

**CONSTITUTION OF THE COLLEGES OF EDUCATION TEACHERS ASSOCIATION OF GHANA  
(CETAG)**



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## **PREAMBLE**

Colleges of Education Teachers Association of Ghana shall be a non-political, non-partisan, non-ethnic and non-denominational organisation. Teachers of Colleges of Education in Ghana, realizing the need for further individual and collective enhancement, to be consulted by policymakers and implementers of Teacher Education Policies and wishing to be united in their common effort to ensure quality teaching and learning in Colleges of Education and Basic Schools in Ghana, have come together to form an Association to:

- have a common front,
- be able to make inputs into what goes into the training of teachers in Ghana in general, and
- see to the welfare of all teachers in the public colleges of education.

## **ARTICLE 1: NAME, MOTTO AND AFFILIATION**

**Section 1:** The Association shall be known and called Colleges of Education Teachers Association of Ghana, hereinafter, referred to as **CETAG**.

**Section 2: MOTTO:** CETAG! Teacher Educators!

**Section 3:** CETAG shall be directly affiliated with the Trade Unions Congress of Ghana and other teacher associations. The Association may also seek affiliation with other associations or organizations with similar aims both within and outside Ghana.

**Section 4:** The Association shall be a Company Limited by Guarantee under the Companies Act 2019, (Act 992).

## **ARTICLE 2: AIMS AND OBJECTIVES**

CETAG shall seek to:

**Section 1:** foster closer interactions among teachers of colleges of education in Ghana.

**Section 2:** formulate and establish a common platform for action on matters affecting the welfare of colleges of education teachers.

**Section 3:** collaborate with policymakers and implementers in education, principals of colleges of education, parents of teacher-trainees and other stakeholders in the training of basic school teachers to meet national demands and needs.

**Section 4:** help establish and improve upon standards of the teaching profession for our present and future generations.

**Section 5:** discuss common problems relating to teaching and learning in colleges of education with other stakeholders.

**Section 6:** provide professional advice to educational policymakers on matters affecting teachers of colleges of education in Ghana.

**Section 7:** partner with relevant organizations to organize in-service and Continuous Professional Development (CPD) programmes for in-service teachers across the country.

**Section 8:** encourage and support members to undertake research works.

**Section 9:** encourage members to write and publish books, journals and articles in various subject areas to enhance academic work in colleges of education in Ghana.

**Section 10:** assist policymakers and implementers in formulating pragmatic policies on teacher education.

**Section 11:** discuss issues of national importance and interest devoid of political, partisan, parochial, ethnic and religious inclination.

**Section 12:** champion the fundamental human rights of members of the Association as the resources of the Association can guarantee.

**Section 13:** promote the training and development of members in areas such as scholarships, research, publications and other career advancements.

**Section 14:** protect and champion academic freedom in all colleges of education in Ghana.

**Section 15:** confer honours and awards on deserving members as and when the need arises.

### **ARTICLE 3: STRUCTURE OF THE ASSOCIATION**

**Section 1:** The Association shall be organised at Local, Zonal and National levels.

**Section 2:** There shall be a National Secretariat hosting the National Executive Officers which shall be situated in a location easily accessible to all the colleges.

**Section 3:** The Zonal branches shall comprise: Eastern-Greater Accra (EGA), Central-Western (CENTWEST), Ashanti-Bono-Ahafo (ASHBA), Volta-Oti (VOTI), and Northern and any other that may be created after the promulgation of this Constitution.

**Section 4:** The National Executive Officers (NEO) shall be drawn from the public colleges of education irrespective of the affiliation of the college in which a member teaches.

**Section 5:** There shall be a National Executive Committee (NEC) whose membership shall consist of members specified under Article 15, Section 1 of this Constitution.

**Section 6:** There shall be a National Council whose membership shall consist of members specified under Article 16, Section 1 of this Constitution.

**Section 7:** The National Delegates' Congress shall be constituted by members specified under Article 17, Section 2 of this Constitution.

**Section 8:** Local and Zonal branches of the Association shall establish their own secretariats to be resourced by the National Secretariat.

**Section 9:** The Association shall establish a permanent National Secretariat at a location conveniently accessible to all the public colleges of education.

## **ARTICLE 4: MEMBERSHIP**

**Section 1:** Every teaching staff of a college of education shall become an automatic member of the Association upon his or her appointment.

**Section 2:** Every member shall pay monthly dues which shall be deducted by the Controller & Accountant General's Department (CAGD) as sanctioned by the National Secretariat.

