

**REVISED CONSTITUTION OF THE  
GHANA NATIONAL EDUCATION CAMPAIGN COALITION  
(GNECC)**

**2012**



**This Constitution is a revised version of the original endorsed in 2012. It contains amendments to various sections proposed in 2019 through 2020 and approved at the Annual General Meeting in 2021.**

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## ABBREVIATIONS

- CBO** - Community Based Organizations
- CSO** - Civil Society Organizations
- DEFAT** - District Education for All Team
- EC** - Executive Council
- GNECC** - Ghana National Education Campaign  
Coalition
- NGO** - Non – Governmental Organizations
- RCC** - Regional Coordinating Committees

## PREAMBLE

Whereas,

There is a need for civil society groups and individuals to,

Support the promotion and provision of quality pre-tertiary education for all children of school-going age, regardless of disability, gender, race, colour, ethnic origin, religion, creed, or social or economic status,

As enshrined in the 1992 Constitution of the Republic of Ghana:

We, the members of Ghana National Education Campaign Coalition (GNECC), as established under this Constitution,

In the spirit of peace, friendship, and a commitment to

Advocating for the right to good quality, relevant and enjoyable pre-tertiary education,

Working at changing attitudes and practices, and

Influencing policies of institutions (local, national and international, governments and intergovernmental bodies, donors) and the general public, by

Partnering with other civil society organizations and communities,

### **AGREE TO FORMULATE THIS CONSTITUTION**

## Article1: Establishment

1. There is hereby established an Association to be known as “Ghana National Education Campaign Coalition” (Hereinafter called “GNECC”).
2. GNECC is legally established and registered, as a company limited by guarantee, as a Charity and non-profit body, under the Company’s Code of 1963, Act 179 as amended currently to Companies Act 2019, Act 992.
3. As an organizations, GNECC shall be the link between its members and government departments involved in promoting the right to quality pre-tertiary education for all.
4. GNECC shall affiliate with governmental and non-governmental, national or international organizations with similar objectives.
5. GNECC shall be non-partisan and independent per the provisions of this Constitution.
6. This Constitution, and such other rules and regulations made therein, shall guide the governance and management of GNECC.
7. All Members shall commit to upholding the total interest of GNECC, which shall be paramount at all times, and led by the Executive Council (EC) to prevent economic and other forms of servitude.

8. GNECC shall, for the furtherance of its authorized objectives, have the power of a natural person of full capacity except in so far as this Constitution expressly excludes such powers.

## Article 2: Registered Office / National Secretariat

1. (a) The registered office of GNECC (National Secretariat) shall be situated in Accra in the Greater Accra Region of Ghana.
- (b) GNECC will have regional / district representation following the decentralized system of governance in Ghana appropriate for the better attainment of its objectives and performance of its functions.
- (c) Where necessary zonal clusters, using regions, shall be formed to facilitate the effective operation of GNECC.

## Article 3: Objectives

1. The formation of GNECC is for the following objectives:
  - a) Advocate for and promote the right of all children to quality education
  - b) Work for the removal of barriers at local, national, and international levels for equitable access to good quality, relevant, and enjoyable pre-tertiary education for all;
  - c) Mobilize and harness adequate resources at local, national, and international levels to meet the cost of good quality pre-tertiary education for all;
  - d) Advocate for the appropriate allocation and utilization of public and private resources to ensure good quality, relevant, and equitable pre-tertiary education for all;
  - e) Advocate for democratic participation in the formulation, implementation, monitoring, and evaluation of local and national education policies, plans, and the management of educational institutions in Ghana;
  - f) Influence national and international education policies and programmes to ensure access to good quality pre-tertiary education for all, and
  - g) Hold the government accountable for policies and programmes implemented towards improving the quality of pre-tertiary education.

## Article 4: Values

1. GNECC shall uphold and adhere to the following core values

- a) Transparency,
- b) Accountability and probity,
- c) Mutual respect,
- d) Honesty,
- e) Justice,
- f) Self-reliance,
- g) Child-centeredness,
- h) Gender, and
- i) Disability-friendly.

## Article 5: Assets

1. The income and property of GNECC wheresoever derived shall be applied solely towards promoting the objectives of GNECC as outlined in the preceding articles.

2. No portion thereof shall be paid or transferred, directly or indirectly by dividend or bonus, to its Executive Council.

## Article 6: Remuneration

1. Nothing contained herein shall prevent the payment in good faith of reasonable and proper remuneration to:

- a) Any officer of GNECC,
- b) Any member of GNECC in return for any service rendered.
- c) Any person, who is a paid staff but takes a loan from the National Secretariat shall be required to pay an interest amounting to five per centum (5%) per annum on money lent,
- d) Cover reasonable and proper rent for premises let to GNECC.

2. No member of the Executive Council shall take positions that receive salaries from GNECC or accept appointments to serve in any activity or programme paid by fees.

3. GNECC shall give no remuneration or other benefit in money or money's worth to any member of the Executive Council except repayment of out-of-pocket expenses.

4. The following officers of GNECC shall receive remuneration with funds accrued by GNECC as part of services concerning specific projects or activities for which GNECC receives funds to cover the payment of the administration and operational costs: a) The National Coordinator  
b) Finance Officer,  
c) Programmes Officer  
d) Other administrative or operational personnel recruited with the approval of the Executive Council.

