unions
- c. The Zonal Women Committee
- d. The Zonal Youth Committee

iv. **THE CO-OPERATING SECRETARIATS**

- a. The National Secretariat
- b. The Zonal Secretariat
- c. The Divisional Union /Local Union Secretariats

ARTICLE 7 – DELEGATES CONFERENCE

a. The Conference of Delegates shall be held once in every four (4) years counting from last date of Conference and shall be directed by NEC, and in any event not later than March. The National Executive Council shall decide the place of meeting of the Delegates Conference.

b. Each Division shall be entitled to elect Delegates of good standing to the Delegates Conference on the following basis up to:-

50 members	-		-	1 Delegate
51 members	-	100 members	-	2 Delegates
101 members	-	250 members	-	3 Delegates
251 members	-	500 members	-	4 Delegates
501 members	-	1000 members	-	5 Delegates
1001 members	-	2000 members	-	6 Delegates

Any additional 500 shall attract 1 more delegate.

c. Two-Thirds (2/3) of the Delegates shall form a quorum.

i. An Extra-Ordinary Delegates Conference shall be convened at the request of two-thirds (2/3) of the total number of Division/Branch Unions, constituting the National Union or when the National Executive Council deems it necessary.

ARTICLE 8 – BUSINESS OF THE CONFERENCE

1. The business of the conference shall be to receive, discuss and adopt:

a. The report of activities of the National Union for the period under review as submitted by the National Executive Council.

- b. Resolutions and other proposals submitted to it by Local/Divisions.
 - c. Motions for amendment of any part of the constitution.
 - d. The plan for the future, general mandates, policies and directives aimed at advancing the objectives of the union.
 - e. To consider the state of finances of the National Union and adopt the budget of the Union.
 - f. To elect National Officers of the Union, Nominations for such elections shall be made and seconded through Nomination Forms.
 - g. Members of the National Executive Council shall also be nominated and approved by Conference to appoint all Conference Committees (except the Credentials Committee) which shall be appointed by the last meeting of the National Executive Council prior to the opening of the Conference.
 - h. To approve the nominations made by the National Executive Council for Officers of the Ghana Trades Union Congress namely:
 - i. Chairperson of the Ghana Trades Union Congress
 - ii. First Vice Chairperson
 - iii. Second Vice Chairperson (female)
 - iv. Secretary General
 - v. Deputy Secretary General
2. It shall have power to amend any of the articles in accordance with Article 9 below.
3. To consider any other Item on the Agenda.
4. **Conference Committees:**
- a. Conference Committees shall be constituted by the plenary of conference.
 - b. In constituting conference committees consideration shall be given to the following:
 - i. To all extent possible, there shall not be more than one (1) delegate from a particular Local/Divisional union in each committee

- ii. The broad sectoral coverage of the Divisional Unions and gender composition.
- c. The committees of conference shall be the following:
 - i. Credential Committee
 - ii. Standing Orders Committee
 - iii. Constitution Committee
 - iv. Resolution Committee
 - v. Elections Committee
- d. Each conference committee shall be composed of not less than 12 accredited delegates.
- e. Only the following shall be entitled to attend meetings of any conference committee.
 1. Members duly appointed to serve on the committee
 2. Members of staff/conference secretariat appointed by the General Secretary to work with the committee
 3. An advisor/resource person appointed to the committee by conference to assist it.
 4. All National Officers are ex-officio members of all committees of conference.
- f. Only delegates duly appointed as members of a committee shall have the right to vote; all other persons serving on a committee shall have the right to speak, but not to vote at sittings.
- g. Voting in a committee shall be by show of hands.
- h. A committee shall appoint its own chairperson and rappouteur from among its members.
- i. A committee shall have the right to invite any conference officials or representatives of a local union to its sittings for the purposes only of clarification and assistance in resolving an issue.
- j. Two-thirds (2/3) of the members of a committee shall form a quorum.
- k. The sittings of a committee shall be in camera

5. **Functions of Conference Committee**

The functions of the various conference committees appear under Part II of this constitution.

ARTICLE 9 – AGENDA OF THE CONFERENCE:

- a. Resolutions for discussion by the Delegates, Motion for amendments of the Articles shall be submitted by Divisional/Branch Unions to the National Secretariat of the Union not later than six (6) weeks before the opening of the Delegates Conference.

Nomination for National Officers shall be submitted by the Divisions/Local to the Head of Public Affairs Department of Ghana Trades Union Congress not later than two (2) weeks before the conference. Nomination forms shall be submitted to Divisions/Local six (6) weeks before the conference.

- b. The General Secretary shall prepare an Agenda for the Delegates Conference and shall forward it to the Divisional Unions not later than four (4) weeks before the opening of the Delegates Conference.
- c. Nominations shall not be valid if there are not more than one (1) nomination in favour of the nominee.

ARTICLE 10 - NATIONAL EXECUTIVE COUNCIL

- a. The governing of the National Union and the conduct of its business between the delegates conferences shall be vested in the National Executive Council only.
- b. The National Executive Council shall be composed of the National Chairman, 1st National Vice Chairman, 2nd National Vice Chairperson, the General Secretary, Deputy General Secretary, the two (2) Trustees and members appointed at the Delegates Conference in the following manner:-

One representative from each division with a total membership of not less than 2 but more than 300. Two (2) representatives from each division with a membership of more than 300 but less than 1,000. Three (3) representatives from each division with a membership of more than 1,000 but less than 2,000. Every additional 1,000 members shall attract 1 more representative.