**Section 3:** A member shall be deemed to be in good standing only if he or she has fully paid his or her dues up to date.

**Section 4:** A member who leaves for further studies may retain his/her membership of the Association.

**Section 5:** All teaching staff on study leave shall continue to retain their membership.

**Section 6:** A member, who retires, may become an honorary member, but shall have no voting rights or hold office.

**Section 7:** No eligible member shall be denied membership of the Association for any reason based on colour, race, ethnicity, or partisan considerations.

**Section 8:** A member who goes on transfer or secondment outside the colleges of the education system shall cease 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.

## **ARTICLE 5: RIGHTS AND PRIVILEGES OF MEMBERS**

Members shall have the following rights:

### **Section 1: Right to Membership**

- a) No eligible person shall be denied membership of the Association for any reason based on colour, race, ethnicity, political opinion, religion, gender or creed.
- b) Every member shall have rights to the facilities at the disposal of the Association.

### **Section 2: Right to participate in decision-making**

- a) Members shall have the right to full participation in the decision-making process of the Association through discussions on various forums and platforms and the right to exercise his/her franchise on matters that will contribute to the growth of the Association.
- b) Members shall have the right to attend public forums and symposia organized under the auspices of the Association.
- c) Right to receive all publications of the Association.
- d) Right to receive and inspect audited books of accounts of the Association at regular intervals not exceeding six months at such time and place as may be agreed by the National Executive Committee.

### **Section 3: Right to due process**

- a) Where an allegation is made against a member under this Constitution, such a member shall have the right to a fair hearing including the right to counsel, call witnesses and be presumed innocent until the contrary is established.

**Section 4:** Right to hold office

a) Subject to the qualification provided herein, all members shall have the right to run for and hold office in the Association.

**ARTICLE 6: RESPONSIBILITIES OF MEMBERS**

Members of the Association have the following obligations towards the Association:

**Section 1:** Exchange of ideas and research findings

**Section 2:** Expression of opinions on the affairs of the Association

**Section 3:** Election of officers

**Section 4:** Participation in the governance of the Association as enshrined in the Association's Constitution.

**Section 5:** Formulation of rules and procedures for disciplinary actions

**Section 6:** Availing his/her expertise in the service of the Association

**Section 7:** Assistance to the Association to promote disciplinary matters in the Association

**ARTICLE 7: DUES, ACCOUNTS, BANKING, AUDITING & ASSETS**

**Section 1:** Each member of the Association shall pay monthly dues as shall be determined by council, and which shall be deducted at source by the CAGD and lodged into the Association's National Account with GCB Bank Limited.

**Section 2:** The dues shall be revised from time to time by National Council to be abreast with current times.

**Section 3:** Local Executives shall ensure that new members are made to pay dues as soon as they become members of the Association.

**Section 4:** All Local, Zonal and National CETAG shall open a current or savings account at the nearest commercial bank preferably the GCB Bank PLC.

**Section 5:** The signatories to the Accounts at all levels shall be the President/Chairman, Treasurer and Secretary. The President/Chairman and any one of the other two signatories shall sign cheques to withdraw money as and when required.

**Section 6:** Local and Zonal branches of CETAG shall present detailed annual financial statements to the National Treasurer one month before the end of each academic year.

**Section 7:** The National CETAG through the National Treasurer shall present to the National Executive Committee an Annual Audited Financial Statement of Accounts of the Association at a meeting organised at the end of each Academic Year for that purpose.

**Section 8:** Funds of the Association which are not readily in use may be invested in profitable securities and ventures. Such investments must be sanctioned by the National Executive Committee.

**Section 9:** The National Executive Officers (NEO) shall prepare and present a Yearly Budget for approval by the National Executive Council (NEC) at a meeting organised for that purpose.

**Section 10:** There shall be appointed an Auditing Firm by the National Council to audit the accounts of the Association before they are presented to the National Executive Council (NEC).

**Section 11:** Failure of the NEO to ensure that the National Treasurer presents an annual audited financial statement to NEC shall constitute a violation of this Constitution which shall attract serious sanctions including impeachment.

**Section 12:** All assets of the Association shall be kept at the National Secretariat. The use of the Association vehicle for any purpose must be sanctioned by the NEO.

**Section 13:** The Association shall employ a permanent Administrative Secretary to see to the day-to-day functioning of the National Secretariat.

