

THE
CONSTITUTION

OF THE
COLLEGES OF EDUCATION NON-TEACHING
STAFF ASSOCIATION OF GHANA



MOTTO: **DEDICATION AND SERVICE**

(CENTSAG)

**CONSTITUTION
OF THE
COLLEGES OF EDUCATION NON-
TEACHING STAFF ASSOCIATION OF
GHANA**

**ADOPTED AT THE
1ST TRIENNIAL NATIONAL
DELEGATES CONFERENCE**

**HELD AT THE
WESLEY COLLEGE OF
EDUCATION-KUMASI**

**ON
2ND JULY, 2018**

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PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD,

WE, the members of the Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG), a non-political, non-partisan, non-ethnic and non-denominational organization,

RECOGNIZES the National Council of the Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG) as the mouthpiece of the Colleges of Education Non-Teaching Staff in Ghana,

REALIZING the need to organize ourselves in the spirit of oneness to pursue common goals, equality and fraternity,

DETERMINED to promote the general welfare of all non-teaching staff

AND IN SOLEMN declaration and affirmation of our commitment to freedom, justice, rule of law, probity and accountability,

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS
CONSTITUTION.

CHAPTER ONE

IDENTITY AND MEMBERSHIP

1. IDENTITY

(1) The Association shall be known and called Colleges of Education Non-Teaching Staff Association of Ghana, otherwise known as CENTSAG

(2) CENTSAG shall have a logo with the following symbols and meanings:

- i. Industrial Symbol: represents the work force behind Colleges of Education (CoEs) productivity
- ii. Hand with Pencil: represents the administrative and accounting duties in the Colleges of Education.
- iii. Books and Glasses: represents non-teaching staff with academic related jobs such as librarians.

(3) CENTSAG MOTTO: CENTSAG! Dedication and Service!

2. MEMBERSHIP

(1) Non-Teaching staff of Colleges of Education in Ghana shall be automatic members.

(2) A member, who leaves for further studies in recognized institutions, shall retain his/her membership of the Association.

(3) A member who goes on transfer or secondment outside the Colleges of Education ceases to be a member, notwithstanding this provision, if he or she should return to active service in a College of Education, he or she shall become a full member.

(4) A member, who retires, may become an honorary member, but shall have no voting rights or hold office.

CHAPTER TWO

AIM AND OBJECTIVES

3. AIM

(1) The aim of CENTSAG shall be to seek the welfare of Colleges of Education Non-Teaching Staff in Ghana.

4. OBJECTIVES

(1) The Objectives of CENTSAG shall be;

- a) To serve as the official mouthpiece of the Non-Teaching Staff of Colleges of Education in Ghana.
- b) To foster closer interaction among Non-Teaching Staff of Colleges of Education in Ghana.
- c) To provide means of communication between Non-Teaching Staff of COEs and all authorities in all matters affecting COEs non-teaching staff as whole or any part thereof.
- d) To coordinate with associations and unions in the Colleges of Education and elsewhere in matters of mutual interest.

CHAPTER THREE

PATRONS

5. PATRONS

The following shall be considered as Patrons of the Association:

- 1) The Executive Secretary of National Council for Tertiary Education (NCTE)
- 2) The President of Conference of Principals of Colleges of Education (PRINCOF)
- 3) The Chairman of Teachers and Educational Workers Union (TEWU)
- 4) The General Secretary of Trades Union Congress (TUC)

CHAPTER FOUR

ORGANS OF CENTSAG

6. COMPOSITION OF THE ORGANS OF CENTSAG

(1) The organs of CENTSAG shall be:

- a) The National Council of CENTSAG
- b) The National Executive Committee (NEC)
- c) The National Executive Officers (NEO) of CENTSAG
- d) The Zonal CENTSAG in various zones of Colleges of Education
- e) The Local CENTSAG in each college of Education

(2) All members of any organ of CENTSAG shall be members-in-good-standing.

7. COMPOSITION OF THE NATIONAL COUNCIL

(1) The National Council shall comprise;

- a) The National Executive Officers (NEO)
- b) ASHBA Zonal Chairperson or his/her representative
- c) CENTWEST Zonal Chairperson or his/her representative
- d) EAGA Zonal Chairperson or his/her representative
- e) NORTHERN Zonal Chairperson or his/her representative
- f) VOLTA Zonal Chairperson or his/her representative
- g) The Chairperson or his/her representative of each College of Education
 - a) In the event where the Local Chairperson of a College takes up the position of the Zonal Chairperson, the Vice Chairperson or his/ her representative shall represent the College at the National Council.