- c. The National Executive Council shall meet at least twice (2) a year. Two-thirds (2/3) of the total number of members shall form a quorum.
- d. The minutes of the National Executive Council shall be sent to the members of the National Executive Council two (2) weeks before the next meeting.
- e. In the event of death/loss of position or resignation of a member of the National Executive Council, the vacancy shall be filled by the successor of the absentee member from the particular Division/Local concerned.
- f. The National Executive Council shall do its best to attain the objectives of the union, and shall protect its funds against extravagance or misappropriation.
- g. The National Executive Council shall give instructions to the General Secretary and other Officers for the proper conduct of the Union. It may authorize the appointment of such Industrial Relations Officers, Organizers and such Clerical Staff as it may consider necessary. It may suspend or dismiss any Officer or Member of Staff for neglect of duty, dishonesty, incompetence, refusal to carry out lawful instructions/and decisions of National Executive Council, or for any other reason which it deems good and sufficient in the interest of the National Union.
- h. When a position in the National Executive (National Officers) becomes vacant, the National Executive Council (NEC) is empowered to elect a new member to fill the vacant position.
- i. The National Executive Council may take disciplinary action against any member who is proved to the satisfaction of the Council, to have been guilty of conduct prejudicial to the interest of the National Union or may expel such a member from the Union. Any member so expelled shall have the right to appeal to the delegate's conference whose decision shall be final. The decision of the National Executive Council shall be binding on all members of the Union.
- j. Between meetings of the delegates conference the National Executive Council shall interpret the Articles when necessary and determine any point on which the Articles are silent.

- k. A member of the National Executive Council other than an elected Officer who loses his position on the local union executives shall cease to be a member of the National Executive Council and his place will be filled by his successor from the same Local/Division.
- l. No person shall be eligible for election to the National Executive Council unless he is of good standing in the National Union and his Local/Division union is also of good standing.

ARTICLE 11 – CONSTITUTIONAL CONFERENCE

There shall be a constitutional conference to be held in between conferences preferably in the 2nd year after regular conference to consider the constitution when the need for an amendment arises.

ARTICLE 12 – NATIONAL OFFICERS

- a. The Officers of the National Union shall be the National Chairman, 1st National Vice Chairman, 2nd National Vice Chairperson, General Secretary, Deputy General Secretary and two (2) Trustees. Anyone who cannot read and write shall not hold any of these positions.
- b. All National Officers shall be elected at the Quadrennial Delegates Conference of the National Union. Nominations for positions in the Union shall be made and seconded as provided in Article 9(c) above.

Any member who wants to contest as a National Officer shall submit his or her name supported by his or her photograph to the National Secretariat who shall in turn circulate copies to the Divisions. Every contestant shall be made to address the Delegates before elections are conducted.

- c. Any Officer whose duties call for full-time services on behalf of the Union shall be paid a salary. The salary and conditions of service for such an officer shall be determined by the Finance/Management Committee with the approval of the National Executive Council.
- d. Part-time Officers shall receive such honorarium as may be decided upon by the Finance Committee subject to the approval of the National Executive Council.

- e. All Officers shall have the right to vote at all meetings except at Quadrennial Delegates Conference and National Executive Council. However, an Officer who is a delegate shall be eligible to vote.
- f. Upon retirement from office, resignation or dismissal, an officer shall hand over to the National Executive Council, all properties of the Union in his possession. When a position in the National Executive becomes vacant, the National Executive Council (NEC) is empowered to elect a new member to fill the vacant position.
- g. Elected National Officers shall not hold office for more than TWO (2) Terms.
- h. National Officers seeking re-election do not necessary have to hold offices in their division

ARTICLE 13 – DUTIES AND THE MODE OF ELECTION OF OFFICERS:

The duties of the National Officers shall be:-

- i. a. National Chairman and National Vice Chairman
A National Chairman and National Vice Chairman of the National Union shall be elected by a secret ballot of the Delegates Conference. They shall hold office for four (4) years and shall be eligible for re-election. They shall be removed from office by two-thirds (2/3) majority vote of delegates conference on proven dishonesty, gross misconduct, abuse of office or infirmity of mind.
- b. The National Chairman or in his absence, the 1st National Vice Chairman shall preside over all meetings of the Union's governing Bodies except the Finance Committee and shall be responsible for the proper conduct of business of all such meetings.
- c. The National Chairman or in his absence, the 1st National Vice Chairman shall sign the minutes of each meeting at the time they are approved in conjunction with the General Secretary. He shall endeavour to secure the observance of the provisions of the Constitution, Rules and Standing Orders of the Union by all concerned.

- ii. a. General Secretary

He shall be elected by secret ballot of the Delegates Conference and shall hold office for four (4) years. He shall be full-time and shall be eligible for re-election. He shall be removed from office by two-thirds (2/3) majority vote of delegates at a Quadrennial or Extra-ordinary Delegates Conference on proven dishonesty, gross misconduct, abuse of office or infirmity of mind.
- b. He shall conduct the business of the Union in accordance with the Articles, and carry out decisions of the delegates conference and of the National Executive Council and shall record the minutes and shall have the right to speak but shall not vote. He shall be the Chief Executive of the Union. In his absence the Deputy General Secretary shall act.
- c. The General Secretary shall have the power to appoint and terminate the appointment of staff with the approval of the National Executive Council. He shall prepare or cause to be prepared the Annual Returns in accordance with the law and shall transmit same to the Registrar of Trade Unions by the prescribed date. He shall be responsible for all monies received and expended on behalf of the Union.
- iii. a. Deputy General Secretary

He shall be elected by a secret ballot of the Delegates Conference and shall hold office for four (4) years. He shall be full-time and shall be eligible for re-election. He shall be removed from office by two-thirds (2/3) majority vote of delegates at a Quadrennial Delegates or Extra-ordinary Delegates Conference on proven dishonesty, gross misconduct, abuse of office or infirmity of mind.
- b. It shall be his duty to enliven and sustain the interest of all members by educational, social and recreational services approved by the National Executive Council. He shall be responsible for co-ordinating all organizational work of all Zonal Officers and shall organize all public functions of the National Union.
- c. He shall be the Deputy Chief Executive and shall act in the office of the General Secretary in his absence and shall perform all such functions as may be assigned by the National Executive Council.

In the absence of the Deputy General Secretary, which requires the position to be filled, the Management Committee shall appoint the most Senior Industrial Relations Officer to act.