## Article 7: Membership

1. Membership is open to,
- a) Registered Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs) recognized Community Based Organizations (CBOs), and individuals interested and involved in promoting the right to quality pre-tertiary education as enshrined in the 1992 Constitution of the Republic of Ghana;
  - b) Members shall subscribe to the objectives of GNECC as prescribed in Article 4 of this Constitution; and
  - c) An organization or individual shall be eligible to apply for membership if,
    - i. It is actively involved in promoting quality pre-tertiary education for all;
    - ii. It has similar objectives as those set forth herein;
    - iii. It is properly registered and or recognized in Ghana as a legal entity; and
    - iv. It is committed to or supportive of GNECC objectives.
2. GNECC shall have **three categories** of membership, namely,
- a) Ordinary membership;
  - b) Associate membership; and
  - c) Honorary membership
3. Ordinary membership to GNECC shall be open to the following,
- a) Civil society organizations and individuals who are actively involved in promoting quality pre-tertiary education for all and subscribe to the ideas and objectives of GNECC.
4. Ordinary members shall have the right to:
- a) Vote at General Assembly;
  - b) Benefit from the services offered by GNECC, such as access to information;
  - c) Be given priority in the event of limited opportunities and resources in the activities of GNECC; and
  - d) Participate in the deliberations of GNECC during the General Assembly meetings.

5. Associate membership to GNECC shall be open to the following,

a) Civil society organizations and individuals who are actively involved in quality pre-tertiary education and who subscribe to the ideas and objectives of GNECC;

b) Non-governmental networks that have potential that GNECC could utilize.

6. Associate members shall have the right to:

a) Attend General Assembly Meetings;

b) Benefit from the services offered by GNECC.

7. Associate members shall have no voting rights and shall not be eligible to serve on the Executive Council.

8. Honorary membership,

a) At a General Assembly Meeting, GNECC may resolve by ordinary resolution that the Executive Council admits a person who has rendered exceptional service to GNECC through any of its objectives as per Article 4, to honorary membership of GNECC.

b) The person may also be an ordinary or associate member of GNECC for whom this admission shall be a promotion.

9. An Honorary member shall:

a) Have the same right as an Associate member, as stated in sections 6 and 7 above.

b) Have the right to opt to become an ordinary member and subsequently be accorded the rights of that membership category.

c) Lose the Honorary membership when admitted under the ordinary membership.

10. Application for membership,

a) The following are the requirements for ordinary/associate membership:

i. Written application attached with supporting documents, and

ii. A completed form submitted to the Regional Coordinating Committees (RCC);

b) The Regional Coordinating Committees shall verify the applicant's particulars and approve them;

c) Where necessary, the Regional Coordinating Committees may request the applicant to provide further information; and

d) Approved applicants shall subsequently pay the prescribed fees and be eligible to attend the prescribed meetings in the year.

11. (1) Obligation and Duties of Members,

- a) No member shall engage or participate in or condone any act that may be detrimental to GNECC and the laws of Ghana.
- b) It shall be the duty of every member to uphold the good name of GNECC and to do their utmost to promote its objectives;
- c) Every member shall endeavour to satisfactorily perform all such duties as may be assigned them by the General Assembly or the Executive Council;
- d) Every member shall, with due diligence, meet all financial obligations as shall from time to time be determined by the General Assembly
- e) Every member shall be eligible to attend meetings of GNECC, for which they receive a notification and must endeavour to follow;
- f) Every member shall attempt to participate in the activities of GNECC for which they are eligible;
- g) Every member of GNECC shall comply fully with the provisions of this section of the Constitution.