8. COMPOSITION OF THE NATIONAL EXECUTIVE COMMITTEE

(1) The National Executive Committee (NEC) shall comprise;

- a) The National Executive Officers (NEO)
- b) ASHBA Zonal Chairperson or his/her representative
- c) CENTWEST Zonal Chairperson or his/her representative
- d) EAGA Zonal Chairperson or his/her representative
- e) NORTHERN Zonal Chairperson or his/her representative
- f) VOLTA Zonal Chairperson or his/her representative

9. COMPOSITION OF THE NATIONAL CENTSAG EXECUTIVE

The National Executive Officers of CENTSAG shall comprise the following:

- a) The President,
- b) Vice President,
- c) Secretary,
- d) Deputy Secretary,
- e) Treasurer,
- f) Organising Secretary
- g) Women's Coordinator and
- h) Trustee

10. COMPOSITION OF THE ZONAL CENTSAG EXECUTIVES:

The Zonal CENTSAG Executive shall consist of:

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Women's Coordinator

11. COMPOSITION OF LOCAL CENTSAG EXECUTIVES:

(1) There shall be a Local CENTSAG Executives which shall comprise:

- a) The Chairperson
- b) The Vice Chairperson
- c) The Secretary
- d) The Treasurer
- e) The Organising Secretary
- f) The Women's Coordinator and
- g) Trustee

CHAPTER FIVE

FUNCTIONS AND RESPONSIBILITIES OF THE ORGANS OF CENTSAG

12. FUNCTIONS AND RESPONSIBILITIES OF THE ORGANS OF CENTSAG

(1) Subject to the provision of this Constitution; the legislative power of CENTSAG shall be vested in the National Council of CENTSAG and shall be exercised in accordance with this Constitution.

(2) The National Council shall:

- a) Monitor and coordinate all policy decisions taken by the National Executive Officers for implementation.
- b) Have the right to create various committees and advisory bodies with the aim of coordinating concrete issues, facilitating decision making, increasing the flow of information and providing members with channels for direct involvement in CENTSAG work.
- c) Approve all budgetary allocations before implementation.
- d) Notwithstanding sub-clause (c) supra, concern itself with all financial transactions of the National Executive prior to the presentation of the budget.

(3) Decisions taken of resolutions passed by National Council shall be regarded as CENTSAG's decisions and as such indicative of CENTSAG policies.

13. GENERAL FUNCTIONS OF THE NATIONAL EXECUTIVE OFFICERS OF CENTSAG (NEO)

(1) The National Executive shall

- i. deal with the day to day administration of the Association,
- ii. oversee the administration of the Local and Zonal CENTSAG
- iii. be the mouthpiece of the Association in dealing with external bodies like National Council for Tertiary Education (NCTE), Parliamentary Select Committee on Education, PRINCIPALS CONFERENCE (PRINCOF), other universities, Technical Universities and non-tertiary institutions, Non-Governmental Organisations (NGOs) and other institutions and
- iv. organise a Delegates Conference every three years at a venue and date to be determined by the National Executives.

(2) MEETINGS OF THE NATIONAL EXECUTIVE OFFICERS (NEO)

- i. The National CENTSAG shall meet ordinarily twice in a year and as and when necessary.
- ii. The National CENTSAG may convene a National Council Meeting as and when necessary.

(3) QUORUM FOR NATIONAL EXECUTIVE OFFICERS MEETINGS

Meeting shall commence when half of the members, including the President, Secretary and treasurer or their representatives are present.

14. FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE

MEMBERS (NEC)

(1) THE NATIONAL PRESIDENT

The National president shall:

- a) Be the Chief Executive officer or head and official spokesperson for CENTSAG.
- b) In the performance of his/her functions, shall ensure the achievement of the aim and objectives of CENTSAG as stated in this Constitution.
- c) Preside over General meetings of CENTSAG, Executive Council meetings and any other official meetings, activities and functions of CENTSAG, unless otherwise stated in this Constitution.
- d) Have a casting vote in the event of a tie at Executive Council Meetings and any other official meetings of CENTSAG unless otherwise stated in this Constitution.
- e) Sign minutes of each CENTSAG meeting at the time it is approved.
- f) Be the principal signatory to the CENTSAG account.
- g) Represent CENTSAG at all fora.

(2) THE NATIONAL VICE PRESIDENT

The National Vice Principal shall:

- a) assist the President in the execution of his/her duties
- b) perform the duties of the President under this Constitution in his/her absence, with the same powers given to the President, except being the principal signatory of the CENTSAG account.
- c) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President and the National Council.