- iv. a. Trustees

There shall be two (2) Trustees, who shall be elected by the delegates conference of the Union. They shall hold office for four (4) years and shall be eligible for re-election. They shall be removed from office by two-thirds (2/3) majority vote of delegates at a quadrennial delegates or extra-ordinary delegates conference on proven dishonesty, gross misconduct, abuse of office or infirmity of mind.

 - b. The Trustees shall have vested in the real and personal estates belonging to the National Union and shall deal with them in such a way as the National Executive Council may direct. In the event of death, resignation or removal of a Trustee, the vacancy shall be filled by the National Executive Council through a by-election.
 - c. The Trustees shall have at least RSA III or DBS in Accounting or Auditing or any other relevant certificate in Accounting.
- v. Top Officials and Politics

While recognizing and preserving the rights of members for exercising their civic rights in the affairs of the nation, The National Chairman, the 1st National Vice Chairman, the 2nd National Vice Chairperson, the General Secretary, the Deputy General Secretary, the Trustees, the Industrial Relations Officers, the Organisers, the Administrative Secretary, the Finance Officers, the Gender Coordinator and the Divisional Executives of the Union shall not hold office in any Political Party.
- vi. Members and Staff Seeking Election
 - a. Members seeking election to National Officers position should hold office in their respective division/local not less than Four (4) years eg. Branch Secretary, Branch Chairman or Executive Member. Members of staff seeking election to National Offices should have been in office for not less than four (4) continuous years.
 - b. It shall be an added advantage for members and staff seeking election to the office of the General Secretary and the Deputy

General Secretary to possess Diploma in Labour Studies as a qualification but not requisite for the positions.

- c. It shall be added advantage for members seeking the office of the National Chairman, the 1st National Vice Chairman and the 2nd National Vice Chairperson to possess a Certificate in Labour Studies as a qualification but not a requisite for the positions.
- d. Members seeking the office of 1st and 2nd National Trustee should have at least RSA III or DBS or any other relevant certificate in Accounting.

ARTICLE 14 – WORKING COMMITTEE OR MANAGEMENT COMMITTEE

- a. The Working Committee shall be composed of the National Chairman, 1st National Vice Chairman, 2nd National Vice Chairperson, General Secretary, Deputy General Secretary, the two (2) Trustees and four (4) members of the National Executive Council who shall be resident at the Headquarters of the Union i.e. Accra/Tema. It shall have powers to co-opt.
- b. The National Executive Council shall delegate its organizational and administrative powers to the Committee and it shall thus assume the role of the National Executive Council in the proper administration and organization of the union.
- c. The Committee shall be responsible for the General Working Conditions of the Staff, such as Leave, Medical Facilities etc. and accounting and probing into grievances of the staff.
- d. The Chairperson of the National Women's Committee shall be a member of the Management Committee.
- e. The Chairperson of the National Youth Committee shall be a member of the Management Committee.

ARTICLE 15 – FINANCE COMMITTEE

- a. It shall be composed of all the National Officers and three (3) other members appointed by the Delegates Conference but in the event of the inevitable, the National Executive Council shall appoint. The three (3) appointed officers of the Finance Committee shall have

Accounting, Auditing or Finance background. The Committee shall elect its own Chairperson and the Finance Officer shall be the Secretary to the Committee.

- b. It shall be the duty of the Committee to lay for ratification at the very first meeting of the National Executive Council budgetary proposals for their study and approval. The National Executive of the Women's Committee shall nominate a member to serve on the Finance Committee.
- c. Scope and Functions;
It shall generally be responsible for budgetary proposals i.e. allocation of funds, expenditure, personal allowances to staff, granting personal loans and for schemes. It shall have power to direct a probe into the financial standing of the National Union and any Branch Union and may thus direct the suspension or stoppage of any financial transactions of any Branch Union.

ARTICLE 16 – NATIONAL WOMEN'S COMMITTEE

There shall be established a National Women's Committee which shall elect its own officers from National/Divisional/Local/Professional and Managerial Staff Union levels and draw programme of activities to arouse and sustain the interest of female participation in the Union.

Functions/Duties of the National Women's Committee

- a. Be responsible for the organization of women in the National Union.
- b. Promote the full development of the potential of the women in the Union and in their respective organizations.
- c. Promote and develop quality education of women in the Union and at the workplace to the level of their full potential.
- d. Pursue activities that will enhance the promotion and full participation of women in the Union.
- e. Promote active participation of the Women in all Union activities
- f. To highlight the specific problems of women members
- g. To advocate and educate the women on Union related issues and concerns.
- h. Advise the National Executive Council (NEC) through the General Secretary on:
 - 1. Areas where the Women need special services and programs
 - 2. Means by which female contributions in the union would be recognized, mainstreamed and rewarded.

3. Any other matters referred to it by the NEC, Management Committee or the National Executives.
- i. The National Women Committee shall meet 3 times in a year (once every 4 months) and submit the outcome of their meetings, i.e. reports, recommendations and resolutions to the General Secretary.

National Women's Delegates Conference

- a. There shall be a National Women's Delegates Conference which shall be the highest decision making body of the Women's Structure of GTPCWU.
- b. The National Women's Delegates Conference shall be held once every four (4) years and shall precede the Regular Quadrennial Delegates Conference of the National Union.

Composition of the National Women's Delegates Conference

- Executives of the National Women's Committee
- Zonal Women's Executive Committee
- There shall be 15 members within the zonal women's committee as observers

Duties of the National Women's Delegates Conference

The conference shall consider the following:-

1. Receive, discuss and adopt a report of activities of the Women's Committee for the period under review
2. Evaluate its activities for the period under review
3. Plan its activities for the next quadrennial
4. Elect officers for the National Women's Committee
5. Discuss and adapt Resolutions
6. Discuss and submit policy proposals and constitutional amendments to the GTPCWU national delegate's conference.
7. To make policy proposal and recommendations on women's work and or activities in the union.
8. Advise the National Executive Council/Local/Division/PMSU on matters affecting women in all the sectors of the National Union.
9. Create a platform for women to communicate their views on broader issues, especially those of key concern to women in the Petroleum, Chemical and Transport Sectors.