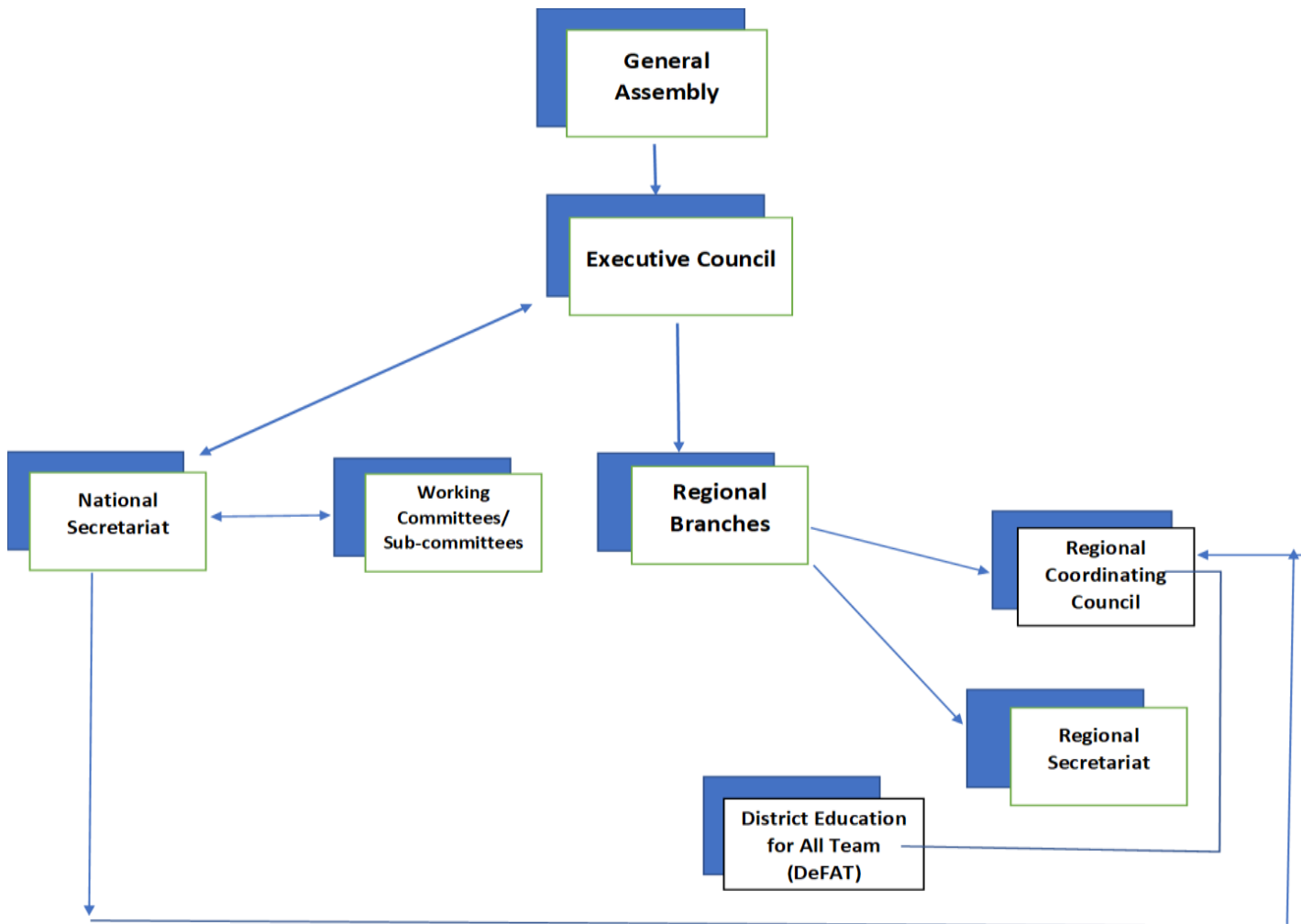
## (2) Sanctions for default

- a) A member who acts in breach of any of the duties above shall undergo the following sanctions:
  - i) Cautioned
  - ii) Suspended for repeated default.
- b) The Executive Council shall review suspension cases and give their approval.

The decision of the EC on these matters is final.

## Article 8: Structure of GNECC

1. GNECC shall have the following structures:



### 1. *The General Assembly and Composition,*

- a) GNECC shall have a General Assembly, which is the supreme governing body of the Organizations.
- b) The General Assembly shall
  - i) Consist of core executives and regional members;
  - ii) Hold a conference once a year, with the Executive Council and a fixed number of delegates from each region;
- c) The conferences of the General Assembly take the form of either an annual general meeting or an extraordinary meeting
- d) A conference for an annual general meeting shall:

- i) review and appraise the activities and operations of GNECC and its status,
  - ii) consider, amend, and approve the minutes of the previous annual general meeting(s),
  - iii) Consider the reports of the Executive Council,
  - iv. Elect office-bearers if elections are due,
  - v. Consider and approve the balance sheet, audited accounts, and estimates of income and expenditure for the ensuing year,
  - vi. Consider and approve decisions on serious matters as made by the Executive Council and where necessary give directives,
  - vii. Approve the appointment of GNECC’s auditors as made by the Executive Council,
  - viii. Approve the policies, by-laws and long and short-term plans of GNECC,
  - ix. Consider and vote upon any amendments to the Constitution where necessary,
  - x. Consider any properly tabled motions before the Meeting, and
  - xi. Consider the report of the National Coordinator;
- e) Extraordinary meetings of the General Assembly shall discuss urgent matters relating to the affairs of GNECC requested by,
- i) The Executive Council, with its motion, or
  - ii) The Executive Council upon receiving a written request by one-third of eligible ordinary members of GNECC, or
  - iii) One-third of eligible ordinary members, should the Executive Council fail to respond to the demand as in ii) above, within fourteen (14) days of receiving the motion.

## **2. *The Executive Council***

- a) GNECC shall have an Executive Council, which shall not be more than fifteen (15) members. The criteria for the composition shall take into consideration gender, disability, expertise, and experience;
- b) The Executive Council shall consist of
  - i) The Chairperson, who shall Lead the Executive Council
  - ii) The vice–Chairperson,
  - iii) The Treasurer,
  - iv) All Regional Chairpersons from 11 Regions
  - v) One (1) representative of the Ghana Federation of Disability Organizations
  - vi) Two (2) women representatives for the interests of women in the Coalition

- vii) Two (2) expert ex-Officio members, one (1) with a background in education; and one (1) with either a legal or accounting background, with verifiable interest in education. The Legal and Accounting experts shall serve on a rotational basis, and
- viii. One (1) representative from Northern Network for Education (NNED)
- ix. The National Coordinator, as an ex-officio member, representing the Coordinators and serving as Secretary to the Executive Council;

**c) *Election of members into the Executive Council***

(i) With the exception of the members of the Core Executive Council as indicated under Article 9 section 4, other members of the Executive Council shall be elected by their respective groups and the names of the elected officers submitted to the Executive Council for ratification by the General Assembly.

(ii) The Executive Council shall provide the names of the two (2) ex-officio members which shall be ratified at the General Meeting.

**d) *Functions of the Executive Council,***

- i. Be the Governing Council of the Organizations
- ii. Exercise all powers and perform acts as may be necessary to ensure the smooth and effective running of GNECC
- iii. Shall be responsible to the General Assembly
- iv. Formulate and review the policies that govern GNECC
- v. Initiate and cause to be executed the policies, programmes, rules and regulations for GNECC,
- vi. Approve the work plans and ensure the preparation of the budgets and accounts of GNECC
- vii. Where appropriate, work through such sub-committees and working groups,
- viii. Recruit and supervise the National Coordinator and other senior staff who shall operate a fully-fledged secretariat,
- ix. Execute legal documents and those relating to policy and governance, institute or defend any legal action in GNECC's name,
- x. Settle or handle matters relating to policy and governance,
- xi. Have general and overall responsibility for GNECC's documents and correspondence,
- xiii. Work out job descriptions and appraisal policies for senior staff and staff policies and regulations,
- xiv. Ensure that all sub-committees, including the technical, fund-raising and media committees and other such committees deemed appropriate, are in place and functional,
- xv. Evaluate the performance of the National Coordinator and take the necessary and proper actions,
- xvi. Ensure that maintenance of collaboration with the relevant government department,
- xvii. Ensure collaboration and networking with strategic alliances and other suitable networks,

