



# **CONSTITUTION AND RULES**

## **OF THE**

### **GHANA NATIONAL ASSOCIATION OF TEACHERS**

### **(GNAT)**

**As Amended by  
National Delegates Conference  
January, 2022**

**CONSTITUTION AND RULES  
OF THE  
GHANA NATIONAL ASSOCIATION OF  
TEACHERS (GNAT)**



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# **GHANA NATIONAL ASSOCIATION OF TEACHERS**

## **CONSTITUTION AND RULES**

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PART ONE

**THE CONSTITUTION**



# **THE CONSTITUTION OF THE GHANA NATIONAL ASSOCIATION OF TEACHERS**

The Ghana National Association of Teachers (GNAT):

Affirms its belief in the worth and dignity of man;

Recognizes the supreme importance of the pursuit of truth, the encouragement of scholarship and the promotion of democratic citizenship;

Regards as essential to these goals, the protection of freedom to learn, and to teach and the guarantee of equal educational opportunities to all;

Affirms and accepts its responsibility to practise the profession, according to the highest ethical standards;

And acknowledges the magnitude of the chosen profession and accepts to engage its members, individually and collectively, to judge and to be judged by colleagues, in accordance with the provisions of this Constitution and Rules.





## **CHAPTER ONE**

### **NAME AND CONSTITUTION**

1. (1) The Association shall be known and called THE GHANA NATIONAL ASSOCIATION OF TEACHERS, (hereinafter called “the Association”) and generally referred to as “GNAT”.
- (2) The CONSTITUTION of the Association shall be the SUPREME AUTHORITY of the GNAT; any principles, policies, practices, guidelines, rules and constitution(s) of recognized group(s) in the GNAT that are inconsistent with any provision(s) of the GNAT CONSTITUTION shall, to the extent of the inconsistency, be void.

### **RECOGNITION AND AFFILIATION**

2. (1) The Association is a registered Trade Union under section 84 of the Labour Act, 2003 (Act 651).
- (2) The Association is a founding member of Education International (EI).

- (3) The Association may affiliate to any local or international organization, upon a resolution adopted by not less than two-thirds (2/3) majority of members of the National Delegates Conference present and voting.
- (4) The Association may be registered as a professional body, upon a resolution adopted by not less than two-thirds (2/3) majority of members of the National Delegates Conference present and voting.

### **AIMS OF THE ASSOCIATION**

3. (1) The aims of the Association are:
- (a) To accord equal rights to all members;
  - (b) To promote the interests of members and secure for them attractive conditions of service that may retain them in the teaching profession;
  - (c) To promote high academic standards, professional competence, trade union education and exemplary conduct of members;
  - (d) To provide internal economic and other appropriate and relevant welfare services for members;

- (e) To promote organic solidarity amongst members of the teaching fraternity;
- (f) To co-operate with Government in pursuit of development of education;
- (g) To support and co-operate with students in the Colleges of Education and GNAT on Campus (GNATOC) in the Tertiary Institutions;
- (h) To co-operate with other workers' unions in and outside Ghana;
- (i) To participate effectively in public affairs;
- (j) To place the services of the Association at the disposal of individuals, public bodies and other organizations in pursuit of education;
- (k) To promote and protect the rights and interest of the child.

## **BASIC PRINCIPLES OF THE GNAT**

4. (1) The GNAT shall be guided by the ideals of democracy, human rights and social justice.
- (2) The Association shall be independent of every Government.
- (3) The Association shall be self-governing and not subject to control of any political party or ideological or religious grouping.

## **CHAPTER TWO**

### **MEMBERSHIP STRUCTURE AND INDIVIDUAL MEMBERSHIP**

5. (1) Full membership of the Association shall be open to all teachers in both public and private educational institutions/offices in Ghana.
- (2) Members, on being admitted into recognized educational institutions for further studies, shall retain their membership.
- (3) Members who take full-time appointments with the Association shall retain their membership, but shall have no vote or hold elective office in the Association, or any organization to which GNAT is affiliated.
- (4) Retired Members of the Association shall be honorary Members.

## **CESSATION OF MEMBERSHIP OF THE ASSOCIATION**

6. (1) A member shall only be suspended or expelled from the Association by the National Executive on just cause.
- (2) A suspended or expelled member aggrieved by the decision of the National Executive may, in the first instance, appeal to National Council, and if not satisfied with the decision of National Council, may further appeal to National Delegates Conference whose decision shall be final, subject to the laws of Ghana.
- (3) A member may withdraw from the Association in writing addressed to the General Secretary of the Association, provided a notice of withdrawal shall be given not later than six months before the date of withdrawal.

## **CODE OF ETHICS**

7. All members of the Association shall adhere to the Code of Ethics as provided for in Section 4 (four) of the Rules.

## **REPRESENTATION**

8. (1) Only members whose monthly dues for the preceding academic year are fully paid, shall be eligible to continue to exercise their rights as members.
- (2) A member whose name has been deleted from the check-off system, may only continue to exercise right of membership, on evidence or proof of efforts to have name reactivated.