(3) THE NATIONAL SECRETARY

The National Secretary shall:

- a) take, keep and maintain true and accurate minutes of all proceedings of the Executive Council and any other general meeting of CENTSAG, except otherwise stated by this Constitution.
- b) have custody of all documents of CENTSAG relevant to the office of the Secretary and shall be copied all correspondence received by other members of the Executive officers.
- c) on the authority of the President, as may apply, issue notices not less than five working days before scheduled meeting.
- d) be a signatory to the CENTSAG account.
- e) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President.

(4) THE NATIONAL DEPUTY SECRETARY

The National Deputy Secretary shall:

- a) assist the Secretary in the execution of his/her duties
- b) perform the duties of the Secretary under this Constitution in his/her absence, with the same powers given to the Secretary, except being the signatory of the CENTSAG account.
- d) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Secretary.

(5) THE NATIONAL TREASURER

The National Treasurer shall:

- a) be responsible for the receipt of all monies accruing to CENTSAG or any organ of CENTSAG and the disbursement of such monies as approved by National Council.
- b) Ensure that dues and levies are collected and lodged into the accounts of the National, Zonal and Local CENTSAGs within seventy-two (72) hours.
- c) keep and maintain proper records of all financial transactions of CENTSAG.
- d) together with the National Executive, present a budget to the National Council for approval.
- e) present a financial statement to the National Council at the end of every year
- f) present the financial statement to the National Council at least thirty (30) days before the handing over ceremony.
- g) be a signatory to the CENTSAG account.
- h) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President of CENTSAG.

(6) THE NATIONAL ORGANISING SECRETARY

The Organising secretary shall:

- a) be responsible for the organization of all official meetings functions and events of CENTSAG.
- b) cater for all external official visitors on behalf of CENTSAG.
- c) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President of CENTSAG.

(7) THE NATIONAL WOMEN’S COORDINATOR

- a) There shall be women’s coordinator who shall be responsible for all gender issues and matters relating to the integration and participation of all non-teaching staff women within CENTSAG and other relevant collaborating bodies.
- b) The women’s coordinator shall design and implement programmes aimed at developing the capacities skills and knowledge of female non-teaching staff.
- c) The women’s coordinator shall strengthen communication and cooperation between both genders.
- d) She shall perform any additional duties assigned to her by the National Council, NEC, and/or the National President, provided it is consistent with the provision of this Constitution.

(8) NATIONAL TRUSTEE

The National Trustee shall:

- a) be appointed by the National Executive Committee (NEC) and have vested in him/her all real property belonging to the Local, Zonal and the Association in general; and deal with them in such a manner as the National Executive may deem necessary and approve of it, and
- b) attend meetings but shall have no voting rights.

(9) ZONAL CHAIRPERSON

The Zonal Chairperson shall:

- a) represent their various zones at all NEC meetings
- b) communicate deliberations at the meetings to their zonal members and vice versa.

15. FUNCTIONS OF THE ZONAL CENTSAG EXECUTIVE

(1) THE ZONAL CHAIRPERSON

The Zonal CENTSAG Chairperson shall:

- a) Be the Chief Executive officer or head and official spokesperson for ZONAL CENTSAG.
- b) In the performance of his/her functions, shall ensure the achievement of the aim and objectives of ZONAL CENTSAG as stated in this Constitution.
- c) Preside over General meetings of ZONAL CENTSAG, Executive Council meetings and any other official meetings, activities and functions of ZONAL CENTSAG, unless otherwise stated in this Constitution.
- d) Have a casting vote in the event of a tie at Executive Council Meetings and any other official meetings of ZONAL CENTSAG unless otherwise stated in this Constitution.
- e) Sign minutes of each ZONAL CENTSAG meeting at the time it is approved.
- f) Be the principal signatory to the ZONAL CENTSAG account.
- g) Represent CENTSAG at all ZONAL CENTSAG fora.

(2) THE ZONAL SECRETARY

The Zonal CENTSAG Secretary shall:

- a) take, keep and maintain true and accurate minutes of all proceedings of the Executive Council and any other general meeting of ZONAL CENTSAG, except otherwise stated by this Constitution.
- b) have custody of all documents of ZONAL CENTSAG relevant to the office of the Secretary and shall be copied all correspondence received by other members of the Executive officers.
- c) on the authority of the Zonal Chairperson, as may apply, issue notices not less than five working days before scheduled meeting.
- d) be a signatory to the ZONAL CENTSAG account.
- e) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Zonal Chairperson.