Conference Quorum

Two-thirds (2/3) of the registered delegates shall form a quorum at the National Women's Conference.

Conference Voting Rights

1. Only accredited delegates to the National Women's Conference shall have voting rights.

2. Voting shall be in accordance with the Union's voting procedures as stipulated in the Union's Constitution.

Conference Eligibility

A female member seeking election to be an officer at the level of the National Women's Committee shall satisfy the following criteria:-

- a. Should be a serving National Women's Committee executive or;
- b. Should be a serving Zonal Women's Committee executive
- c. Must be a dues paying member for not less than four (4) years.

Composition

The National Women Committee shall elect from among its existing national and regional executives

- National Chairperson
- National Vice Chairperson
- National 1st Trustee
- National 2nd Trustee
- The Women (Gender) Desk Officer of GTPCWU shall serve as the Secretary (Coordinator) and shall be assisted by the Assistant Secretary to the National Women Committee. However, in her absence the Assistant Secretary shall serve as the Coordinator.

Extra-Ordinary Women's Conference

- a. Subject to the approval of the National Executive Council, the National Women's Committee may convene an Extra-Ordinary Women's Conference.
- b. Rules and regulations pertaining to the convening of the Extra-Ordinary Women's Conference shall be in accordance with the provisions set out in the Union's Constitution.

Qualification, Tenure and Others

- a. Officers of the National Women's Committee shall hold office for four (4) years and shall be eligible for re-election. These officers shall only serve for two terms but can still aspire for other higher National positions.
- b. Membership of the National Women's Structure shall be opened to all women workers within the GTPCWU.
- c. Only women workers of paid-up member organizations shall be eligible for nominations and elections.
- d. Where a matter arises relating to the women which has not been provided for in this constitution, the National Women Committee Executives shall in consultation with the Management Committee of GTPCWU provide guidelines for a resolution.

- e. All elected Executives of the National Women Committee shall be automatic members of the National Executive Council (NEC) with voting rights.
- f. Voting at the National Women Committee meetings shall be by consensus or by a simple majority.
- g. There shall be created the 2nd National Vice Chairperson position. This position shall be the exclusive reserve for women.
- h. The 2nd Vice Chairperson of the National Union and any other woman who is an elected National Officer shall be co-opted into the National Women's Committee as Ex-officio member(s).
- i. National Women Committee executives shall be members of the Local/Divisional Women's Executive Committee in their respective organisations but shall have no voting rights.
- j. All National Women's Committee executives shall be delegates to the GTPCWU National Delegates Conference with voting rights except the Coordinating Secretary who is not an elected member.
- k. In the event of death, resignation or removal of any female elected officers, the vacancy shall be filled through a by-election.

Duties of National Women Committee Executives

Chairperson

- i. Preside over all National Women's Conference and National Women's Committee meetings.
- ii. Sign minutes of such meetings at the time it is approved.
- iii. Have a casting voting in the event of a tie.
- iv. Attend National Executive Council and Management Committee meetings of the Union.
- v. Perform such other duties as may be assigned to her by the National Executive Council, the National Women's Committee or the General Secretary from time to time.

Vice Chairperson

- i. She shall assist the Chairperson in her duties and act in her absence.
- ii. Shall perform such other duties as may be assign her by the National Women's Committee or the National Executive Council or the General Secretary whenever needed.

Trustees

They shall in conjunction with the Secretary control finances of the Committee and keep proper books of accounts.

Secretary (Coordinators)

- a) She shall record all proceedings during National Women's Committee meetings
- b) Ensure that all relevant documents are brought to the meeting.
- c) Maintain all records and files related to the Committee.
- d) Perform such other duties as may be assigned to her by the National Women's committee or the National Executive Council or the General Secretary as and when.

Local/Division/PMSU Women's Committee

- i. Women's Committees shall be formed at all Local/Branch/PMSU within the unions' set-up and they shall elect their own officers and perform duties similar to the National Women Committee.
- ii. The Local/Branch/PMSU Women's Committee shall have a Chairperson, Vice Chairperson, Secretary, Assistant Secretary and a Trustee depending on the number of Women membership within the said Union.
- iii. The elected officers (ii) shall hold office for a period of four years and shall be eligible for re-election but not for more than 2 terms in the position.
- iv. However, a vote of no confidence by two-thirds (2/3) of the total membership of a branch Women's Committee shall be required to demand the removal from office of any of the executives (ii) on proven dishonesty, gross misconduct, abuse of office or infirmity of mind following a report submitted by an Adhoc Committee set up by a simple majority of the office of the General Secretary to investigate a complaint or misrepresentation made by the constituency or part thereof.
- v. The Local/Branch/Division/PMSU Women's Committee shall meet once every three months and submit a report to the National Women's Coordinator.
- vi. Women committee Chairpersons at the locals shall be co-opted members of the Local Union Executives.
- vii. Where there are Branches in an organization the elected Divisional Women Committee Chairperson shall be a co-opted member of the divisional executives.

Eligibility for Local/Division/PMSU Women Committee positions

Female members seeking election to any position at the Local/Division/PMSU in the Women's Committee shall meet the following criteria:-

- a) She must be a dues paying member in good standing
- b) She should be able to read and write on her own
- c) A member who misappropriates/embezzles funds of the Union or grossly misconducts herself shall not be eligible for election to any office.

NATIONAL EXECUTIVE WOMENS COMMITTEE (NEWC)

There shall be established an Executive Committee of the Women's Committee which shall be composed of:-

1. Elected National Women's Committee Executives
2. Zonal Women Committee Chairpersons
3. Any Elected female National Officer(s)
4. Any female youth holding a position at the national level shall be an Ex-officio member.