## **BASIC UNIT OF THE ASSOCIATION**

9. (1) The Basic Unit of the Association shall be an educational institution or education office where a number of the teachers is registered with the Association.
- (2) Every member of the Association shall belong to a Basic Unit.



- (3) A Basic Unit shall elect a representative, once every two (2) years.
- (4) The Basic Unit representative shall be the coordinator of the activities of the unit and the Association.
- (5) A Basic Unit of the Association shall meet, at least, once every calendar month to deliberate on matters of common interest to members in the unit.

#### **LOCAL BRANCH OF THE ASSOCIATION**

- 10. (1) A Local Branch of the Association shall be formed in a Local Authority Area, consisting of all members of the basic units in the Area, or in an educational institution so designated by the Regional Council, on the recommendation of the District Council concerned.
- (2) A Local Conference shall be the highest decision-making body in the Local Area.
- (3) The Local Conference shall be composed as follows:
  - (a) Members of the Local Branch Executive; and

- (b) Two (2) representatives for each educational institution and educational administration.
- (4)
  - (a) A Local Conference shall be convened every two (2) years.
  - (b) An emergency conference may be held at a time and place deemed expedient by the Local Executive or by the District Secretary, on the advice of the District Council, provided that, at least, fourteen (14) days notice shall be given to the Basic Units.
- (5) The Local Conference shall:
  - (a) Receive and collate reports, resolutions, and matters from the Basic Units.
  - (b) Discuss matters referred to it by the Local and District Executives of the Association and matters of common interest to all members in the Local Branch.

- (c) Submit resolutions arising therefrom to the District Conference, through the District Executive.
- (d) Make recommendations to the Regional Council for re-delineation by merger, or division of the Local Branch, through the District Council concerned.
- (e) Elect Local Executive comprising five (5) Officers:
  - (i) Chairman;
  - (ii) Vice Chairman;
  - (iii) Secretary;
  - (iv) Assistant Secretary;
  - (v) Treasurer; and
  - (vi) Six (6) other Executive members representing:  
Basic School; Senior High School/ Senior High Technical School (SHS/SHTS); Technical and Vocational Education and Training (TVET) Institutes; Education Administration;

GNAT Ladies Society  
(GNATLAS) Coordinator; and  
Youth Coordinator.

- (f) Elect delegates to the District Conference, as under Article 13(2)(c).
- (g) Appoint the following Sub-Committees:
  - (i) Education and Professional Development;
  - (ii) Salaries and Conditions of Service;
  - (iii) Finance and Administration;
  - (iv) Socio-Economic, Political and Gender Issues;
  - (v) Youth;
  - (vi) Membership Education; and
  - (vii) Ad-hoc Committee(s) as and when necessary.

## **LOCAL EXECUTIVE**

- 11. (1) A Local Executive shall be elected in each Local branch, in accordance with Article 10(5)(e) of this Constitution.

- (2) (a) The Local Executive shall be responsible for the organization and administration of the Local branch.
- (b) Perform any other duties assigned to it by the Local Conference.
- (3) The Local Executive shall:
  - (a) submit reports, including audited accounts and financial statements termly, to the District Secretariat and biennially to the Local Conference.
  - (b) be responsible to the Local Conference.
  - (c) meet, at least, once a term.
- (4) The Local Branch shall operate Bank Account(s) with any reputable bank within, or nearest to its area of jurisdiction.

- (5) The signatories to the Local accounts shall be the Local Chairman, the Local Secretary and the Local Treasurer.
- (6) The Local Executive may hold emergency meeting(s) as determined by the Chairman, or upon a request of forty (40) per cent of representatives of the units, or upon the instruction of the District Executive.

#### **DISTRICT BRANCH OF THE ASSOCIATION**

- 12. (1) (a) A GNAT district may not necessarily be coterminous with a District Education Directorate.
- (b) A GNAT district shall be created by the National Council, on the recommendation of the Regional Council.
- (c) District membership shall include all members of the Association in the District.

## **DISTRICT CONFERENCE**

13. (1) A District Conference shall be the highest decision-making body of the District Branch of the Association.
- (2) Composition of the District Conference shall be as follows:
  - (a) District Executive;
  - (b) Chairmen, Secretaries and Treasurers of the Local Branches of the Association;
  - (c) One representative per fifty (50) members or part thereof, if in excess of twenty-five (25) in the Basic Schools in each Local Branch in the District, elected by a Local Conference;
  - (d) Two (2) representatives each from the following Institutions:
    - (i) Senior High School/Senior High Technical School (SHS/SHTS);
    - (ii) Technical and Vocational Education and Training (TVET) Institutes and

(iii) Educational Administration.

(e) Three (3) GNATOC Executives, comprising the Chairman, the Secretary and the Treasurer.

(3) Time of Conference

(a) A District Conference shall be convened, at least, once every four (4) years.

(b) An emergency Conference may be held at a time and place deemed expedient by the District Council, provided that, at least, fourteen (14) days notice shall be given to the Local Branches.