(3) THE ZONAL TREASURER

The Zonal Treasurer shall:

- a) be responsible for the receipt of all monies accruing to Zonal CENTSAG or any organ of Zonal CENTSAG and the disbursement of such monies as approved by Zonal Executives.
- b) Ensure that dues and levies are collected and lodged into the accounts of the Zonal CENTSAG within seventy-two (72) hours.
- c) keep and maintain proper records of all financial transactions of Zonal CENTSAG.
- d) together with the Zonal Executive, present a budget to the Zonal Council for approval.
- e) present a financial statement to the Zonal Council at the end of every year
- f) present the financial statement to the National Council at least thirty (30) days before the handing over ceremony.
- g) be a signatory to the Zonal CENTSAG account.
- h) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Chairperson of Zonal CENTSAG.

(4) THE ZONAL WOMEN'S COORDINATOR

- a) There shall be women's coordinator who shall be responsible for all gender issues and matters relating to the integration and participation of all non-teaching staff women within Zonal CENTSAG and other relevant collaborating bodies.
- b) The women's coordinator shall design and implement programmes aimed at developing the capacities skills and knowledge of female non-teaching staff.
- c) The women's coordinator shall strengthen communication and cooperation between both genders.
- d) She shall perform any additional duties assigned to her by the Zonal Executives and/or the Zonal Chairperson, provided it is consistent with the provision of this Constitution.

(5) MEETINGS OF THE ZONAL CENTSAG

The Zonal Branch shall have, at least, one General Meeting once each year and Extra-Ordinary Meetings as and when necessary. These meetings shall be attended by the Local Chairpersons, Secretaries, Treasurers and Women's Coordinators in that Zone and a representative of each College in the Zone.

(6) QUORUM FOR THE ZONAL CENTSAG MEETINGS

Meetings shall commence when half of the membership, including the Chairperson, Secretary, Treasurer, Women's Coordinator or their representatives are present.

16. FUNCTIONS OF THE LOCAL CENTSAG EXECUTIVES

The Local CENTSAG shall discuss matters affecting it and see to the welfare of its members.

(1) THE LOCAL CHAIRPERSON

The Local CENTSAG Chairperson shall:

- h) Be the Chief Executive officer or head and official spokesperson for LOCAL CENTSAG.
- i) In the performance of his/her functions, shall ensure the achievement of the aim and objectives of LOCAL CENTSAG as stated in this Constitution.
- j) Preside over General meetings of LOCAL CENTSAG, and any other official meetings, activities and functions of LOCAL CENTSAG, unless otherwise stated in this Constitution.
- k) Have a casting vote in the event of a tie at Executive Council Meetings and any other official meetings of LOCAL CENTSAG unless otherwise stated in this Constitution.
- l) Sign minutes of each LOCAL CENTSAG meeting at the time it is approved.
- m) Be the principal signatory to the LOCAL CENTSAG account.
- n) Represent CENTSAG at all LOCAL CENTSAG fora.

(2) THE LOCAL VICE CHAIRPERSON

The Local Vice Chairperson shall:

- a) assist the Local Chairperson in the execution of his/her duties
- b) perform the duties of the Chairperson under this Constitution in his/her absence, with the same powers given to the local Chairperson, except being the principal signatory of the LOCAL CENTSAG account.
- c) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Local Chairperson.

(3) THE LOCAL SECRETARY

The Local CENTSAG Secretary shall:

- f) take, keep and maintain true and accurate minutes of all proceedings of the Executive Council and any other general meeting of LOCAL CENTSAG, except otherwise stated by this Constitution.
- g) have custody of all documents of LOCAL CENTSAG relevant to the office of the Secretary and shall be copied all correspondence received by other members of the Executive officers.
- h) on the authority of the local President, as may apply, issue notices not less than five working days before scheduled meeting.
- i) be a signatory to the LOCAL CENTSAG account.
- j) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Local Chairperson.

(4) THE LOCAL TREASURER

The Local Treasurer shall:

- a) be responsible for the receipt of all monies accruing to LOCAL CENTSAG or any organ of LOCAL CENTSAG and the disbursement of such monies as approved by Local Executives.
- b) Ensure that dues and levies are collected and lodged into the accounts of the Local CENTSAG within seventy-two (72) hours.
- c) keep and maintain proper records of all financial transactions of Local CENTSAG.
- d) together with the Local Executive, present a budget to the Local Members for approval.
- e) present a financial statement to the Local Council at the end of every year
- f) present the financial statement to the Local Members at least thirty (30) days before the handing over ceremony.
- g) be a signatory to the Local CENTSAG account.
- h) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Chairperson of Local CENTSAG.