Meetings of the National Executive Women's Committee

The Committee shall meet at least one day before the meeting of the National Executive Council (NEC) of the National Union. This will make it possible for women related issues and general issues of concern to be discussed and presented to the National Executive Council (NEC).

Functions of the National Executive Women Committee

- a. To advise the National Union on matters relating to full integration and participation of women at all levels of the Union through the NEC.
- b. To serve as a body for co-operation and liaising with other women organizations on matters relating to status and progress of working women.
- c. To examine and evaluate the contribution of women on economic, social and cultural issues and advise the National Union.
- d. To encourage women on their professional advancement.
- e. To monitor and supervise the activities of the national/regional women's committee.

Zonal Women's Committees

There shall be established a Zonal Women's Committee in each operational zone.

Composition of Zonal Women's Committee

- a. The Zonal Women's Committee shall be composed of female unionized employees from the Locals in a specific zone.
- b. The Regional IRO shall be an ex-officio member of the Zonal Women's Committee

Eligibility for a Zonal Women Committee position

A female member seeking election to be an officer at the level of the Zonal Women's Committee shall satisfy the following criteria:-

- a. Shall be a Chairperson of the women's committee at her local.
- b. Shall be a Secretary of the women's committee at her local.
- c. She must be a dues paying member and in good standing prior to her nomination.

Duties and Functions of the Zonal Women's Committee

- a. To organize women members in the zone
- b. Promote the full development of the potential of the women in the zone and in their respective organizations.
- c. Advise the Zonal Councils on:
 1. Areas where the Women need special services and programmes
 2. Means by which Women contributions in the Zone would be recognized, mainstreamed and rewarded.
 3. Any other matters referred to it by the National Women Committee
- d. To ensure the involvement of women in activities of the union in that zone.
- e. To ensure and support the officer of the zone for the formation and organization of Women's Committee in the Locals and divisions.
- f. To make proposals and recommendations to the Zonal Councils and the National Women's Committee for consideration.
- g. The Zonal Women Committee shall operate on the organizational structure of the National Union
- h. The Zonal Women Committee shall elect from among its members the following as the Zonal Women's Committee officers;
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Assistant Secretary
 - Trustee

Meetings of the Zonal Women's Committee

- a. The Zonal Women's Committee shall meet twice in a year to review its programmes with a view of promoting the full, effective and meaningful participation of women in union affairs and submit reports of such meetings to the Zonal IRO and the National Women's Committee through the Women's Coordinator.
- b. The Zonal Women Committee Chairperson and Secretary shall attend meetings of the Zonal Council.
- c. Emergency meetings may be organized when found necessary.
- d. All Zonal Women Committee Chairpersons shall be members of the Unions National Executive Council (NEC)

Funding of the Women Committees

- a. The National Women's Committee shall draw its funding from the National Union.

- b. The National Executive Women Committee shall draw its funding from the National Union.
- c. The Zonal Women's Committee shall draw its funding from the National Union through the various Zonal Councils.
- d. At the branch level they shall draw their funding from the Local, Divisional, and PMSU of the Union.

Removal from Office

An erring female elected Officer may be removed from office on the following grounds:-

1. Upon preferring of charges against her to the General Secretary through the Zonal Industrial Relations Officer and,
2. After the charges have been proven or otherwise after a hearing by a Committee of Enquiry appointed by the General Secretary, the person will be removed from office.

ARTICLE 17 – NATIONAL YOUTH COMMITTEE

There shall be established a National Youth Committee of GTPCWU of TUC (Ghana) which shall:

- (i) Champion the integration and participation of young workers in the activities of the National Union (GTPCWU) of TUC (Ghana)
- (ii) Create a platform for effective promotion of the interest of our workers
- (iii) Elect its own National Officers at a Quadrennial National Youth Delegates Conference
- (iv) Draw programme of activities to arouse and sustain the interest of youth participation in the Union.

B. COMPOSITION

The National Youth Committee shall compose of:

- National Chairperson
- 1st National Vice Chairperson
- 2nd National Vice Chairperson (Woman)
- Assistant National Secretary
- National Organiser
- The Youth Desk Officer of GTPCWU shall serve as the Secretary (coordinator) to the National Youth Committee

Their duties shall be as follows;

- a) Chairperson

1. Preside over all meetings of the National Youth Council and the National Youth Committee.
2. Convene all meetings of the Governing Bodies of the National Structure in consultation with the 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 Union.
4. Represent young women in the Union.

c) Secretary

1. Be the coordinator of all programs for the Youth in GTPCWU.
2. Assist in the implementation of decisions of the National Youth Committee.
3. Submit annual/periodic reports to the Governing structures.
4. Be responsible for recording of minutes of all meetings.
5. Perform any other duty that may be assigned by the General Secretary/Governing structures.

d. Assistant Secretary

Shall assist the Secretary in the performance of his/her duties.

e. Organizer

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

C. NATIONAL YOUTH CONFERENCE

- (i) There shall be National Youth Delegates Conference which shall be the highest decision making body of the Youth Structure of GTPCWU.
- (ii) The National Youth Delegates Conference shall be held once every four (4) years and shall precede the Regular Quadrennial Delegates Conference of GTPCWU.
- (iii) Composition of the National Youth Delegates Conference
 - Members of the National Youth Committee
 - Zonal Youth Committee Executives
 - There shall be 15 members within the Zonal Youth Committee as observers

- (iv) Duties of the National Youth Delegates Conference
- Submission of proposals for amendments to the GTPCWU
 - Discussions and adoption of Resolutions
 - Discussions and submission of youth policy proposals for the consideration of conference
 - Election of National Officers of the National Youth Committee
- (v) Qualification, Tenure and Other
- (a) Membership of the National Youth Structure shall be opened to all the young workers within the GTPCWU between the ages of 15 to 35 years.
- (b) Only young workers of paid-up member organisations shall be eligible for nomination and elections.
- (c) Any member elected as an officer within the youth structure shall hold office for a term of four (4) years but not more than two (2) terms of four (4) years each.
- (d) Where a matter arises relating to the youth which has not been provided for in this constitution, the National Youth Committee shall in consultation with the Management Committee of GTPCWU provide guidelines for a resolution.
- (e) Zonal Industrial Relation Officers of GTCWU shall be Ex-officio members of the Regional Youth Committees.