(4) Duties of a District Conference

(a) A District Conference shall discuss:

- (i) Reports, resolutions and motions from the Local Branches;
- (ii) Other matters referred to it by the District and Regional Executives;



- (iii) Matters of common interest to all members in the District Branch;
  - (iv) Submit Resolutions through the Regional Executive to the Regional Conference; and
  - (v) Take such decisions as are necessary.
- (b) Elect District Executive:  
Consisting of four (4) Officers as follows:
- (i) Chairman;
  - (ii) Vice Chairman;
  - (iii) Treasurer;
  - (iv) Trustee; and
  - (v) Six (6) other Executive members representing:  
Basic School;  
Senior High School/  
Senior High Technical School (SHS/SHTS);  
Technical and Vocational Education and Training (TVET) Institutes,  
Educational Administration, a GNATLAS Coordinator and a Youth Coordinator.

- (c) Elect delegates to the Regional Conference, in accordance with Article 16(3)(c) of this Constitution.
- (d) Elect delegates to the National Delegates Conference, in accordance with Article 20(3)(b) of this Constitution.

## **DISTRICT COUNCIL**

- 14. (1) A District Branch of the Association shall be governed by a District Council, comprising the following:
  - (a) District Executive members;
  - (b) Chairmen, Secretaries and Treasurers of the Local Branches of the Association in the District; and
  - (c) Regional Executive members resident in the District as ex-officio members, without voting rights.
- (2) Duties of the District Council shall be as follows:
  - (a) Execute the decisions of the District Conference;

- (b) Approve programmes; budgets and audited accounts;
- (c) Approve decisions and reports of the District Executive;
- (d) Appoint the following Sub-Committees:
  - (i) Education and Professional Development;
  - (ii) Salaries and Conditions of Service;
  - (iii) Finance and Administration;
  - (iv) Socio-Economic, Political and Gender Issues;
  - (v) Youth;
  - (vi) Membership Education; and
  - (vii) Ad-hoc Committee(s) as and when necessary.
- (e) Make recommendations to the Regional Council through the Regional Executive, for the delineation of Local Branches.

- (f) Have power of co-option;
- (g) Meet, at least, once a year;
- (h) An emergency meeting may be convened by the District Secretary:
  - (i) Upon the advice of the District Chairman;
  - (ii) Following a petition to that effect by forty (40) per cent of Local Chairmen in the District; or
  - (iii) On the instructions of the Regional Secretary, upon the advice of the Regional Chairman.

## **DISTRICT EXECUTIVE**

15. (1) A District Executive shall be elected in each District and shall comprise the four (4) District officers listed under Article 13(4)(c) and six (6) others from the four (4) levels of pre-tertiary education: Basic School; Senior High School/Senior High Technical School (SHS/SHTS); Technical and Vocational Education and Training (TVET) Institutes; Educational Administration; a GNATLAS Coordinator; and a Youth Coordinator.

- (2) Duties of the District Executive  
The District Executive shall:
- (a) (i) Be responsible for organization and administration of the District Branch;
  - (ii) Exercise oversight responsibility over the District Secretariat;
  - (iii) Perform any other duties assigned to it by the District Council;
  - (iv) Be responsible to the District Council;
- (3) (a) (i) Submit termly reports, including financial statements, to the Regional Secretariat; and
- (ii) Submit annual reports and audited accounts to the District Council.
- (b) (i) The District Branch shall operate Bank Accounts with any reputable banks within the District.

- (ii) The signatories to the district accounts shall be the District Chairman, the District Secretary, and the District Treasurer.
- (c) Appoint examiners of accounts for its Local Branches.
- (d) Meet, at least, once a term.
- (e) May have an emergency meeting(s), as determined by the Chairman

## **REGIONAL BRANCH OF THE ASSOCIATION**

- 16. (1) (a) A GNAT Region may not necessarily be coterminous with a Regional Education Directorate.
- (b) A GNAT Region shall be created by the National Council on the recommendation of the Regional Council through the National Executive.
- (2) A Regional Conference shall be the highest decision-making body of the Regional Branch of the Association.

- (3) The composition of the Regional Conference shall be as follows:
- (a) Members of the Regional Council;
  - (b) Regional representatives to the National Executive;
  - (c) One representative per hundred (100) members or part thereof, if in excess of fifty (50), in the Basic Schools in each Local Branch of the Region, elected by a District Conference;
  - (d) One (1) representative per one hundred (100) members or less and if in excess of fifty (50), one (1) additional representative in each of the following Institutions:
    - (i) Senior High School;
    - (ii) Senior High Technical School (SHS/SHTS);
    - (iii) Technical and Vocational Education and Training (TVET) Institutions;

- (iv) Regional Education Office; and
  - (v) District Education Office.
- (e) Three (3) Delegates comprising the Chairman, the Secretary and the Treasurer for each GNATOC Secretariat within the Region.
- (4) Time of Conference
  - (a) A Regional Conference shall be convened once every four (4) years.
  - (b) An emergency Conference may be held as and when necessary, at a time and place deemed expedient by the Regional Council, following a written request by forty (40) per cent of the members of the Regional Council, provided that, at least, fourteen (14) days notice shall be given to the District Branches.