- xviii. Develop policy and strategy geared towards membership drive and increasing the same,
  - xix. Have overall guidance to and supervise the administration of the Secretariat, xx. Recommend to the General Assembly, the auditors of GNECC,
  - xxi. Constitute a disciplinary body when the need arises and shall accordingly handle disciplinary matters regarding members and staff,
  - xxii. Take such steps as are necessary for the attainment of the objectives of GNECC, and
  - xxiii. Perform any other functions as directed by the General Assembly or under the powers vested in it by this Constitution;
- f) Executive Council meetings,
- i. The Executive Council, shall determine the procedure for its Meeting ii. All council members shall attend all meetings and participate fully in the deliberation
  - iii. Shall be held at least once every three months. Members shall receive notice of meetings and the agenda within fourteen (14) days of the meeting date.
  - iv. The quorum for meetings is two-thirds of the members present, including the Chairperson.
    - v. The Executive Council may also hold extraordinary meetings at such times as may be deemed necessary. Notice for the Meeting with the agenda shall be served seven (7) days before the meeting date. At least one-third of the members, including the Chairperson, shall be the quorum for the Meeting.
    - vi. In emergency meetings, at least one-third of the Executive Council, including the Chairperson, shall form the quorum for the Meeting.
  - vii. The Chairperson shall chair the meetings of the Council. In their absence, the Vice-Chairperson shall chair meetings. Should both be absent, the members present shall appoint one of the members to chair the Meeting. viii. The decisions of the Executive Council shall be arrived at by consensus or simple majority vote, in the event of a tie, the Chairperson shall have a casting vote;

#### **4 Core Executive Council**

- 1) There shall be a Core Executive Council (CEC) made up of Executive members elected at the General Assembly; the Chairperson, Vice-Chairperson and the Treasurer;
- 2) The functions of the core Executive Council members are as follows,
  - a) the Chairperson shall have the following duties,
    - i. Setting the strategies and policies of GNECC,
    - ii. Ensuring that members fulfil their responsibilities for the governance of GNECC,
    - iii. Monitoring the implementation of decisions, programmes and activities of GNECC,

- iv. Monitoring the implementation of rules, regulations and by-laws of GNECC,
  - v. Ensuring the execution of contracts, deeds, conveyances of real property and such other instruments and documents of sensitive nature and those relating to policy and governance,
  - vi. Planning the annual cycle of General Assembly and Executive Council meetings and setting the agenda thereof in consultation with the National Coordinator,
  - vii. The self-evaluation of the Executive Council's performance,
  - viii. Convening and chairing the meetings of the Executive Council and General Assembly meetings,
  - ix. Where appropriate, representing GNECC at functions and meetings
  - x. Sitting on appointments, appraisal and disciplinary panels for senior staff,
  - xi. Liaising with and acting in consultation with the National Coordinator, with a spirit of openness and frankness, thereby keeping an overview of GNECC affairs, and providing support as appropriate, and
  - xii. Performing all such duties as are deemed reasonable under the office of Chairperson,
- b) The Vice-Chairperson shall have the following duties,
- i. Perform all such appropriate duties as may be assigned or delegated by the Chairperson, and
  - ii. Assume the functions and responsibilities of the Chairperson in their absence,
- c) the Treasurer shall oversee the financial affairs of GNECC and ensure their proper management, they shall ensure that,
- i. GNECC is financially viable and shall advise on the financial implications of GNECC's strategic plans,
  - ii. The Secretariat maintains proper financial records and procedures,
  - iii. Plans are in place for the financial security and long-term sustainability of GNECC,
  - iv. The Executive Council and the General Assembly receive timely financial reports
  - v. Proper accounting procedures and controls are in place regarding GNECC's income, expenditures and securities and that all payments and expenses are documentarily accounted for by way of cash receipts or otherwise,
  - vi. GNECC's annual accounts are promptly and professionally prepared and audited by competent auditors, and
  - vii. GNECC's financial investments are consistent with the objectives of GNECC and meet any legal responsibilities.

## Article 9: Tenure of Office

1. The members of the Core Executive Council are eligible to serve for not more than two

(2) terms of three (3) years each in the same position.

## Article 10: Eligibility to Contest for National Position

1. Eligibility to contest for a national Core Executive Council member position is open only to a member of good standing for at least three (3) years.

2. The individual, in addition to section 1 above, must:

i) Possess verifiable leadership qualities ii) Have participated actively in the affairs and operations of GNECC.

## Article 11: Resignation/Removal from Office

1. A member of the Executive Council shall reserve the right to resign voluntarily from the Council upon submission of a written notice of thirty (30) days to the Chairperson of the Executive Council.

2. Should the Chairperson decide to resign, they shall write to the Executive Council through the Vice-Chairperson and copy the same to all Regional Chairpersons and the General Assembly.

3. A member of the Executive Council shall cease to be a member under the following situations,

a) Death or incapacity that prevents them from actively performing their duties

b) Involved in a criminal matter in which they have been found guilty

c) By the Executive Council acting on a report from the Grievances and Complaints Committee responding to a request in writing by not less than two-thirds of all the fully paid-up members of GNECC.

4. In the event of resignation from office by the entire Core Executive Council, the Regional Chairperson of Greater Accra shall take charge, for reasons of proximity, for a period of not exceeding thirty (30) days. The National Coordinator shall then summon an extraordinary general meeting within twenty-one (21) days to elect a new Core Executive Council.

1. Subject to the compliance of members of GNECC to Article 11 of this Constitution,

(a) Any ordinary, associate, or honorary member may resign their membership by notice in writing to the relevant Regional Coordinating Committees

(b) The Regional Coordinating Committees, upon receipt of the resignation notice, shall:

h) Organise a hearing to provide an opportunity for the person to provide further information or to defend themselves;

Make a final determination on the decision

Proceed to exclude, suspend or revoke the membership from the records of GNECC

2. A member who ceases to be a member of GNECC for whatever reason shall not receive a refund of any subscription and membership fees.

i) The Regional Coordinating Committees shall confirm termination of membership in writing.