## **ARTICLE 8: BENEFITS**

**Section 1:** The following benefits shall be paid to bona fide members of the Association in good standing subject to review to correspond with increments in dues:

a) **End-of-Service:** An amount of Two Thousand Ghana Cedis (GH¢2,000) shall be paid to a member of more than ten years and One Thousand Five Hundred Ghana Cedis (GH¢1,500) to a member who has been with the Association from five to ten years and One Thousand Ghana Cedis (GH¢1,000) to a member who has been with the association for less than five years with the Association.

b) **Bereavement:** On the death of a member, the Association shall donate an amount of Two Thousand Ghana Cedis (GH¢2,000) to the spouse and the bereaved family. One Thousand Ghana Cedis (GH¢1,000) shall be donated to a member on the death of his or her biological child which shall be enjoyed once.

c) In the case of Section 1b, a befitting delegation from at least the Local CETAG shall represent the National Association.

d) **Resignation Benefit:** A member who leaves the College system by resignation after teaching for five years or more is entitled to One Thousand Ghana Cedis (GH¢1,000) while a member who taught for less than five years shall receive Five Hundred Ghana Cedis (GH¢500).

**Section 2: Certificates:** National Council at its last meeting before its dissolution shall determine the awards and certificates to be given to all executives from the local to the national level and other non-executive members who have contributed to the development of the Association.

**Section 3:** The National Executive Officers, NEC and National Council members shall be paid honorarium, accommodation, responsibility and transportation allowances any time they attend official meetings on behalf of the Association to be determined by NEC.

**Section 4:** The amount to be paid to officers per section 3 of article 8 shall be determined from time to time by NEC.

**Section 5:** All branches of the Association shall be financed by dues paid by members into the national accounts and any other income.

**Section 6:** The breakdown of the quarterly disbursement of funds of the Association shall be in the following proportion: 20%, 10% and 70% to Local, Zonal branch and National respectively.

**Section 7:** The National Secretariat shall finance the National Delegates' Congress to be held every two years.

## **ARTICLE 9: CODE OF ETHICS**

**Section 1:** Members shall preserve the dignity and honour of the Association and the profession.

**Section 2:** Every member shall discharge his or her duties to fellow members of the Association with fairness, courtesy and good faith.

**Section 3:** Every member shall maintain his or her own dignity, honour and integrity.

**Section 4:** Members shall avoid all acts of dishonesty and misconduct that may tarnish the reputation of the Association.

**Section 5:** Every member shall comply with orders and decisions of the Association.

**Section 6:** An officer of the Association shall not put themselves in a position where his/her personal interest conflicts or is likely to conflict with the performance of his functions.

**Section 7:** All members must exhibit honesty, confidentiality, integrity, loyalty, fairness, concern for others, respect for others and law-abiding, among others.

## **ARTICLE 10: FORFEITURE OF MEMBERSHIP**

**Section 1:** A member forfeits his status as a member and loses all rights and privileges by expulsion from the Association according to the laid down procedures herein provided.

**Section 2:** Any former member of the Association may be reinstated to their membership status by procedures herein provided.

## **ARTICLE 11: OFFENCES AND SANCTIONS**

**Section 1:** Any member who breaches any of the Code of Ethics shall be sanctioned by the Disciplinary Committee.

**Section 2: Sanctions:** A member may lose their membership rights as may so be determined by the Disciplinary Committee.

## **CHAPTER 12: OFFICERS OF THE ASSOCIATION**

**Section 1: Local Officers:** The officers of the Local CETAG shall comprise:

- a) Chairman
- b) Vice Chairman
- c) Secretary
- d) Treasurer
- e) Organizing Secretary
- f) Research and Training Officer
- g) Gender Coordinator

**Section 2: Zonal Branch Officers:** The Zonal branch executives shall be:

- a) Chairman
- b) Secretary
- c) Treasurer

**Section 3: National Executive Officers (NEO):** The National Executive Officers shall comprise:

- a) National President
- b) National Vice President
- c) National Secretary
- d) National Treasurer
- e) National Organizing Secretary
- f) National Research and Training Officer
- g) National Gender Coordinator
- h) Ex-Officio Member

## **ARTICLE 13: DUTIES OF LOCAL AND ZONAL BRANCH OFFICERS**

### **Section 1: The Local Chairman**

The Local Chairman shall:

- a) be the chief spokesman and the Chief Executive Officer for the Local CETAG
- b) preside over all Local meetings
- c) be a signatory to all letters emanating from the Local CETAG
- d) sign minutes of each Local CETAG meeting at the time it is approved
- e) co-ordinate and supervise the general administration and all activities of the Local CETAG
- f) champion the interests of members at the Local level
- g) pursue any other plan of action considered lawful
- h) be a signatory to the Local CETAG accounts and
- i) represent CETAG at all Local CETAG fora

### **Section 2: The Local Vice Chairman**

The Local Vice Chairman shall:

- a) deputize for the Local Chairman
- b) perform all the functions and duties of the Local Chairman in his/her absence,
- c) assist the Local Chairman in the discharge of his/her duties.