- (5) A Regional Conference shall:
- (a) Discuss matters referred to it by the Regional and National Executives of the Association and other matters of common interest to all members in the Region;
  - (b) Submit resolutions arising therefrom to the National Delegates Conference, through the National Executive;
  - (c) Elect Regional Executive: comprising four(4) Officers:
    - (i) Chairman;
    - (ii) Vice Chairman;
    - (iii) Treasurer;
    - (iv) Trustee; and
    - (v) Eight (8)other Executive members representing:  
Basic School; Senior High School/Senior High Technical School (SHS/SHTS); Technical and Vocational Education and Training (TVET) Institutes;

Educational Administration;  
GNATLAS Coordinator;  
Youth Coordinator; Regional  
Representative to the National  
Executive; and the Teachers'  
Fund Trustee.

- (d) Make recommendations to the National Council for delineation of Districts;
- (e) Elect one (1) person (neither of the same sex nor from the same level of educational institution or establishment as the Regional Chairman), as a National Executive member, and
- (f) Elect two (2) special female delegates to the National Delegates Conference.

## **REGIONAL COUNCIL**

17. The Regional Branch of the Association shall be governed by a Regional Council comprising the following:
  - (a) Regional Executive Members

- (b) Chairmen and Treasurers of the District Branches of the Association in the Region; and
- (c) National Executive member(s) resident in the Region, Regional Representative(s) serving on Board(s) as ex-officio member(s) without voting right.

### **DUTIES OF THE REGIONAL COUNCIL**

- 18. (1) A Regional Council shall:
  - (a) Execute decisions of the Regional Conference;
  - (b) Approve programmes and reports including budgets and audited accounts from the Regional Executive;
  - (c) Approve decisions of the Regional Executive;
  - (d) Appoint the following Sub-Committees:
    - (i) Education and Professional Development;

- (ii) Salaries and Conditions of Service;
    - (iii) Finance and Administration;
    - (iv) Socio-Economic, Political and Gender Issues;
    - (v) Youth;
    - (vi) Membership Education; and
    - (vii) Ad-hoc Committee(s) as and when necessary
  - (e) Meet at least, once a year.
- (2) An emergency meeting may be convened by the Regional Secretary:
- (a) Upon the advice of the Regional Chairman;
  - (b) Following a petition to that effect by forty (40) per cent of the District Chairmen in the Region; or
  - (c) On the instructions of the General Secretary, acting on the advice of the National Officers.

## **REGIONAL EXECUTIVE**

19. (1) There shall be a Regional Executive in each region, comprising the four (4) Regional Officers: Chairman; Vice Chairman; Treasurer; Trustee; and eight (8) other Executive members elected at the Regional Conference representing: Basic School; Senior High School/Senior High Technical School (SHS/SHTS); Technical and Vocational Education and Training (TVET) Institutes; Educational Administration; GNATLAS Coordinator; Youth Coordinator; Regional Representative to the National Executive; and Teachers' Fund Trustee.
- (2) Duties of the Regional Executive  
The Regional Executive shall:
  - (a) (i) be responsible for the organization and administration of the Regional Branch;
  - (ii) exercise oversight responsibility over the Regional Secretariat;
  - (iii) perform any other duties assigned to it by the Regional Council;

- (iv) be responsible to the Regional Council; and
  - (v) submit termly reports to the General Secretary and annual reports, including audited accounts, to the Regional Council.
- (b) Appoint examiners of accounts for its District Branches;
- (c) Meet at least, once a term; and
- (3)
  - (a) The Regional Executive shall operate Bank Accounts with any reputable bank within the Region.
  - (b) The signatories to the accounts shall be the Regional Chairman, Regional Secretary and Regional Treasurer.
- (4) The Regional Executive may hold emergency meeting as determined by the Chairman, or upon the request of forty (40) per cent of the membership of the Regional Executive.

## **NATIONAL DELEGATES CONFERENCE**

20. (1) There shall be a National Delegates Conference.
- (2) The National Delegates Conference shall be the highest decision-making body of the Association.
- (3) The composition of the National Delegates Conference shall be as follows:
- (a) Members of the National Council;
  - (b) District Branch representation on the basis of one (1) delegate for every five hundred (500) members or part thereof, if in excess of two hundred and fifty (250), elected by the District Conference;
  - (c) Special Regional representation of two (2) female delegates for each region elected at the Regional Conference, in accordance with Article 16(5)(f) of this Constitution; and

(d) GNATOC shall be represented by five (5) delegates at the National Delegates Conference.

- (4) The National Executive may invite representatives of educational bodies, other organizations and individuals as observers, upon the recommendation of the General Secretary.

### **TIME FOR CONFERENCE**

21. (1) The National Delegates Conference shall be held, at least, once every four (4) years at a place and time to be determined by the National Council.
- (2) An emergency Conference may be held at a time and place deemed expedient by the National Council, following a written request by forty (40) per cent of the members of the National Council, provided that, at least, fourteen (14) days notice shall be given to the Regional Branches.



## **CONFERENCE AGENDA**

22. (1) National Council shall prepare an agenda as hereunder and forward same to delegates and observers, not later than fourteen (14) days before commencement of Conference.