3. A member who is aggrieved or dissatisfied with the decision of the Regional Coordinating Committees shall reserve the right of appeal within fourteen (14) days in writing to the Executive Council,

4. The decision of the Executive Council on the appeal shall be final and binding.

## Article 12 The National Secretariat

1. GNECC shall have a National Secretariat, as indicated under Article 2 Section 1a), which is accountable to the Executive Council. The Secretariat shall have a National Coordinator and staff as deemed necessary for the smooth running of the Secretariat.

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2. The Secretariat shall perform the following functions,

a) Be responsible for the day to day running, operations and management of GNECC;

b) Prepare the work plans of GNECC;

c) Implement, coordinate and monitor the programmes and activities of GNECC;

d) Raise funds for and on behalf of GNECC within the approved policies;

e) Collaborate, network with, create and maintain close contacts with strategic allies, other appropriate networks, government offices, local governments, international networks and donors; initiate policy dialogue on developmental issues relating to the objectives and activities of GNECC

f) Carry out publications on relevant topics regarding GNECC and for the benefit of the members;

g) Prepare the budgets of GNECC and implement the same upon approval by the Executive Council;

h) Implement policies and strategies geared towards mobilizing members and sustaining the membership;

i) Facilitate the activities of the regional, district and zonal structures, where created, of GNECC;

j) Settle or adjust claims by or against GNECC not relating to policy and governance with the approval of the Executive Council; and

k) Perform any other functions as directed by the Executive Council or under the powers vested in it.

### ***The National Coordinator***

1. a) There shall be a National Coordinator of GNECC at the Headquarters who shall head the Secretariat. They shall be accountable to the Executive Council
  
2. The functions and duties of the National Coordinator shall include,
  - a. Perform the services as the Secretary to the Executive Council and the General Assembly;
  - l) Represent GNECC in its dealings with third parties;
  - m) Direct the day-to-day activities and operations at the National Secretariat of GNECC;
  - n) Supervise staff;
  - o) Formulate job descriptions and recruit non-senior staff with the approval of the Executive Council;
  - p) Take responsibility for contracts and documents not relating to policy and governance as may be deemed appropriate for the effective running of GNECC
  - q) Recommend to the Executive Council disciplinary action against staff;
  - r) Submit quarterly or bi-annual reports on the activities of GNECC; to the Executive Council
  - s) Assist the Chairperson to prepare the agenda for meetings, arrange and invite members to meetings of the Executive Council and General Assembly;
  - t) Ensure the proper keeping of all official correspondences, documents and records
  - u) Be the custodian of GNECC's seal and shall witness or authenticate the same;
  - v) Update and keep in safe custody the register of members;
  - w) Sit on appraisal and disciplinary panels as deemed appropriate by Executive Council;
  - x) Initiate and manage legal proceedings on behalf of GNECC in consultation with the Executive Council
  - y) Hold staff meetings;
  - z) Carry out all negotiations with national and international donors in consultation with Executive Council;
  - aa) Sign cheques relating to operational activities and any agreement on behalf of GNECC with the approval of the Executive Council,
  - bb) Shall be the key spokesperson for GNECC on all issues, and
  - cc) Perform such other duties as requested by the Executive Council.
  
3. In performing their functions, the National Coordinator shall,

- a) Ensure good governance and management;
- b) Maintain a good working relationship with staff;
- c) Maintain effective communication with the members of the Executive Council and regional coordinators; and
- d) Liaise with the partners of GNECC.
- e) Any other duties assigned to them by the Chairperson, Executive Councilor at the General Assembly.

## Article 13: Standing Committees and other Committees

1. The General Assembly shall mandate the Executive Council to establish the following standing and working committees.

- a) The standing committees are:
  - i. Finance and fund-raising
  - ii. Grievances and Complaints Handling, and
  - iii. Public Relations and Media
- b) Other Working Committees may be formed when required, and these shall be adhoc committees.

### 2. Composition of Standing and Working Committees

a) The membership of each Committee shall not exceed five (5). One (1) EC Member shall chair with the other members drawn from GNECC and outside GNEEC. The General Assembly shall nominate the EC Member and the other members appointed through a list of nominations from the Regions.

### 3. Functions of the Standing Committees

- a). The functions of the Finance and Fundraising Committee shall include
  - i. Approve the annual budget of GNECC
  - ii. Review and approve all financial statements and audit reports, as well as ensure addressing all audit queries timely,
  - iii. Handle all cases of financial impropriety
  - iv. review cases of default in the payment of subscription and membership fees and the non-payment of regional financial transfers to the National Secretariat.
  - v. Any other financial matter that the EC would refer to the Committee

b) The Grievances and Complaints Handling Committee shall:

- I. Be responsible for the arbitration of grievances and complaints that are unresolved through the normal processes.
- II. Handle disciplinary cases involving staff of the National Secretariat
- III. Any grievance and complaints issues brought to the attention of the Committee by the General Assembly and the Executive Council.

c) The functions of the Public Relations and Media Committee shall consist of:

- i. Facilitate the visibility of GNECC in the media
- ii. Support the National Secretariat to handle public relations issues
- iii. Bring to the attention of the National Coordinator any media issues that the National Secretariat should pay attention to
- iv. Handle any public relations and media matters that the General Assembly will bring to their notice

## Article 14: Regional Branches

GNECC shall have Regional Branches.

1. The membership composition shall derive from existing regional level networks, groups, associations and individuals.
2. The General Assembly shall reserve the right to review the Regional Branches in consultation with the members concerned to ensure equitable representation of all interest groups in education.
3. In the performance of their duties, Regional Branches shall,
  - a) hold regular meetings;
  - b) provide a platform for members to share their experience concerning the objectives of GNECC
  - c) provide a forum for members to develop strategies for influencing policies and programmes in their localities; and
  - d) undertake any other tasks aimed at achieving the objectives of GNECC.