D. FUNCTIONS/DUTIES OF THE NATIONAL YOUTH COMMITTEE

- (a) Promote the full development of the potential of the youth in the Union and in their respective organisations.
- (b) Promote active participation of the Youth in Union activities
- (c) Make proposal to the National Executives Council through the General Secretary on:
- (i) Areas where the youth need special services and programs
 - (ii) Means by which contributions in the union would be recognized, mainstreamed and reward.
 - (iii) Any other matters referred to it by the NEC, Management Committee or the National Executives.
- (d) The Chairperson of the National Youth Committee shall be a member of the National Executive Council (NEC).
- (e) The Executives of the National Youth Committee shall be delegates at the Unions Quadrennial Conference except for the Coordinator. They shall have voting rights.

E. FUNDING OF THE NATIONAL YOUTH COMMITTEE

The National Youth Committee shall receive its funding from the National Secretariat of GTPCWU.

REGIONAL YOUTH COMMITTEES

1. Composition

- (a) The Zonal Youth Committee shall compose of two (2) representatives from the branches or locals of the region.
- (b) The Zonal Youth Committee shall elect from among its members, the following officers:
 - Chairperson
 - 1st Vice Chairperson
 - 2nd Vice Chairperson (Woman)
 - Secretary
 - Assistant Secretary
 - Organiser
- (c) The Zonal IRO shall be an ex-officio member of the Zonal Youth Committee
- (d) The Chairperson shall attend meetings of the Zonal Councils
- (e) The Zonal Youth Committee shall meet twice in a year and submit reports of such meetings to the National Youth Committee.
- (f) Emergency meeting may be organized when found necessary.

Their duties 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 the 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 Region.
4. Represent young women in the Regional Women Council.

c) Secretary

1. Be the coordinator of all programs 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 RYC.

d. Assistant Secretary

Shall assist the Secretary in the performance of duties.

e. Organizer

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

2. **Functions / Duties**

The Regional Youth Committee shall:

- (a) Promote the full development of the potential of the youth in the Region and in their respective organisations.
- (b) Advise the Regional Councils on:
 - (i) Areas where the Youth need special services and programmes
 - (ii) Means by which Youth contributions in the Region would be recognized, mainstreamed and rewarded.
 - (iii) Any other matters referred to it by the National Youth Committee

3. **Funding**

The Zonal Youth Committee shall receive its funding from the National Secretariat through the various Zonal Councils.

ARTICLE 18 – SIGNATORIES TO UNION CHEQUES

All National Officers shall be signatories to the Union Accounts.

The General Secretary shall be the Principal signatory to sign all cheques with the Chairman and any one of the Trustees. In the absence of the General Secretary, the Deputy General Secretary shall act in his place.

ARTICLE 19 – AUDITOR

- The National Union shall employ the services of a recognized Audit Institution to audit the accounts of the Union at the end of the financial year.
- It shall audit the General Accounts of the Union not later than three (3) months after the close of such financial year. It shall examine all books and accounts of the Union and shall certify as to their correctness or otherwise.

- The financial year of the National Union shall end on 31st December.
- All members of the Union have the right to inspect the membership register as well as other books of the Union
- The Audited Accounts of the Union shall be submitted to all Branches accordingly.
- A copy of the Auditor's Report shall be placed at the office of the Union for inspection by members.

ARTICLE 20 - MEMBERSHIP

RIGHTS AND RESPONSIBILITIES OF MEMBERS:

- All members shall have equal rights within the National Union and no member shall suffer discrimination on grounds of political belief, gender, race, colour, ethnic origin, religion or social background or any other similar prejudice.
- No person otherwise eligible for membership shall be denied in the National Union on the basis of political belief, gender, race, colour, ethnic origin, religion or social background or any such similar prejudice.
- Members shall be free to express themselves in respect of the operations of the National Union accordingly, active discussion of Union affairs shall be encouraged and protected within the National Union.
- Members shall have the right to free and democratic elections at all levels of the National Union, including the rights to due notice of nominations and elections. Equal opportunity for competing candidates and clearly defined elections procedure.
- Every Branch Executive member shall have equal right to run for and hold any office in the National Union, subject to constitutional requirements.
- Every local union shall have the right to full accounting of all National Union funds and such accounting shall include periodic reports to membership through the locals by the appropriate National Officers and/or independent auditors in accordance with the provisions of this constitution.
- Every member shall have the right to full and equal participation in affairs of the National Union and to relevant information necessary for the full exercise of this right.

- Every member shall, subject to the provisions of this constitution, have equal right to vote and except on the occasion of block votes by local unions at the delegate conference on a roll call, each vote cast shall be of equal vote.
- No member shall be charged with misconduct except on grounds specified in this constitution and any member so charged shall have the right to fair hearing and shall be presumed innocent until the contrary is proven.
- Each member shall be bound by the provisions of this constitution and the policies and decisions of the governing bodies of the National Union.
- Each member shall defend this constitution and strive to promote the objectives and purposes thereof.
- Each member shall pay the appropriate (2%) Trade Union Dues contributed to all funds and be subject to any levies.
- Each member shall be active in the affairs of the National Union.

ARTICLE 21 – DIVISIONS

- a. Divisions of the National Union shall be formed by the National Secretariat at places where it shall be found necessary. Each Division shall be represented on the local or nearest District/Regional Council of Labour established by the Ghana Trades Union Congress.
- b. Each Division shall be governed by a Divisional Committee which shall meet every month and shall submit quarterly activity report to the National Secretariat. The Divisional Executives shall be composed of the following:-
 - Chairman
 - Vice Chairman
 - Secretary
 - Assistant Secretary
 - Trustee and
 - Shop Stewards

Two members of the Divisional Women's Committee shall be co-opted to serve on the Divisional Executive Committee.