- (a) Reports covering the activities, including audited accounts of the preceding four (4) years.
- (b) Resolutions from the Regional Branches.
- (c) Resolutions from the Council.
- (d) Proposed Amendments to the Constitution.
- (e) Development Plan for the ensuing four (4) years.
- (f) Decisions and recommendations of the National Council for review, approval and or ratification.
- (g) Report from the Board of Trustees of the Teachers Fund.

- (h) Arrangements for election of National Officers.

## **BUSINESS OF CONFERENCE**

- 23. (1) The business of the National Delegates Conference shall consist of the following:
  - (a) Discussion and adoption of:
    - (i) National Council Reports, including audited accounts;
    - (ii) Resolutions;
    - (iii) Amendments to the Constitution; and
    - (iv) Development Plan for the ensuing four (4) years,
  - (b) Review, approval and or ratification of National Council decisions and recommendations,
  - (c) Election of National Officers.

## **THE NATIONAL COUNCIL**

- 24. (1) The governing body of the Association shall be the National Council.

- (2) The composition of the Council shall be as follows:
- (a) The National Officers;
  - (b) The Regional Chairman of each Region;
  - (c) One (1) other person from each of the Administrative regions of Ghana, elected in accordance with Article 16(5)(e) of this Constitution;
  - (d) The District Chairman of each of the District Branches of the Association;
  - (e) One (1) Representative each from the under-mentioned identifiable constituent bodies in the educational sector:
    - (i) CCSTA;
    - (ii) CHASS;
    - (iii) PRINCOF;
    - (iv) APTI;
    - (v) CODE;
    - (vi) COMEU;
    - (vii) COHESS;
    - (viii) COHBS;

- (ix) ECE; and
  - (x) UTAG.
- (f) One (1) representative each of GNATLAS and the Youth to be elected among their respective Regional Coordinators.
- (3) The election of Council members shall be as follows:
- (a) The National Officers by the National Delegates Conference;
  - (b) The Regional Chairmen and the other persons by the Regional Delegates Conferences;
  - (c) The District Chairmen by the District Delegates Conferences;
  - (d) GNATLAS and Youth Coordinators shall have one (1) representative each, elected by their Regional Coordinators; and

- (e) The representatives of the constituent bodies by their respective governing bodies, provided that they are members of the GNAT in good standing.

## **DUTIES OF THE NATIONAL COUNCIL**

25. (1) The National Council shall:

- (a) Exercise general oversight of the Association ;
- (b) Appoint the Staff, subject to this Constitution;
- (c) Make Rules and Regulations in accordance with the recommendations of the National Executive for matters such as:
  - (i) Appointments, promotions and discipline of staff;
  - (ii) Organization and Administration;
  - (iii) Finance;
  - (iv) Investments;
  - (v) Appointments of Auditors of the national Accounts;
  - (vi) Consultants; and
  - (vii) Conflict Resolution.

- (d) Approve recommendations and reports including annual budget, and audited accounts from the National Executive;
  - (e) Ratify decisions and acts of the National Executive; and
  - (f) Have powers of interpretation of the Constitution and Rules, determine any matter on which the Constitution and the Rules are silent and resolve any conflicts therein within the spirit of this Constitution.
- (2) The National Council may, on the recommendation of the Regional Council, create new Region(s), District(s) or readjust, from time to time boundaries of the Region(s) and District(s).
- (3) (a) The National Council shall meet, at least, once every academic year, to transact business.

- (b) An emergency meeting shall be convened by the General Secretary, upon instructions of the National Executive, or upon a written request of not less than two-thirds (2/3) majority of Council members.

## **DUTIES OF NATIONAL OFFICERS**

- 26. (1) The National Officers shall meet every month.
- (2) The National Officers shall:
  - (a) Superintend over the National Secretariat;
  - (b) Give direction to the General Secretary, as may be necessary;
  - (c) Take important political decisions as may be necessary, between meetings of the National Executive;
  - (d) Examine the previous month's operational activities of the National Secretariat;
  - (e) Discuss and decide projected activities of the National Secretariat for the ensuing month;

- (f) Review, approve or ratify the decisions that the General Secretary may take in- between meetings of the National Officers; and
  - (g) Report to the National Executive for:
    - (i) Approval of its recommendations; and
    - (ii) Review or ratification of its decisions.
- (3) The National Officers and the General Secretary are the principal officers of the Association, vested with powers to transact business on behalf of the Association, subject to prior approval of the National Executive and subsequent ratification by the National Council.
- (4) The National President shall:
  - (a) Preside over the National Delegates Conference and all meetings of the National Council, the National Executive and National Officers; and



- (b) Sign all minutes of each of the meetings, at the time they are approved.
- (5) The duties of the National Vice President shall be as follows:
  - (a) Assist the National President in the discharge of his/her duties; and
  - (b) Perform the duties of the National President, in his/her absence.
- (6) The National Treasurer shall:
  - (a) Authorize the financial operations of the National Secretariat;
  - (b) Ensure that all expenditures are in accordance with the approved budget;
  - (c) Be one of the signatories to accounts; and
  - (d) Present Financial Statements and audited Accounts of the National Secretariat to:
    - (i) National Delegates Conference;
    - (ii) National Council Meetings; and
    - (iii) National Executive Meetings.