### 4. **Regional Coordinator**

- a) There shall be a Regional Coordinator in every Regional Branch who shall be responsible for the following duties:
  - i. Lead and manage the regional Secretariat
  - ii. Arrange and invite regional members to meetings
  - iii. Facilitate activities to solicit the contribution of members towards the development of regional strategies in line with the current GNECC Strategic Plan
  - iv. Serve as the second representative of the region on the Executive Council with the Regional Chairperson
  - v. Liaise with the Treasurer to manage the finances and be a signatory to the Regional Account.
- b) The Regional Coordinator may be:
  - i. Elected from among the membership, or
  - ii. Be schedule officer of the Lead Agency
- c) i) Regional Coordinator elected under b) (i) above, must be a member of good standing and with verifiable leadership skills and experience in the activities of NGOs in the Education sector, and must be ready to collaborate with the scheduling officer of the Lead Agency, if the elected member is not from the Lead Agency
- ii) In the case of a scheduling officer of the Lead Agency appointed as Regional Coordinator, under Section 6 b) (ii) of this Article, the officer must be in a senior position. The Lead Agency must allow the officer to undertake the responsibilities of the Regional Coordinator

as part of their schedule in the Lead Agency. iii) The election of a Regional Coordinator shall take place after consultation with the Lead Agency to determine which option of appointment of the Regional Coordinator the Regional Branch prefers.

d) The RCC shall ratify the appointment of the Regional Coordinator at the next sitting after the election or selection by a Lead Agency.

e) The tenure of the elected Regional Coordinator shall be the same as the core members of the Executive Council. The term of the Regional Coordinator, who is also a scheduling officer of the Lead Agency, shall run concurrently with the tenure of the Lead Agency, which is six years.

f) In respect of d) above, should the Lead Agency terminate the position of the scheduling officer, The RCC shall be notified and on agreement proceed to ratify the appointment at the next sitting of the RCC.

#### **5. *Regional Accounts***

a) The Regional Branches shall operate bank accounts in the name of GNECC; and

b) The signatories to this account shall be any two of the following: The Chairperson, Treasurer or regional coordinator.

#### **6. *Regional Coordinating Committees (RCC)***

a) GNECC shall have Regional Coordinating Committees in all Regional Branches;

b) Membership of each Regional Coordinating Committees shall not be less than five (5) or more than seven (7). The Regional Coordinating Committees shall have the following elected officers; whose tenure of office is the same as the core members of the Executive Council of GNECC:

i. Chairperson, ii. Vice-Chairperson iii. Treasurer, iv. Regional Coordinator, also serving as Secretary, and

v. District Education for All Team (DEFAT) representative(s).

#### **7. *Functions of the Regional Coordinating Committees:***

a) Act as the link between members and National Secretariat;

b) Hold at least one Meeting every quarter;

c) Maintain proper communication;

d) Enhance the dialogue among members;

e) Admit new members; and

f) Any other assignment for the achievement of the objectives of GNECC.

8. There shall be such relevant sub-committees to support the Regional Coordinating Committees as deemed appropriate.

## Article 15: Appointment of Regional Lead Agencies

1. All Regional Branches shall appoint lead agencies.
2. To qualify for appointment as lead agency, the candidate agency must,
  - a) Be a registered member (organizations only);
  - b) Have been at the regional level and in existence for at least three years;
  - c) Have a functioning office with minimum facilities such as telephone, fax, conference hall, computers, e-mail and other secretarial equipment;
  - d) Be involved in education, preferably in advocacy; and
  - e) Be credible, exhibiting reasonable evidence of integrity, accountability, and transparency.
3. The tenure of the Lead Agency shall be six years continuous.
4.
  - a) In the situation where a Lead Agency folds up its business before the end of its tenure or is removed according to Schedule 1 and Article 18 (2), the Regional Branch must open nominations for a new Lead Agency to replace it.
  - b) The new Lead Agency shall serve the full tenure of six years. There should be a new Regional Coordinator appointment if a scheduled officer from the Organizations held the position;
  - c) The Regional Coordinator appointed by the new Lead Agency shall assume the position only after the tenure of the incumbent Regional Coordinator if they are an elected Regional Coordinator.
5. ***Functions of Lead Agencies,***
  - a) The lead agency shall facilitate and coordinate the work of Regional Branch activities;
  - b) Be responsible for all correspondence between the regional and national levels;
  - c) Serve as Secretariat to the Regional Coordinating Committees; and
  - d) Schedule a competent staff member to work on GNECC activities, who shall also be the designated Regional Coordinator.

## Article 16: Removal of Lead Agency

1. A Lead Agency shall be removed from performing the role before the completion of its tenure under conditions stated under Schedule 1 of this Constitution
2. The final decision for the removal of the Lead Agency shall rest with the Executive Council based on the report of the Grievances and Complaints Handling Committee after a due process involving all aggrieved parties.

## Article 17: District Education for All Teams (DEFATs)

1. At the district level, GNECC shall work with existing structures that form the DEFATs, where possible. The Regional Coordinating Committees shall determine and appoint a focal organization for each district, from either youth groups or women's groups in the district.
2. DEFATs shall have the mandate to elect their representatives, according to their respective committees, to represent them.
3. In the performance of their functions, DEFATs shall,
  - a) Hold regular meetings;
  - b) Liaise with Regional Coordinating Committees;
  - c) Maintain proper communication with the members they represent;
  - d) keep good books of accounts and records of their activities and proceedings;
  - e) Provide a platform for members to share experiences concerning the objectives of GNECC;
  - f) Provide a forum for members to develop strategies for influencing policies and programmes in their localities;
  - g) Be the link between the members and RCC, thereby fostering active participation in the affairs and activities of GNECC; and
  - h) Enhance the dialogue among the members.