### **Section 3: The Local Secretary**

The Local Secretary shall:

- a) be in charge of all correspondence
- b) record the minutes of each meeting
- c) be a signatory to minutes of the meetings
- d) be the administrative head of the Local CETAG
- e) prepare annual reports under the direction of the Local Chairman
- f) accurately keep properties of the Local CETAG
- g) perform other duties that may be assigned by the Local Chairman

### **Section 4: The Local Treasurer**

The Local Treasurer shall:

- a) facilitate the administrative processes of payment of dues by newly recruited tutors
- b) keep accurate records of all income and expenditure
- c) ensure that quarterly grants are lodged into Local CETAG accounts
- d) see to it that expenditure is kept within the approved budget
- e) present a financial statement at the end of each semester
- f) be a signatory to the accounts.

### **Section 5: The Local Organizing Secretary**

The Local Organizing Secretary shall:

- a) assist the Local CETAG Executive members in general organization
- b) make the necessary arrangements to prepare a place for Local CETAG meetings
- c) deputize for the Local Secretary as Assistant Secretary

### **Section 6: The Local Research and Training Officer**

The Local Research and Training Officer shall:

- a) support the Association with evidence on policy formulation and implementation
- b) assist in preparing evidence and materials for the Association in their negotiations with Government and College Management
- c) liaise with the secretary to organize seminars and workshops on research when the need arises.
- d) Coordinate the training of members of Association on curriculum and other related matters
- e) perform any related matter assigned to him by the Association

## **Section 7: The Local Gender Coordinator**

The Local Gender Coordinator shall:

- a) represent gender voice and interests in the Association
- b) ensure the cessation of all forms of discriminatory and harmful practices against any member based on gender
- c) promote gender rights of all members in the Association
- d) get all gender involved in decision-making and affairs of the Association
- e) secure educational and other opportunities in the Association for all gender
- f) empower all gender in the Association and promote their unity for the course of the Association
- g) assist members to gain promotion and recognition in their various Colleges
- h) perform any other related functions which the Association shall assign him/her from time to time

## **ARTICLE 14: DUTIES OF NATIONAL EXECUTIVE OFFICERS**

### **Section 1: The National President**

The National President shall:

- a) be the chief spokesperson and the Chief Executive Officer for the National CETAG
- b) be responsible, with other National Executive Officers, for ensuring the smooth and effective functioning of the Association at all levels
- c) preside over all National CETAG meetings
- d) protect all the interests, assets and other beneficial properties of the Association
- e) maintain and promote the good image and reputation of the Association
- f) coordinate and supervise the National Secretariat and all activities of the Association
- g) be a signatory to all letters emanating from the National CETAG
- h) sign minutes of each National CETAG meetings at the time it is approved
- i) co-ordinate and supervise the general administration and all activities of the National CETAG
- j) champion the interests of members at all levels of CETAG
- k) pursue any other plan of action considered lawful
- l) be a principal signatory to the National CETAG accounts and
- m) represent CETAG at all National for a

## **Section 2: The National Vice President**

The National Vice President shall:

- a) deputize for the National President
- b) perform all the functions and duties of the National President in his absence
- c) assist the National President in the discharge of his duties
- d) perform any other duty as shall be assigned by the President

## **Section 3: The National Secretary**

The National Secretary shall:

- a) be in charge of all National CETAG correspondence
- b) record the minutes of each National CETAG meeting
- c) be a signatory to minutes of the meetings of National CETAG
- d) be the administrative head of the National CETAG
- e) prepare annual reports under the direction of the National President
- f) accurately keep properties of the National CETAG
- g) perform other duties that may be assigned by the National President

## **Section 4: The National Treasurer**

The National Treasurer shall:

- a) facilitate the administrative processes of payment of dues by newly recruited tutors
- b) keep accurate records of all National CETAG income and expenditure
- c) ensure that quarterly grants are lodged into Local and Affiliation Branch CETAG accounts
- d) see to it that expenditure is kept within the approved National CETAG budget
- e) present National CETAG financial statement at the end of every academic year

## **Section 5: The National Organizing Secretary**

The National Organizing Secretary shall:

- a) be in charge of the general organization of the Association
- b) make the necessary arrangements to prepare a place for National CETAG meetings
- c) deputize for the National Secretary as Assistant Secretary as and when needed

## **Section 6: The National Research and Training Officer**

The National Research and Training Officer shall:

- a) support the Association with evidence on policy formulation and implementation
- b) assist in preparing evidence and materials for the Association in their negotiations with Government and College Management

- c) liaise with the secretary to organize seminars and workshops on research when the need arises.
- d) Coordinate the training of members of Association on curriculum and other related matters
- e) perform any related matter assigned to him by the Association
- f) liaise and consult other sister organisations for data and other material evidence during negotiations

**Section 7: The National Gender Coordinator**

The National Gender Coordinator shall:

- a) represent gender voice and interests in the Association
- b) ensure the cessation of all forms of discriminatory and harmful practices against any member based on gender
- c) promote gender rights of all members in the Association
- d) get all gender involved in decision-making and affairs of the Association
- e) secure educational and other opportunities in the Association for all gender
- f) empower all gender in the Association and promote their unity for the course of the Association
- g) assist members to gain promotion and recognition in their various Colleges
- h) perform any other related functions which the Association shall assign him/her from time to time

**Section 8: Ex-Officio Member**

An ex-officio member shall:

- a) assist the Association and National Executive Officers with institutional memory
- b) serve as a resource person to the Association
- c) perform any related function assigned to him by the Association and the National Executive Officers

**ARTICLE 15: NATIONAL EXECUTIVE COMMITTEE**

**Section 1:** The National Executive Committee, hereinafter referred to as the **NEC** shall comprise the following members:

- a) National President
- b) National Vice President
- c) National Secretary
- d) National Treasurer

- e) National Organizing Secretary
- f) National Research and Training Officer
- g) National Gender Coordinator
- h) The Chairmen of all Zonal branches
- i) An ex-officio member to be determined by NEC

**Section 2:** Each member of the National Executive Committee shall have full voting privileges during meetings, except the ex-officio member(s) who shall NOT vote on the authorization of a strike or the acceptance or the rejection of a partial or final collective bargaining agreement.

**Section 3:** NEC shall be responsible for declaring a strike in consultation with National Council.

#### **ARTICLE 16: NATIONAL COUNCIL OF THE ASSOCIATION**

**Section 1:** The National Council, hereinafter referred to as the **COUNCIL** shall comprise the following members:

- a) National Executive Officers (NEO)
- b) Local Chairmen
- c) The Chairmen, the Secretaries and the Treasurers of Zonal Branches
- d) An ex-officio member to be determined by NEC

**Section 2:** All Council members shall have full voting rights during meetings.

**Section 3:** The Council shall be responsible for endorsing all major actions by a **two-thirds** majority of its members voting after consultations with the rank and file of the Association at each local level.

#### **ARTICLE 17: NATIONAL DELEGATES CONGRESS**

**Section 1:** The National Delegates Congress, hereinafter referred to as the **NATIONAL CONGRESS** shall be the supreme governing body and final decision-making body of the Association.

**Section 2:** The composition of National Congress shall be as follows:

- a) National Executive Officers (NEO)
- b) All Local Chairmen, Secretaries and Treasurers
- c) The chairmen, Secretaries and Treasurers of Zonal branches
- d) An ex-officio member determined by NEC

**Section 3:** The National Congress shall be organised **every two years** to elect National Executive Officers at a National Delegates' Congress.

**Section 4:** The National Congress shall reserve the prerogative to review or amend any part of the Constitution of the Association after all procedures for amendments have been concluded.

**Section 5:** An amendment or a review of the Constitution, in part or in its entirety, shall be made by **two-thirds** majority of members of the National Congress.

**Section 7:** All major decisions of the Association which Council has no mandate to decide shall be differed to National Congress for final determination during a National Delegate's Congress.