- (7) The National Trustees shall:
  - (a) have vested in them, real and other property of the Association;
  - (b) conduct and take inventory of property of the Association annually; and
  - (c) make recommendations to the National Executive for the disposal or sale of any property of the Association.

## **NATIONAL EXECUTIVE**

- 27. (1) The National Executive of the Association shall be constituted as follows:
  - (a) The National President, the National Vice President, the National Treasurer and the two (2) National Trustees;
  - (b) The Regional Chairman of each Region;

- (c) One (1) other person elected at the Regional Conference in accordance with Article, 16(5)(e) of this Constitution, from each Region; and
- (d) The representatives of the identifiable constituent bodies to the National Council.

### **DUTIES OF THE NATIONAL EXECUTIVE**

28. (1) The National Executive shall:
- (a) Exercise general control over the management and administration of the Association;
  - (b) Ensure implementation of approved policies, programmes and projects;
  - (c) Develop Rules and Regulations including those specified under this Constitution;
  - (d) Appoint National Sub-Committees and Ad-hoc Committees and elect their Chairmen;
  - (e) Approve recommendations and reports of the National Officers;

- (f) Ratify or vary decisions of the National Officers;
  - (g) Approve the annual budget of the Association, on the recommendation of the Finance and Administration Sub-Committee, submitted through the National Officers;
  - (h) Appoint examiners of the accounts of the Regional Branches;
  - (i) Take affirmative measures to ensure effective participation in the activities of the Association by all members, especially the female members and the youth;
  - (j) Perform any other duties entrusted to it under this Constitution; and
  - (k) Cause the publication and dissemination of the decisions of the National Delegates Conference to members within two (2) months after the Conference.
- (2) (a) The National Executive shall meet once every academic term.

- (b) An emergency meeting may be convened by the General Secretary, on the advice of the National Officers or upon a written request of one-third (1/3) of the members of the National Executive.

### **NATIONAL SUB-COMMITTEES**

- 29. (1) There shall be appointed the following National Sub-Committees:
  - (a) Education and Professional Development;
  - (b) Salaries and Conditions of Service;
  - (c) Finance and Administration;
  - (d) Socio-Economic, Political and Gender Issues;
  - (e) Membership Education;
  - (f) Youth; and
  - (g) Ad-hoc Committee(s), as and when necessary.

**CESSATION OF MEMBERSHIP OF THE  
POLITICAL ORGAN(S) OF THE  
ASSOCIATION**

30. (1) A member of Council, Executive or Committee at any level of the Association who absents him/herself from more than three (3) consecutive ordinary meetings of the said Council, Executive or Committee without written apology, shall cease to be a member of the Council, Executive or Committee.
- (2) An elected officer of the Association shall be removed from office by the appropriate electing body, or in the absence of that body, by the Governing Council in respect of National, Regional, District, and Executive in respect of the Local as the case may be, for proven breach of trust or duty, or mismanagement of the affairs of the Association, or on just cause.
- (3) An elected officer removed from office under (2) above may be re-instated, only when he/she is later exonerated.

## **TENURE OF ELECTED EXECUTIVES**

31. (1) (a) Elected Executives at the District, Regional and National levels shall be elected for a term of four (4) years at the Delegates Conferences.
- (b) Elected Executives at the Local levels shall be elected at the Local Conference for a term of two (2) years.
- (c) An elected Executive at any level shall be able to complete a full term before reaching the prescribed retiring age of sixty (60) years.
- (d) An elected Executive shall not hold a particular office for more than two terms.
- (2) The term of office of each elected Executive shall expire:
- (a) At the end of the term of the Conference, that elected the Executive; or
- (b) At such time that he/she is no longer a member of the Association; or

- (c) At such time that he/she is incapacitated upon certification by a medical officer; or
  - (d) When he or she resigns in writing addressed to the General Secretary; or
  - (e) When removed from office on just cause.
- (3) An elected Executive who leaves the jurisdiction where elected or proceeds on study leave, shall cease to hold the office.
- (4) Vacancy occurring howsoever it may arise in an elective office, shall be filled as follows:
  - (a) If the position of the President at the National level, or the Chairman at any of the levels is vacant, the Vice President or Vice Chairman shall assume full duty as the President or Chairman, until the next Conference;



- (b) If the position of the Vice President at the National level or Vice Chairman at any other level is vacant, the Council (District, Regional and National) or Executive (Local level) as the case may be, shall elect one of its members to replace him/her until the next Conference; and
  - (c) Any other elective office or in the case of the constituent body representative, shall be filled by the governing body, from its membership.
- (5) A person elected to fill a vacancy shall serve the remainder of tenure of office of the Executive he/she replaced; however, if the remaining tenure is more than a half (1/2), the elected person can serve only one other term, in the same position.
- (6) Elections at all levels shall be by secret ballot.