## Article 18. Notices for Meeting

1. Written notice, including the agenda for Executive Council and General Assembly meetings, shall be circulated through electronic mail or social media not less than twenty-one (21) days in advance specifying the date of an upcoming meeting.
2. A written notice specifying the Meeting's agenda for extraordinary sessions shall be circulated not less than seven (7) days in advance or through electronic mail or social media.

## Article 19. Quorum for Meetings

1. The quorum for Executive Council meetings shall be two-thirds (2/3) of its members.
2. The quorum for the annual General Assembly meeting shall be 2/3 of the delegates on regional balance eligible to attend the Meeting
3. For an extraordinary meeting of the Executive Council and the General Assembly, the quorum shall be one-third (1/3) of delegates and members.

## Article 20. Subscriptions

1. Upon admission, ordinary and associate members shall pay an admission fee in addition to an annual subscription fee. The annual general meeting will determine the amount payable from time to time.

2. Members shall pay the subscription on admission and subsequently in January of each year or on such other dates as a resolution shall provide. The subscription may differ between ordinary and associate members. A different subscription may be prescribed in the case of corporate bodies admitted to membership or in the case of any persons admitted to membership as representing an institution or unincorporated association.

3. Any annual subscription paid is not refundable in full or in part.

4. Regional Coordinating Committees shall collect annual subscriptions from all members and pay 30% of the subscriptions to the National Secretariat while keeping 70%. The General Assembly may review this policy periodically.

5.i) In connection with Section 4 above, Regions must pay their thirty percent (30%) subscription no later than the last quarter of the year, specifically at the end of October 31 of the collection year.

ii) Regions that default in paying subscriptions to the National Secretariat shall be appropriately sanctioned by being prevented from participating in the Annual General Meeting. Such regions shall also not receive grants for activities in their areas.

iii) Members who have not paid their membership fees and subscriptions shall not be allowed to participate in the General Assembly.

## Article 21. Accounts and Audit

1. The Executive Council and the Regional Coordinating Committees shall ensure proper books of accounts, income and expenditure accounts, and balance sheets at the national and regional levels. These must conform to the financial policy of GNECC, standard procedures, and practices of the law of the land.

2. The audited accounts shall be circulated to members twenty-one (21) days before the annual general meeting or any other meeting where necessary.

### **3. Appointment of Auditors**

(a) The appointment of Auditors shall conform to the new Act

(b) The General Assembly shall ratify the appointment of auditors based on their established performance and on the recommendations of the Executive Council, who may be re-appointed for only a second term.

(c) The auditor so appointed shall serve until the conclusion of the subsequent General Assembly at which the services may be extended for a second term or a new one appointed.

(d) Once appointed, the Executive Council shall determine any or all fees agreeable by both parties which shall be contained in a contract of appointment, which also spells out the terms of termination of appointment.

(e) In connection with (a) supra, the Executive Council shall in the intervening period before the next General Assembly recommend the appointment of a new auditor who shall act temporarily until the General Assembly ratifies the appointment.

(f) The proposal or the disruption or termination of the appointment of the incumbent auditor shall be for the following reasons:

(i) actions that undermine the conditions for the termination of appointment stated in the contract of appointment

(ii) actions detrimental to the performance of the duties of the auditor but which have not been stated in the contract of appointment yet deemed to undermine the efficiency and credibility of the auditor.

4. The **financial policy** of GNECC shall have its minimum requirements as follows,

a) GNECC shall put in place a bookkeeping and accounting system in conformity with standard accounting and bookkeeping procedures; and

b) The Executive Council shall ensure the preparation and auditing of statements of accounts and circulate these according to established conventions and practices.

5. GNECC shall operate account(s) at a bank(s) determined by the Executive Council and approved by the General Assembly. The signatories to the bank accounts shall be any two: Chairperson, Treasurer, and National Coordinator.

6. The General Assembly shall decide or approve the change of signatories.

7. The Secretariat shall operate an imprest account with the bank where GNECC has its main account to facilitate the day-to-day administration of the Secretariat.

a) The National Coordinator and the staff responsible for finance in the Secretariat shall be signatories to this account; and

b) The Executive Council shall set the ceiling on the amount withdrawn from the imprest account.

8. The Finance Officer shall pay all monies received for and on behalf of GNECC into GNECC's accounts within 24 hours, or in the case of a Friday or public holiday, on the next working day.

9. GNECC shall institute an internal control system that shall ensure efficient and transparent management and the use of its resources.

## Article 22. Elections

1. At every Meeting at which elections are to be held, an electoral officer shall be appointed by the delegates present, or where possible, from the National Electoral Commission, who shall be invited to take charge of the elections.
2. Voting shall be by secret ballot, and each delegate shall have one vote.
3. Only regional elected delegates of GNECC shall be eligible to vote at an Annual General Meeting for elected office positions.
4. The electoral officer shall first call for nominations from the floor (i.e., the electorate). One member shall second every nomination.
5. The Executive Council may also receive nominations before the Meeting through the National Secretariat.
6. A person may be nominated and voted for in absentia provided they have indicated interest and consent in writing addressed to the Executive Council through the Secretariat before the Meeting.
7. The candidate with the highest number of votes shall be declared elected to the respective post.
8. In case of equality in votes by the candidates, the Executive Council shall organize new elections until a majority is secured.
9. A by-election for an office, which may have fallen vacant, shall be carried out by the General Assembly at an appropriate time.
10. There shall be no voting by proxy.

## Article 23. Intellectual Property

1. The Executive Council shall protect the Intellectual property of individual members or groups of members under the copyright laws of Ghana. However, where GNECC commissions/contracts or employs any person or group of persons to create a work, then the copyright in respect of that work shall be vested in GNECC.

## Article 24. Grievance Handling Procedures

- 1) Any member aggrieved with another member of the Organizations or with GNECC shall seek redress through the processes outlined below:
  - a) Report the problem to the Regional Coordinator of the respective Regional Branch. The Regional Coordinating Committee shall be the body to handle the grievance in the parties' best interest. The Regional Chairperson shall approve the decision of the RCC.