(5) THE LOCAL ORGANISING SECRETARY

The Local Organising secretary shall:

- a) be responsible for the organization of all official meetings functions and events of Local CENTSAG.
- b) cater for all external official visitors on behalf of Local CENTSAG.
- c) perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Chairperson of CENTSAG.

(6) THE LOCAL WOMEN'S COORDINATOR

- a) There shall be women's coordinator who shall be responsible for all gender issues and matters relating to the integration and participation of all non-teaching staff women within local CENTSAG and other relevant collaborating bodies.
- b) The women's coordinator shall design and implement programmes aimed at developing the capacities skills and knowledge of female non-teaching staff.
- c) The women's coordinator shall strengthen communication and cooperation between both genders.

(7) MEETINGS OF THE LOCAL CENTSAG

The Local Branch shall have, at least, two General Meetings each year and Emergency Meetings as and when necessary.

(8) QUORUM FOR THE LOCAL CENTSAG MEETINGS

Meetings of the Local CENTSAG shall commence when half of the membership, including the Chairperson, Secretary, Treasurer, or their representatives are present.

CHAPTER SIX

ELECTIONS

17. MODE OF ELECTIONS

(1) LOCAL EXECUTIVE MEMBERS

- a) Local Executive Members shall be elected by a secret ballot every two (2) years at an Annual General Meetings in the various colleges in the year preceding the National Delegates Conference.

(2) ZONAL EXECUTIVE MEMBERS

- a) Zonal Executive Committee shall be formed by the Local Chairpersons within the Zone.
- b) Each Zonal Executive Committee shall elect Chairperson, Secretary, Treasurer and Women's Coordinator.

(3) NATIONAL EXECUTIVE MEMBERS

- a) The National Executive members shall be elected by a secret ballot every three (3) years at the National Delegates Conference or an extraordinary Council Meeting.

18. ELIGIBILITY OF CANDIDATES FOR LOCAL, ZONAL AND NATIONAL ELECTIONS

(1) ELIGIBILITY OF CANDIDATES FOR LOCAL ELECTIONS

- a) Members who have been in the Association for, at least, two consecutive years and are of good standing shall be eligible to contest for Local Executive positions.
- b) A prospective candidate shall be a paid-up member of the Association.
- c) A prospective candidate, who by his/ her actions(s) or inaction(s) has brought the name of the Association into disrepute, shall be disqualified from contesting the Local Executive positions.
- d) He/she shall be a staff of the current/ present College for not less than two consecutive years.

(2) ELIGIBILITY OF CANDIDATES FOR ZONAL ELECTIONS

- a) All Local Chairpersons in the Zone shall be eligible for Zonal elections.
- b) All Local Chairpersons shall satisfy the requirements for eligibility in Section 16 (2).

(3) ELIGIBILITY OF CANDIDATES FOR NATIONAL ELECTIONS

- a) A candidate vying for a National Executive position shall be a member who has been in the Association for, at least, three consecutive years, and is in good standing.
- b) A prospective candidate shall be a paid-up member for a minimum of three years, as a member of the Association evidence of which shall be produced.
- c) He/ she shall be a staff of College of education for not less than three consecutive years.
- d) A prospective candidate, who by his/ her actions(s) or inaction(s) has brought the name of the Association into disrepute, shall be disqualified from contesting the National Executive positions.
- e) Any prospective candidate vying for a position shall be eligible to serve at most two term of his/her tenure of office.

19. RIGHT TO VOTE

Every member of CENTSAG in good standing shall have the right to vote in elections and referenda

(1) LOCAL ELECTIONS

- a) A voter shall be a paid-up member.
- b) Voting by proxy shall not be allowed.
- c) Any prospective candidate vying for a position shall be eligible to serve at most two terms of his/her tenure of office.

(2) ZONAL ELECTIONS

- a) Local Chairmen in the Zone shall qualify to vote.
- b) Voting by proxy shall not be allowed.
- c) Any prospective candidate vying for a position shall be eligible to serve at most two terms of his/her tenure of office.

20. ELECTORAL COLLEGE FOR NATIONAL ELECTIONS

- (1) There shall be Electoral College comprising all National Council members and two representatives from each College of Education for National Delegates Conference.
- (2) In case of Extraordinary Council Meeting, the Electoral College shall comprise all National Council Members and one representative from each college.

21. SUPERVISION OF ELECTIONS

- (1) Current Local, Zonal and National Executives shall supervise Local, Zonal and National Elections respectively.
- (2) A Local, Zonal or National Executive vying for a position shall opt out of his/ her supervisory role.