## **FULL TIME STAFF OF THE ASSOCIATION**

32. (1) (a) The General Secretary and not less than two (2) Deputy General Secretaries shall be appointed by the National Council, on the recommendation of the National Executive.
- (b) Other officers shall be appointed for such positions as District, Assistant Regional, and Regional Secretaries, Units and Departmental heads at the National Secretariat by the National Council, on the recommendation of the National Executive.
- (c) Accounting, Secretarial, Clerical and other ancillary staff shall be appointed by the National Executive, on the advice of the General Secretary.
- (d) Employees for the Regional Hostels shall be appointed by the Regional Executives, on the recommendations of the Regional Secretaries.

- (2) The General Secretary is the Chief Executive Officer of the Association and shall:
- (a) Advise the political authorities on policy formulation;
  - (b) Execute approved policies, programmes and projects;
  - (c) Be the chief negotiator of the Association;
  - (d) Perform duties assigned to him/her under this Constitution and any other duties as the political authorities may assign to him or her, from time to time;
  - (e) May represent the Association at both national and international levels; and
  - (f) In consultation with the National Officers and upon approval by the National Executive, assign duties to all employees except those who

work in the Regional Hostels, who shall be assigned duties by the Regional Secretaries, upon approval by the Regional Executives.

- (3) The National Council shall on the recommendations of the National Executive, as far as reasonably practicable, take measures to decentralize management and administration by making:
  - (a) The National Secretariat primarily responsible for:
    - (i) Facilitation of policy formulation;
    - (ii) Allocation of approved resources;
    - (iii) Strategic planning;
    - (iv) Developing programmes and projects;
    - (v) Exercising oversight responsibility over implementation;
    - (vi) Co-ordination;

- (vii) Negotiations and resolution of collective grievances of members;
  - (viii) Articulation of policies of the Association; and
  - (ix) Monitoring and Evaluation of programmes and projects.
- (b) The Regional Secretariats shall be responsible primarily for co-ordination of approved programmes and projects in their respective Regions.
- (c) The District Secretariats and Locals shall be primarily responsible for implementation of programmes and projects in their respective Districts and Locals.

## **TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES**

33. (1) The class of employees which has collective bargaining certificate issued in accordance with section 99(1) of the Labour Act 2003, (Act 651) shall have terms and conditions of service determined through the process of

collective bargaining, with a body appointed by the National Executive.

- (2) The class of employees which has no collective bargaining certificate shall have terms and conditions of service determined by the National Executive, in consultation with the representatives of the employees.

### **RETIRING AGE OF EMPLOYEES**

- 34. (1) An employee who reaches the compulsory retiring age of sixty (60) years, shall cease to hold office in the service of the Association.
- (2) Notwithstanding clause 34(1), a retired employee may be permitted to stay on in office on limited engagement not exceeding two (2) years, on terms and conditions of service determined by the National Executive, upon approval by the National Council.

- (3) A General Secretary who retires not more than one (1) year prior to the next National Delegates Conference, may be permitted to hold office until the Conference. However he/she shall not continue to hold office after thirty (30) working days of that Conference.
- (4) No senior employee of the Association shall engage in partisan politics.

## **CHAPTER THREE**

### **REVENUE OF THE ASSOCIATION**

35. (1) The revenue of the Association shall include:
- (a) Annual subscription of membership dues charged at the rate approved by not less than two-thirds (2/3) majority of a National Delegates Conference, deducted through a check-off system and paid into the national accounts of the Association;
  - (b) Special levies imposed by the National Council on all members of the Association for special project(s);
  - (c) Special levies imposed by the Regional Council on all members of the Association in a Region for specific project(s) subject to approval of the National Executive;



- (d) Special levies imposed by a District Council on all members in a District for specific project(s) of the Association subject to approval of the Regional Council;
- (e) Special levies imposed by the Local Conference on all members of the Local Branch for specific project(s) of the Association subject to approval of the District Executive; and
- (f) Other sources of revenue are:
  - (i) proceeds from sales that may from time to time be organized by the Association;
  - (ii) Interest on money invested by the Association;
  - (iii) Incomes from endowment(s) or bequest(s) that may be made to the Association;
  - (iv) Grants from public funds of Ghana; and
  - (v) Any other legitimate sources of income.

## **ADMINISTRATION OF FUNDS**

36. (1) The National Council of the Association shall be responsible to the National Delegates Conference, for the proper administration and use of all funds of the Association.
- (2) All moneys received shall be paid promptly into the Association's bank accounts.
- (3) (a) The following shall be signatories to the bank accounts of the Association: the National President, the National Treasurer and the General Secretary.
- (b) The signatures of any two of the three signatories shall be valid for purposes of withdrawal.
- (c) All operators of the accounts shall be resident within the Region where the Headquarters of the Association is situate except the National President.

- (4) (a) The National Council shall cause the accounts of the Association to be audited annually.
- (b) The Finance and Administration Sub-Committee shall be responsible for ensuring the implementation of audit report recommendations by Management.
- (5) The National Council shall submit statements of audited accounts of the Association to the National Delegates Conference.
- (6) The accounts of the Association shall include the accounts of the Regional, District and Local Branches of the Association.
- (7) The National Council shall appoint Auditors of the Association and report to Conference.
- (8) Examiners of the accounts shall be appointed by the National Executive to audit the accounts of the Regional Branches.