- c. Two-thirds (2/3) of the committee members shall form a quorum. The officers and members of the Divisional Committee shall be elected at a meeting of the Division once in every four (4) years. An Auditor may also be appointed to audit Division accounts at periods to be agreed upon by the Division.
- d. A Statement of Account shall be presented at each meeting of the Divisional Committee.
- e. The Divisional Chairman/Vice Chairman
He shall preside over all business meetings and sign all minutes. He shall have a casting vote and shall have the right to inspect all Division papers and books. He may order a special meeting of the Divisional Committee to be called when necessary. In the absence of the Divisional Chairman, the Vice Chairman shall act.
- f. The Divisional Secretary/Assistant Secretary:
He shall keep the accounts and conduct the business of the Division in accordance with the Rules and shall carry out the instructions of the Divisional Committee. He shall summon and attend all general and committee meetings of the Branch and keep record of such meetings. He shall legally be responsible for all monies and properties of the Branch Union. He shall be assisted by the Assistant Secretary who shall act in his absence.
- g. The National Executive Council may suspend any Branch Union for refusal to carry out the Articles or the decision of Quadrennial Delegates Conference or of the National Executive Council. Any Branch so suspended shall have the right to appeal to the Delegates Conference of the Union.
- h. The funds of every Branch Union shall be the common property of the National Union. All monies, Books and other properties of the Union held by the Branch Union which shall secede, be suspended or dissolved, shall at once be sent to the Head Office of such Branch, together with detailed statement of receipts and expenditure. Any member of such Branch shall have the right to transfer to the nearest Branch of the National Union.
- i. The Trustee shall have vested in him the real and personal estate of the Branch Union.

ARTICLE 22 – DIVISIONAL UNITS

Where large groups of workers are employed in the same Industry, the National Executive Council shall, subject to the approval of the Delegates Conference, establish divisional units for administrative convenience, provided they are not employed by different employers. All grievances from Branch Unions shall be channeled through the divisional units to the National Union.

ARTICLE 23 – ZONAL ORGANISATION

- a. Divisions of the National Union shall be grouped into zones, which shall operate under zonal committees elected at the zonal Conference. Two (2) members shall represent each Division/Branch at a Zonal Conference.
- b. A Zonal Council shall compose of the following officers:
Chairman, Vice Chairman, Secretary and two (2) Trustees.
 - i. Who will be elected every four (4) years at Zonal Conference.
 - ii. The Secretary of the Zonal Council shall be the Zonal Officer in charge of the Zone.
- c. The Zonal Council shall convene Zonal Conference every four (4) years prior to the Quadrennial Delegates Conference of the National Union to:
 - a. Discuss and review the activities of the Union in the zone for the period under review.
 - b. Draw up programme of activities for the coming years.
 - c. Receive and discuss a report to be submitted by the secretary for the period under review and submit conference report to the General Secretary for attention.
 - d. Transact any other business that may be deemed to be within the scope of their activities.
 - e. Elect new officers for the ensuing years
- d. All Local/Divisional Unions shall be required to submit a quarterly report of their activities at the local level to the Zonal Council Secretary.
- e. The duties of a Zonal Council shall be to strengthen the Branches to co-ordinate their activities and generally to promote the policy of the Union in that particular zone. The Zonal Council shall co-operate with the Zonal Secretary of the Trades Union Congress, Ghana in its activities.

f. Zonal Organizations shall be set up as follows:-

Greater Accra Zone

Winneba, Swedru, Accra, Tema, Volta, Oti Region and Eastern Region with the Regional Office in Accra.

Western Zone

Apam, Cape Coast, Western Region and Western North Region with the Regional Office in Takoradi.

Northern Zone

Ashanti Region, Brong Ahafo Region, Bono East Region, North East Region, Upper East Region, Upper West Region, Northern Region and Savannah Region with Regional Office in Kumasi.

ARTICLE 24 – EDUCATIONAL WORK

The Union shall undertake the education of its members through meetings, workshops, symposiums, classes and seminars. It shall liaise with the Public Affairs Department of the Ghana Trades Union Congress to publish education literature and take such other action(s) that will promote their industrial, cultural, social and political knowledge.

ARTICLE 25 – LEGAL ASSISTANCE

Consistent with Article 3 sub-section (2) the National Executive Council shall provide legal assistance to any member Branch Committee, provided the National Executive Council is satisfied that these are necessary.

ARTICLE 26 – ALTERATION OF ARTICLES

These Articles shall only be altered in accordance with the procedure laid down in Article 9 (a)

ARTICLE 27 – DISSOLUTION OF THE UNION

a. The Union may be dissolved by the consent of 80% of the delegates at a Delegate's Conference.

- b. In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall fully be discharged and the remaining funds divided amongst the members on equal proportion.

ARTICLE 28 – MERGER

The National Executive Council shall have power to enter into merger with any union(s) with similar objects with the aim of strengthening the Union.

PART II

STANDING ORDERS

- a. Standing Orders Committee shall be appointed to direct the conduct of the business of the Delegates Conference and to act as scrutiners. The General Secretary shall be adviser to this Committee.
- b. The business of the Delegates Conference shall be taken in the order as appearing on the Agenda, subject to the recommendation of the Standing Orders Committee and of the approval of the Conference.
- c. Notice of motions and business items from Divisions/Branches shall be sent to the General Secretary not less than four (4) weeks before the Delegates Conference where they are to be discussed. Such business items and motions shall be placed on the Agenda in the order in which they are received by the General Secretary. Emergency motions may be included after the opening of the Conference subject to the approval of the majority of Delegates.
- d. The mover of any motion or a seconder, shall have the right to speak and to reply, but no other delegate shall be allowed to speak more than once on the same question unless permission be given, to explain on a point of order addressed to the National Chairman, when the remarks made must be strictly confined to the explanation or point of order. The motion shall be put immediately the mover has replied.
- e. If any amendment be carried, it shall displace the original motion and itself becomes the substantive motion, thereupon amendment may be moved thereto.
- f. When an amendment is made to an original motion, no second amendment shall be discussed until the first amendment is disposed of.
- g. When the delegates consider a subject has been sufficiently discussed the motion may be proposed "that the question be now put." If this proposition is carried the National 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.
- h. The decision of the National Chairman on any point of order shall be final.
- i. In the event of voting being equal, the National Chairman may cast a decisive vote.