22. DECLARATION OF ELECTORAL RESULTS

Candidates who get a simple majority vote, shall be declared winners.

23. TERMS OF OFFICE

- (1) Local and Zonal CENTSAG members shall hold office for a term of two years, but shall be eligible for re-election for another term of office.
- (2) The National Executive members shall hold office for a term of three years, but shall be eligible for re-election for another term of office.
- (3) In the event of transfer, retirement, incapacitation, death or otherwise of a Local, Zonal and National Executive member, there shall be a by-election within six months to be conducted by the Local, Zonal and National CENTSAGs respectively.

CHAPTER SEVEN

REMOVAL FROM OFFICE

24. GROUNDS FOR REMOVAL

- (1) Any person elected/ appointed under this Constitution shall be removed from office if he/she is found;
 - a) To have acted in violation of his/her Oath of Office;
 - b) To have conducted himself/herself in a manner which brings or is likely to bring his/her office into disrepute, ridicule or contempt;
 - c) To have conducted himself/herself in a manner prejudicial or inimical to the interest of the members of CENTSAG;
 - d) To have acted contrary to the provisions of this Constitution;
 - e) To be inefficient or negligent in the discharge of his/her duties;
 - f) To have embezzled funds or recklessly handled finances of CENTSAG;
 - g) To be incapable of performing the functions of his/her office by reason of infirmity of body or mind;
 - h) Not to have satisfied the requirements to contest for a position on the National Executive of CENTSAG.

25. RESIGNATION FROM OFFICE

- (1) A member of the National Executive may resign from the office in writing addressed to the National Council at least **two (2) weeks** before the commencement of his/her resignation.
- (2) Upon receipt of a letter as in clause 1 of this article, the Chairperson of National Council shall notify the Electoral College.
- (3) The Electoral College shall within **one (1) week** upon the receipt of such notice begin the process to elect a substantive officer to act in the vacant position.
- (4) Upon the resignation of the President, the Vice President shall assume the position of the President of CENTSAG until a substantive President is elected.
- (5) An officer who resigns from his/her position or who otherwise leaves office shall hand over all properties of CENTSAG in his/her possession to the Chairperson of National Council and clear him/herself in respect of any other obligations he/she may owe to CENTSAG within two (2) weeks.

26. IMPEACHMENT

- (1) Any member of CENTSAG in good standing, supported by two-thirds of the National Electoral College, may, in writing addressed to the National Council, commence impeachment proceedings against a member of the National Executive, provided that the affected individual is served with a copy of the notice, three (3) clear days before the start of the proceedings.

(2) The Chairperson of the National Council shall, within ten (10) working days of receiving the notice of impeachment, convene a meeting of the Ad hoc Disciplinary Committee to hear the case.

(3) For the purpose of the ruling of the Ad hoc Disciplinary Committee, the decision by the Ad hoc Disciplinary Committee shall be by simple majority.

(4) The Ad hoc Disciplinary Committee shall, in writing to the Chairperson of National Council, rule on whether there is/are a ground(s) for impeachment seventy-two (72) hours after the hearing.

(5) An emergency National Council meeting shall be convened to review the report of the Ad hoc Disciplinary Committee.

(6) Where no prima facie case has been established for the impeachment of the affected National Executive member, the case for impeachment shall be thrown out by the National Council.

(7) Where a prima facie case has been established for the impeachment of the affected National Executive member, National Council shall decide by simple majority to impeach the National Executive member.

(8) The National Council shall, in writing, communicate its decision to the National Executive member concerned.

(9) Any National Executive member so impeached per clause (7) of this Article, ceases to be a National Executive member immediately and must return all property of CENTSAG in his/her possession to the Chairperson of National Council and shall not hold any office of CENTSAG and shall not be due any honorarium.

(10) The National Council shall appoint an individual to act in such a capacity until a substantive National Executive member is elected, except in the event of the impeachment of the President where the Vice-President, if not implicated shall assume the position of the President.

(11) Vacancy/vacancies created by virtue of an impeachment shall be filled by a by-election within thirty (30) days of such vacancy/vacancies.

(12) Notwithstanding any provision of this Constitution, there shall be no by-election if the time left for the National Executive to hand-over is less than ninety (90) days, and the person so appointed per clause (10) of this Article shall act till the handing over.

27. VACANCY OF OFFICE

(1) An office shall be considered vacant if any officer;

- a) Resigns from office, dies or is rendered incapacitated from performing his/her functions by ill-health or accident.
- b) Suffers an impeachment
- c) Vacates his/her post for thirty (30) days without official notice.