## **ARTICLE 18: FUNCTIONS OF THE STRUCTURES**

### **Section 1: LOCAL CETAG:** The Local CETAG shall:

- a) discuss matters affecting members in the locality and see to the welfare of its members.
- b) make recommendations to the Zonal and National Secretariat for action
- c) champion the interests of members at the Local level
- d) pursue any other plan of action considered lawful

### **Section 2: ZONAL BRANCH**

The Zonal branch shall:

- a) discuss matters affecting members in the Colleges of the Zonal branch and see to the welfare of its members
- b) liaise with the Zonal branch on welfare matters affecting members
- c) make recommendations to the National Secretariat for action
- d) champion the interests of members at the Zonal level
- e) pursue any other plan of action considered lawful to better the welfare of its members

### **Section 3: THE NATIONAL ASSOCIATION:**

The National Association shall:

- a) manage the business and the National Secretariat of the Association
- b) shall ensure that decisions of NEC, Council and Congress are implemented
- c) establish regular liaison with all the structures of the Association
- d) ensure that proper and accurate accounts of the Association are kept
- e) keep records, correspondences and reports on the Association
- f) generally carry out the directions of the NEC, Council and Congress
- g) perform any other function which the Constitution shall allow

## **ARTICLE 19: MEETINGS AND QUORUM**

### **Section 1: MEETINGS:** The meetings of the Association shall be:

- a) ordinary meetings which shall be called with at least ten days prior notice to members or executives
- b) emergency meetings which shall be called as and when necessary
- c) extraordinary meetings which may be conveyed by NEC, Council or Congress with at least fourteen days prior notice to the expected participants

**Section 2:** Each Branch of the Association shall have at least one ordinary meetings per semester.

**Section 3: QUORUM:** The quorum for meetings for each Branch/Structure shall be at least one-third of the members which must include the President/Chairperson or Vice President/Vice Chairperson and the Secretary.

## **ARTICLE 20: STANDING/AD-HOC COMMITTEES**

### **Section 1: Disciplinary Committee**

- a) There shall be a three-member Disciplinary Committee selected from among the members of NEC.
- b) The Committee shall sit on all disciplinary matters involving officers/members of the Association from the Local to the National Level.
- c) The Committee shall recommend sanctions or penalties to be given to any officer who is found culpable in any disciplinary matter.
- d) Only NEC shall have powers to implement or effect the decisions of the Disciplinary Committee.

### **Section 2: Publications Committee**

- a) The Committee shall comprise nine (9) members selected by NEC from among the general members of the Association.
- b) The Committee shall assess editorial quality and content of the publication programme of the Association, including the system of primary publications of books, journals, scientific communications, magazines, the official organ of the Association and miscellaneous publications; and reporting its findings to the National Executive Committee.
- c) The Committee shall serve as a channel for communication among Association members, the National Executive Committee, other users of the Association's publications, to ensure that needs and support are recognized, researched, and addressed.
- d) Consult with the editors of the above publications concerning editorial policy.

### **Section 3: Welfare Committee**

- a) The Committee shall be composed of the National President, National Secretary, National Treasurer and all the Treasurers of the Zonal Branches.
- b) The Committee shall be responsible for overseeing the welfare needs of all members per the Constitution.
- c) The Committee shall receive applications for benefits from eligible members through the Local Chairmen who ought to approve of the claims.
- d) The committee shall make recommendations to NEO for implementation
- e) The Committee shall make proposals to Council for review of the welfare benefits from time to time.

### **Section 4: Public Relation and Communications Committee**

- a) The Committee shall consist of five (5) members including the National Secretary.
- b) The members of the Committee shall be drawn from among the members of Council.
- c) The Committee shall develop brochures and flyers for public relations campaigns.
- d) The Committee shall work with the National President, the chief communicator, on publicity campaigns.
- e) The Committee shall cooperate with all Association committees in publicizing their activities.
- f) The Committee shall accumulate and maintain for the Association a reference library on matters of Association interest and service.

### **Section 5: Policy and Legal Committee**

- a) The Policy and Legal Committee is empowered to deal with any policy and legal matters within the scope of the Association. The Committee shall consist of five (5) members selected by NEC.
- b) The Policy and Legal Committee is vested with the power to perform any duties within its scope which may be assigned by NEC.
- c) The Policy and Legal Committee shall review educational, social, political, economic and environmental trends and public policy issues that affect or could affect the Association's activities, performance, and public image, and review them as and when appropriate.