- j. No resolution passed by the Delegates Conference or the National Executive Council or the Headquarters Working Committee shall be rescinded or amended at the same meeting at which it was passed except at the next conference or meeting of the National Executive Council or Headquarters Working Committee and by the consent of two-thirds (2/3) of the delegates or committee members consent of two-thirds (2/3) of the delegates or committee members present.
- k. Any delegate desiring to address the conference must rise in his place and address the National Chairman, and when any delegate is called to order, he shall resume his seat until the point is decided three (3) minutes and five (5) minutes respectively.
- l. Any delegate may for stated purposes move for the suspension of the Standing Orders. The motion on being seconded shall be forthwith put to the conference without debate or amendment and if two-thirds (2/3) of the delegates present vote in favour thereof, the motion shall immediately take effect.
- m. No delegate shall leave the conference room without permission from the National Chairman or his Vice.
- n. Voting shall be by show of hands for all the business of the conference unless otherwise decided by majority vote.
- o. The National Chairman reserves the right, subject to majority decision, to suspend any delegate who in the opinion of the Delegate's Conference misconducts himself/herself and thereby stifles the smooth working order of the conference agenda.

PART III

CREDENTIALS COMMITTEE

- a. There shall be a Credentials Committee constituted by the Delegates Conference or Extra-ordinary Delegates Conference. It shall elect its Chairman and rappouteur among its members. The Working Committee shall appoint its secretary.
- b.
 - i. It shall prepare list of persons attending the Conference or Extra-ordinary Delegates Conference.
 - ii. Report to the Delegates Conference or Extra-ordinary Delegates Conference on the voting power of the affiliated branch unions represented.
 - iii. Consider any objections to the credentials of delegates.
- c. Objections raised to the sitting of any delegate shall be submitted to the Credentials Committee. Pending final decision by the Conference or Extra-ordinary Delegates Conference on his admission, any member to whose sitting objection has been raised shall enjoy full rights as a member.
- d. Members shall send their credentials to the General Secretary who shall submit them to the Credentials Committee.
- e. The reports of the Credentials Committee shall be considered by the Delegates or Extra-ordinary Delegates Conference immediately after their submission to the National Chairman of the Union.

PART IV

STANDING ORDERS COMMITTEE

- a. There shall be a Standing Orders Committee constituted by the Delegates Conference. It shall elect its Chairman and Rappporteur from among its members, its Secretary shall be appointed by the Working Committee.
- b. The Standing Orders Committee shall:
 - i. Consider the standing orders and report to the Delegates Conference or Extra-ordinary Delegates Conference.
 - ii. Fix time for the Plenary Session
 - iii. Consider the provisional agenda and recommend a final agenda for the approval of the Delegates Conference or Extra-ordinary Delegates Conference.
 - iv. Make proposals relating to the setting up the size of questions to be dealt with and the terms of reference of the Conference or Extra-ordinary Delegates Conference committee; made proposals with respect to any motions and resolutions and included in the agenda of the Delegates Conference or Extra-ordinary Delegates Conference.
- c. No literature or printed matter other than official Delegates Conference or Extra-ordinary Delegates Conference materials shall be brought to the conference in session without prior consent of the Standing Orders Committee.

PART V

RESOLUTION COMMITTEE

The Conference or Extra-ordinary Delegates Conference shall constitute a Resolution Committee.

The committee shall elect its Chairman and rappouteur from among its members. Its Secretary shall be appointed by the Working Committee.

1. **Terms of Reference:**

To receive and collect resolutions from the Branch Unions and in addition prepare resolutions on all matters affecting the welfare of members and the nation as a whole to the Conference in session for appropriate action.

PART VI

CONSTITUTION COMMITTEE

The Conference or Extra-ordinary Delegates Conference shall constitute a Constitution Committee.

The committee shall elect its chairman and rappouteur from its members. Its Secretary shall be appointed by the Working Committee.

1. **Terms of Reference:**

Shall be to receive proposals, amendments, suggestions and recommendations from the branch unions to the Conference in session to deliberate on them and to make recommendations to the Conference.

PART VII

ELECTION COMMITTEE

- a. The Conference or Extra-ordinary Delegates Conference shall constitute an Election Committee.

The committee shall elect its chairman and rappouteur from among its members. Its secretary shall be appointed by the Working Committee

b. **Terms of Reference**

- i. It shall receive and consider all nominations from branches of the Union as submitted and verify their validity.
- ii. To examine the motion and procedure of voting and submit its report to the Delegates Conference in session.

c. **Supervision of Election:**

The working committee shall appoint the Institution responsible for the conduct of Elections in Ghana or the Labour Department to undertake the following duties;

- i. To receive nominations from branches of the Union.
- ii. To submit the nominations received to the Election Committee at the Delegates Conference.
- iii. And to supervise all elections at the conference.

OATH

Any Officer holding an elected or other office in the National Union under this Constitution shall on Installation take the following Oath:

“I,(giving name) hereby accept the office of(name of office) and do solemnly **Pledge** and **SWEAR** that I shall in my term of office, always live up to the aims and aspirations of the National Union and shall never under any circumstances, divulge any official secrets of the Union, betray a colleague, become disloyal to the Trade Union Movement as a whole, or use the influence of the Union for my own selfish or personal interest or for advertisement otherwise I do so at the risk of my official status, reputation, honour and fortunes.

“ I swear.”

STRUCTURE OF GTPCWU OF TUC (GHANA)