CHAPTER EIGHT

FINANCE

28. CENTSAG ACCOUNTS

- (1) CENTSAG shall maintain a current and Saving Accounts with a Bank(s) that is/are networked nationally.
- (2) Ninety-five percent (95%) and five percent (5%) of all monies collected on behalf of CENTSAG shall be paid in the Current and Savings Accounts respectively within Seventy-two (72) hours upon receipt of the said monies before disbursement.
- (3) The President, Secretary and Treasurer shall be signatories to the CENTSAG Accounts, and the President together with any of the two (2) officers shall sign for the purpose of withdrawals.
- (4) All monies saved in the CENTSAG Savings Account shall not be withdrawn without prior approval of the National Council.

29. INCOME

- (1) The funds of CENTSAG shall include;
 - a) Monthly membership dues,
 - b) Levies
 - c) Congress Fees
 - d) Fund raising,
 - e) Donations,
 - f) Any other lawful source of contribution.
- (2) Any Committee/Commission of CENTSAG shall have the power to raise funds for the effective performance of its function(s).
- (3) Any such Committee/Commission shall, within seventy-two (72) hours of raising or receiving any revenue on behalf of or in trust of CENTSAG, channel the money through the Treasurer of CENTSAG into the CENTSAG Bank Account.

30. DUES

Members of CENTSAG shall pay monthly dues which shall be determined by the National Executive of CENTSAG upon approval by the National Council.

31. CONGRESS FEES

Congress members shall pay a congress fee to be determined by the National Executive of CENTSAG to be borne by the Local and Zonal respectively.

32. ADDITIONAL LEVIES

Other levies shall be approved by the National Council and made known to members as and when necessary by the National Executive of CENTSAG

33. REVISION OF LEVIES AND DUES

Levies and dues shall be reviewed as and when necessary for them to keep abreast with current times.

34. DISBURSEMENT OF FUNDS

(1) Monthly dues shall be disbursed as follows:

- (i) 20% of the monthly dues of the college shall be logged into the Local CENTSAG account every quarter.
- (ii) 10% of the monthly dues of the zone shall be logged into the Zonal CENTSAG account every quarter
- (iii) 70% of the monthly dues shall be logged into the National CENTSAG account.

(2) Local and Zonal CENTSAG shall present detailed financial reports at the end of every quarter, and copies made available to the National Secretariat of CENTSAG. The National CENTSAG shall reserve the right to withhold the release of quarterly grants into the local or zonal CENTSAG account until this provision has been fulfilled.

35. EXPENDITURE

(1) The expenditure of CENTSAG shall include the following:

- a) Administrative expenses
- b) Honorarium and/or per diem for members of CENTSAG or members of the National Executive who work for and on behalf of CENTSAG.
- c) Cost of Projects duly approved by National Council.
- d) Organisation of National Council, National Executive and Committee/Commission meetings.
- e) Dues paid to the National Secretariat.

CHAPTER NINE MISCELLANEOUS

36. HONORARIUM

- (1) Certificates of Honour or awards shall be presented to members of the National, Zonal and Local Executives, members of the National Council and members of any Ad hoc Committees of CENTSAG upon successful completion of their tenure of office at a handing over ceremony.
- (2) The National Council shall decide on the emoluments to be given to deserving members of the National Executive.

37. AMENDMENTS

- (1) There shall be no entrenched provisions of this Constitution.
- (2) Subject to the provisions of this Constitution, the National Council may amend or cause to be amended, in part or in whole, any provisions of this Constitution.
- (3) Any member(s) may propose an amendment of the Constitution by writing to the Chairperson of the National Executive and copy the Local and Zonal Executives.
- (4) The National Executive shall upon receipt of the proposed amendment, sit and make recommendation to the National Council.
- (5) The National Council shall at a special session, upon receipt of the recommendations of the National Executive, debate and adopt or reject it by a resolution of not less than two thirds (2/3) of all National Electoral College members.
- (6) Any new amendments shall come into force within twenty-four (24) hours of promulgation.
- (7) Where it is a complete review of this Constitution, a referendum to that effect shall be conducted after the review.

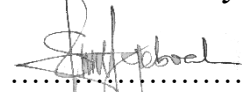
38. HANDING OVER

- (1) The outgoing members of the National Executive shall hand over to the incoming officers at a handing over ceremony.
- (2) The incoming members of the National Executive shall be sworn-in before taking office.
- (3) The properties of the CENTSAG so handed over shall include a handing over note prepared and signed by the outgoing members of the National Executive.