### **Section 6: Vetting and Elections Committee Ad-hoc**

- a) There shall be an ad-hoc Vetting and Elections Committee for every Branch of the Association.
- b) The Vetting and Elections Ad-hoc Committee for each Branch shall not comprise more than five (5) members.
- c) The Local Vetting and Elections Ad-hoc Committee shall comprise three (3) members elected from among the Local CETAG members.
- d) The National Vetting and Elections Ad-hoc Committee shall be made up five (5) members drawn from Council.
- e) The Vetting and Elections Ad-hoc Committees shall be responsible for receiving nominations, vetting of qualified applicants, supervising and declaring results of the elections of the Association.
- f) The Vetting and Elections Ad-hoc Committees shall organise bye-elections as and when necessary.
- g) Members of the Vetting and Elections Committee shall not be eligible to contest Elections.

## **ARTICLE 21: ELIGIBILITY OF CANDIDATES FOR ELECTIONS**

**Section 1:** Members who are in good standing shall be eligible to contest elections at any level of the Association.

**Section 2:** A member seeking to contest for any Local or Zonal branch position must have been a member of the Association for not less than four (4) years.

**Section 3:** A member seeking to vie for any National Executive position must have served as elected officer of the Association for at least one term either at the Local, Zonal, or National level *or* must have served as a member of the Association for not less than six (6) years.

**Section 4:** Any member facing disciplinary proceedings in the Association in his/her College shall not be eligible to contest for any position in the Association.



## **ARTICLE 22: ELECTIONS AND TERMS OF OFFICE**

**Section 1:** Voting at all levels of the association shall be through secret ballot.

**Section 2:** Only members who are in good standing shall be eligible to vote at all levels.

**Section 3:** A register of eligible voters shall be compiled by the Vetting and Elections Committees.

**Section 4:** Voting by proxy shall be allowed only if the absentee voter writes officially to introduce his/her proxy to the Vetting and Elections Committee at least three (3) days to the election.

**Section 5:** Only members who are in good standing at the local level shall be eligible to vote in the Local Elections.

**Section 6:** Zonal Executives shall be voted for by the Local Chairpersons of CETAG who belong to that Zone.

**Section 7:** National Executive Officers shall be voted for by members of national delegates' congress.

**Section 8:** All elected officers of CETAG shall serve for two (2) years and shall be eligible for re-election for a further two (2) years ONLY.

**Section 9:** By-election shall be conducted to replace any elected officer whose seat becomes vacant provided the remainder of his/her term is more than three (3) months.

**Section 10:** Any officer elected through a by-election shall serve only the remainder of the uncompleted term of the former officer who he/she replaced.

**Section 11:** A candidate shall not be elected as National President of the Association unless at the close of polls, the candidate obtained a simple majority of the total valid votes cast at the election.

**Section 12:** All other elections shall be determined based on a simple majority of votes cast in favour of each candidate in the election.

**Section 14:** At the close of polls and counting, the person appointed as the chairman of the vetting and elections committee shall record the votes in favour of each candidate; invite the candidates or their agents to sign the declaration form after which the chairman shall proceed to declare the results.

**Section 15:** A candidate who is dissatisfied with the results may file a challenge within twenty-four hours for the **Policy and Legal Committee** to settle within three (3) days.

## **ARTICLE 23: IMPEACHMENT OF ELECTED OFFICERS**

**Section 1:** Grounds for impeachment of an elected officer of CETAG shall be:

- a) incompetence and maladministration
- b) conflict of Interest
- c) bribery and corruption
- d) breaches of provisions of the Constitution
- e) breach of Oath of Office
- f) injuring the reputation of the Association
- g) failure to comply with Constitutional Injunctions and Financial Commitment to CETAG structures

- h) any other misconduct

**Section 2:** The Procedure for Impeachment shall be as follows:

- a) A member or a group of members of good standing may call for the impeachment of an Elected Officer by clearly stating the charge(s) in writing to NEO.
- b) Upon receipt of the Petition, NEO shall refer the petition to the **Policy and Legal Committee** which shall determine whether there is a prima facie case in the petition.
- c) Where the Committee decides that there is a prima facie case, it shall refer the matter to the Disciplinary Committee which shall sit in camera and make a determination within fourteen (14) days.
- d) The member under investigation shall be given fair hearing and all the principles of natural justice shall apply.
- e) The Committee shall submit its report to the NEO who shall act on the report by referring it to NEC for appropriate action.
- f) The Member has fourteen (14) days after the determination of the matter to appeal.