- 2) A member or group of members who have a grievance against the Organizations shall report to the Regional Chairperson of the Regional Branch. Within five days of receiving the complaint, they shall constitute the Regional Coordinating Committee to sit on the matter. The decision of the RCC on the matter shall be approved by the Regional Chairperson, with copies to the aggrieved parties, Chairperson of the Grievances and Complaints Committee, the National Chairperson, and the EC
- 3) Where the aggrieved person or persons are not satisfied,
  - i) They shall report to the EC through the National Coordinator, who would send it to the Chairperson.
  - ii) The Chairperson shall present the matter to the Grievances and Complaints Committee to sit on the matter and within five days, and submit a report to the EC communicate the of the Committee to the National Chairperson iii) The Chairperson shall inform the parties about the decision, not later than two (2) days after receiving the Committee's decision.
- 4) The procedure will apply to officers appointed at the National Secretariat; in their case, the EC shall receive the complaint and submit it to the Grievances and Complaints Committee for necessary action.
- 5) No member of GNECC shall sue GNECC without going through the procedures stated above.
- 6) In connection with section 5 above, appointed officers of GNECC shall not sue GNECC until they have exhausted the procedures.
- 7) Where there are unresolved issues that can affect the effective operations of GNECC, provisions under sections 10-12 of this Article will apply.
8. Violation of this procedure indicates a willful disclosure by an aggrieved party or parties to resign from the Organizations. Consequently, the appropriate sections under Article 13 shall apply.
10. Any disputes arising, which GNECC shall fail to resolve under the provision of this Constitution, shall be resolved through alternative dispute resolution (ADR) or arbitration where necessary in accordance with the laws of Ghana governing arbitrations or ADR.
11. Unless otherwise provided under the laws of Ghana governing arbitration, the Executive Council shall reserve the right to appoint or choose arbitrators or people to serve on the ADR from within GNECC or externally, in consultation with the parties involved in the dispute.
12. The decision of the arbitrations on any matter before it shall be final.

## Article 25. Rules and Regulations

1. The Executive Council shall make such rules and regulations, which are not inconsistent with the provisions of this Constitution, as may be expedient for governing GNECC and conducting its affairs in accordance with its objectives.

2. Such rules and regulations as made by the Executive Council shall be subject to ratification by the General Assembly.

## Article 26. Amendment of the Constitution

1. This Constitution or any part thereof may be amended by the General Assembly upon passing a special resolution to that effect supported by two-thirds of the members present and voting.

2. For the avoidance of doubt, the quorum for the Meeting at which the motion for amendment is to be tabled shall not be less than two-thirds of all the paid-up GNECC members present.

3. A notice for a motion to have the Constitution or any part thereof amended shall be moved by at most five (5) Regional Chairpersons acting in the interest of their respective Regional Branches. The proposed amendment shall be served on the Chairperson at least three (3) months before the Meeting at which it is proposed to move the motion.

4. Notwithstanding section 3 above a proposal for amendment of the Constitution or any part thereof shall be served on the Chairperson three (3) months before the General Meeting as follows:

a) two-thirds of members of the Coalition in good standing and who are members in not less than five (5) Regional Branches,

b) The proposed amendment shall be circulated among all the Branches and members with other views shall submit their comments to the Chairperson three (3) months before the General Meeting

c) The proposed amendment shall be read twice at General Meeting

d) The motion for the amendment when moved shall be seconded and the amendment shall be put to a vote which shall be endorsed by two-thirds of the members present at the General Meeting. 5. Pursuant to section 4 above

## Article 27. Dissolution

1. A special motion may dissolve GNECC moved at a general meeting, tabled, and seconded in writing by not less than three-quarters of the members present and voting.

2. For the avoidance of doubt, the quorum for the Meeting at which the motion for dissolution shall be tabled shall be not less than three-quarters of all the paid-up members of GNECC.

3. A notice for a motion to have GNECC dissolved shall be served on the Chairperson at least three (3) months before the Meeting at which it is proposed to move the motion.

4. The General Assembly shall donate all properties to another charitable organizations upon dissolution.

5. Member's liability shall be limited to an amount not exceeding GH¢100.00 (one hundred Ghana cedis).

## Article 28. Transitional Provisions

1. Executive Members in existence before the coming into force of a new Executive Council will work together for two months to prepare to hand over the Executive Council duties and responsibilities.

## Article 29. Miscellaneous

1. All matters, which are not specifically provided for in this Constitution, shall be dealt with in accordance with the powers vested in the Executive Council and the General Assembly.

## Article 30 Approval of Constitution

1. When the Constitution is amended and approved at a general meeting, the signatures of the Chairperson, the National Coordinator, the Treasurer, and two members of the general Assembly shall attest to its approval.

DATED : 20<sup>th</sup> January 2022

Signatures



.....  
CHAIRPERSON



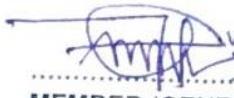
.....  
NATIONAL COORDINATOR



.....  
TREASURER

 + Nelson Mandela

.....  
MEMBER (GENERAL ASSEMBLY)

 vs Ebo Gyamerah  
Justice

.....  
MEMBER (GENERAL ASSEMBLY)

## Schedule 1: Conditions for the Removal of Lead Agency

The conditions listed below shall be the basis for removing a Lead Agency as indicated in Article 18 of this Constitution.

- i) Poor performance of Management roles and responsibilities listed under Article 17
- ii) Failure to sustain the conditions for its appointment
- iii) Engaging in acts that undermine the mission and vision, goal, and objectives of GNECC that leads to subverting the purpose of GNECC in the furtherance of its own organizational interests
- iv) Committing acts of financial impropriety
- v) Using its privileged position to cause dissent and division among the membership of the Organizations
- vi) Engaging in acts that undermine this Constitution.