39. TRANSITIONAL PROVISIONS

All Non-Teaching Staff of public Colleges of Education, who immediately before the coming into force of this Constitution, were employees shall be deemed eligible to hold any office of CENTSAG.

Dated this 2th day of July in the year of our Lord Two Thousand and Eighteen. (02/07/2018)



Frederick Forkuo Yeboah
(National President)



Samuel Opoku
(National Secretary)

Appendix 1:

OATHS OF CENTSAG

The National Executive Oath of Office

I _____ (Name) _____ having been elected to the high office of ____ (Portfolio) _____ of CENTSAG do hereby (in the name of Allah / Almighty God swear) (solemnly affirm) that I will be faithful and true to CENTSAG; that I shall strive at all times to preserve, protect and defend the Constitution of CENTSAG and I hereby dedicate myself wholly, without fear or favour to the service and welfare of CENTSAG. I further solemnly affirm that I will conform to the principle of strict accountability; financially and otherwise and that should I at any time break this Oath of Office I shall submit myself to the dictates of the CENTSAG Constitution and suffer the penalty thereof.

(SO HELP ME GOD).

To be administered by the Chairperson of the National Council during the handing over ceremony.

The General Oath of Office

I _____ (Name) _____ having been elected/appointed as _____ (Portfolio) _____ do hereby (in the name of Allah/Almighty God swear) (solemnly affirm) that I will at all times faithfully and truly serve CENTSAG, that I will support and uphold the principle of accountability; financially and otherwise and seek the welfare of CENTSAG. I further solemnly affirm that should I at any time break this Oath of Office, I shall submit myself to the dictates of the CENTSAG Constitution and suffer the penalty thereof.

(SO HELP ME GOD).

To be administered by the Chairperson of the National Council of CENTSAG.

Appendix 2

Zonal CENTAGs and their composition

a) Ashanti/ Brong Ahafo Zonal CENTSAG (ASHBA CENTSAG)

1. Agogo Presbyterian College of Education, Agogo
2. Akrokerri College of Education, Akrokerri
3. Atebubu College of Education, Atebubu
4. Berekum College of Education, Berekum
5. Mampong Technical College of Education, Mampong-Ashanti
6. Offinso College of Education, Offinso
7. SDA College of Education, Agona, Ashanti
8. St. Ambrose College of Education, Dormaa-Akwamu
9. St. Joseph's College of Education, Bechem
10. St. Monica's College of Education, Mampong-Ashanti
11. St. Louis College of Education, Kumasi
12. Wesley College of Education, Kumasi
13. Al Faruq College of Education, Tamale

b) Central/ Western Zonal CENTSAG (CENTWEST CENTSAG)

1. Enchi College of Education, Enchi
2. Foso College of Education, Assin Foso
3. Holy Child College of Education, Takoradi
4. Komenda College of Education, Komenda
5. Our Lady of Apostle (OLA) College of Education, Cape Coast
6. Wiawso College of Education, Sefwi Wiawso
7. Bia Lamplighter College of Education, Bia

c) Eastern/ Greater Zonal CENTSAG (EAGA CENTSAG)

8. Abetifi Presbyterian College of Education, Abetifi
9. Accra College of Education, Accra

10. Ada College of Education, Ada
11. Kibi Presbyterian College of Education, Kibi
12. Methodist College of Education, Akim Asene Aboabo Oda
13. Mt. Mary College of Education, Somanya
14. Presbyterian College of Education, Akropong Akuapim
15. Presbyterian Women's College of Education, Aburi Akuapim
16. Seventh-day Adventist College of Education, Asokore – Koforidua

d) Northern/Upper West/Upper East Zonal CENTSAG (NORTHERN CENTSAG)

17. Bababaga College of Education, Tamale
18. Evangelical Presbyterian College of Education, Bimbilla
19. Gambaga College of Education, Gambaga
20. Gbewa College of Education, Pusiga
21. ST. John Bosco's College of Education, Navrongo
22. N.J.Ahamadiya College of Education, Wa
23. Tamale College of Education, Tamale
24. Tumu College of Education, Tumu
25. Mc. Coy College of Education, Nadowli
26. St. Vincent College of Education, Yendi

e) Volta Zonal CENTSAG (VOLTA CENTSAG)

27. Akatsi College of Education, Akatsi
28. Dambai College of Education, Dambai
29. Evangelical Presbyterian College of Education, Amedzofe
30. Jasikan College of Education, Jasikan
31. Peki College of Education, Peki
32. St. Francis College of Education, Hohoe
33. St. Teresa's College of Education, Hohoe

APPENDIX 3
STRUCTURE OF CENTSAG