#### **ARTICLE 24: SAFEGUARDS AND OBLIGATIONS**

**Section 1:** The Association shall not be directly or remotely used to promote, champion any political, religious, ethnic, tribal, sectional interest of any member or a particular group unless the National Congress decides by a majority vote that such action is in the interest of the Association as a whole.

**Section 2:** The members of the Association hereby declare their faith in each other and their consequent insistence upon the maintenance of the democratic processes and of the representative form of government by which the Association functions in all relations between the Association and its members.

#### **ARTICLE 25: AMENDMENT OF THE CONSTITUTION**

**Section 1:** Every amendment to this Constitution shall be made at a National Delegates' Congress.

**Section 2:** Proposed amendments shall be submitted in writing to the National Secretary not later than two (2) months before a National Delegates' Congress.

**Section 3:** The National Secretary shall circulate the proposed amendment to every Local and Zonal branch at least one (1) month before the National Delegates' Congress.

**Section 4:** A vote of two-thirds majority of the National Delegates' Congress in favour of the amendments shall be required to adopt the proposed amendments.

**Section 5:** The National Delegates' Congress shall reserve the prerogative to review any Article or Section of this Constitution as and when necessary.

#### **ARTICLE 26: TRANSITIONAL PROVISIONS**

**Section 1:** Notwithstanding anything in this Constitution, the persons duly elected as officers of the Association under the law in force before the coming into force of this Constitution shall be taken to have been duly elected officers of the Association for the purposes of this Constitution.

**Section 2:** This constitution is a continuity of the previous ones and anything done based on the reviewed Constitution shall stand as legitimate.

**Section 3:** This Constitution shall be approved by the National Delegates' Conference after it has been disseminated to members at all levels of the Association.

**ARTICLE 27: RATIFICATION AND PROMULGATION OF THE CONSTITUTION**

**Section 1:** The effective date of the Constitution shall be **5<sup>TH</sup> MARCH, 2008** and amended on **29<sup>TH</sup> JULY, 2016**.

**Section 2:** This reviewed constitution comes into effect on this **31<sup>st</sup> day of July, 2023** in the year of our Lord, after it was ratified at the National Delegates Conference.

Enacted and Accented to By:

Witnessed By:



Prince Obeng-Himah  
National President



Thomas Ampomah  
Ag. National Secretary

**Dated:** This 31<sup>st</sup> day of July, 2023

**NATIONAL DELEGATES CONFERENCE FOR THE ADOPTION AND  
PROMULGATION OF CETAG'S REVIEWED CONSTITUTION**

**At a National Delegates Conference held from Sunday, 30<sup>th</sup> July to Monday, 31<sup>st</sup> July, 2023  
at Hasta Hotel Santasi-TUC, Kumasi, the Reviewed Constitution of CETAG was read,  
considered, adopted and promulgated by the following officers:**

<b>No.</b>	<b>Name of Officer</b>	<b>Position</b>	<b>Zone</b>
1.	Prince Obeng-Himah	National President	National
2.	John-Newton Kumi	National Vice President	National
3.	Thomas Ampomah	Ag. National Secretary	National
4.	Emmanuel Azuuga (PhD)	National Treasurer	National
5.	Herrnahrt G.K. Bani	National Financial Secretary	National
6.	Maxwell Bunu	National Trustee	National
7.	Sophia Andoh	National Gender Coordinator	National
8.	Paul Mensah	Secretary	ASHBA
9.	Eric Sekyi (PhD)	Chairman	CENTWEST
10.	Daniel Kwame Emelio	Secretary	CENTWEST
11.	Isaac Azumah G.	Chairman	Northern
12.	Bukari B. Abdulai	Secretary	Northern
13.	Henry Ayitey	Chairman	EGA
14.	Fidelis Kamaayi	Secretary	EGA
15.	Favour Mortey	Chairman	VOTI
16.	Johnson Worworny	Secretary	VOTI

## ACKNOWLEDGEMENTS

### **Constitutional Review Committee**

1. Francis Kyei Badu (Esq.) - **Chairman:** Wesley College of Education
2. Kwadwo Kombate - **Secretary:** St. Joseph's College of Education
3. William De-Heer - **Research Lead:** Agona SDA College of Education
4. J.S. Mesu - **Publicity:** Enchi College of Education
5. Bright Brew - **Member:** Presbyterian College of Education
6. Favour Randy Mortey - **Member:** E.P. College of Education, Amedzofe

**Draft Compilation:** - National Executive Officers (NEO)

**Editorial Work:** - **Ag. National Secretary:** Thomas Ampomah