- (9) (a) Examiners of accounts shall be appointed by the Regional Executive to audit the accounts of the District Branches in a Region.
- (b) The District Executive shall appoint Examiners of accounts to audit the accounts of the Local Branches in a District.
- (10) (a) All Elected Executives of the Association may be paid allowances at all the levels (Local, District, Regional and National) to be determined by the National Council, subject to approval of the National Delegates Conference.
- (b) The National Council may suspend or withdraw an allowance due to an Elected Executive, on stated cause.

### **ANNUAL BUDGET OF THE ASSOCIATION**

- 37. (1) The Annual Budget of the ensuing financial year shall be prepared by the National Executive on the

recommendation of the Finance and Administration Sub-Committee, subject to approval of the National Council.

- (2) The annual revenue of the Association shall be distributed as follows:

(a) Local Grants	7%
(b) District Grants	16%
(c) Regional Grants	3%
(d) Professional Development and Membership Education	5%
(e) Death and Retirement	25%
(f) Investment	3%
(g) Reserves	3%
(h) Capital Development	4%
(i) General Administration	34%

- (3) The allocation of 34% to General Administration as provided for under Article 37(2)(I) above, shall be further distributed as follows:

- (a) Employee salaries and allowances 20%

- (b) Headquarters expenses including capital outlay, meetings, conferences etc as approved in the budget 10%
- (c) Grants to the Regional branches as:
  - (i) Equalization Grants 2%
  - (ii) Grants based on numerical strength of members in each Region 2%
- (4) The existing formula for distribution of revenue may be amended by the National Executive subject to approval of the National Council to meet changing circumstances and priorities.

## **BORROWING AND LENDING**

38. (1) The National Council of the Association may lend or donate money to charitable organizations or individuals on the recommendation of the National Executive.

- (2) The National Council shall have power to borrow money to finance projects which have been approved by the National Delegates Conference, with not less than two-thirds (2/3) majority of members of Council.

## **CHAPTER FOUR**

### **TEACHERS' FUND OF GNAT**

39. (1) The Teachers' Fund of the Ghana National Association of Teachers established in 1998 as a retirement supplementary contribution fund, shall be governed and managed as follows:
- (a) The National Council shall be constituted as the Annual General Meeting (AGM);
  - (b) The Board of Trustees shall comprise the following:
    - (i) The Chairman, elected by the Annual General Meeting (AGM);
    - (ii) One representative from each administrative region elected by the Regional Delegates Conference;



- (iii) The General Secretary; and
  - (iv) Three other persons who may not necessarily be members of the Fund, appointed on the basis of relevant expertise and experience, on the recommendation of the National Executive, and approved by the AGM.
- (2) An Annual General Meeting of the Fund shall perform functions in accordance with the Regulations of the Fund and the Companies Act, 2019 (Act 992).
- (3) The Management and Employees of the Fund shall be appointed by the Board on terms and conditions approved by the AGM.
- (4) The Board may appoint consultants on terms and conditions approved by the AGM.

## **CHAPTER FIVE**

### **AMENDMENTS TO THE CONSTITUTION**

40. (1) (a) Subject to the provisions of this Constitution and Rules, amendments may be made by not less than two-thirds ( $\frac{2}{3}$ ) majority of the National Delegates Conference.
- (b) Notwithstanding (1)(a) above, an interim amendment of the Constitution and Rules may be made by the National Council, subject to review, and or ratification by not less than two-thirds ( $\frac{2}{3}$ ) majority of the National Delegates Conference.

### **SUSPENSION OF ARTICLES OF THE CONSTITUTION AND SECTIONS OF THE RULES**

41. (1) In a state of emergency and or in a grave necessity, some of the Articles of the Constitution and Sections of the Rules and Standing Orders may be suspended by not

less than two-thirds (2/3) majority of National Delegates Conference, provided that not more than two (2) Articles or Sections of the Rules shall be suspended in a year.

- (2) Notwithstanding Article 41(1) above, any article or section(s) of the Rules and Standing Orders of the Constitution may be suspended in a state of emergency or in a grave necessity, by not less than two-thirds (2/3) majority of the National Council, provided that not more than two (2) Articles or Sections of the Rules and Standing Orders shall be suspended in a year, subject to review, and or ratification by not less than two-thirds (2/3) majority of the National Delegates Conference.
- (3) Any suspended Article or Section of the Rules and Standing Orders of this Constitution in a state of emergency or in a grave necessity approved by not less than two-thirds (2/3) majority of the National Council shall continue in force until the expiry of the period determined by the National Council.

## **ENFORCEMENT OF THE CONSTITUTION AND RULES**

42. A member who alleges that any act or omission of any authority or person(s) under this Constitution is in violation of any Article or Rule of this Constitution, may bring the matter to the attention of the National Council, to seek redress. The decision of the National Council shall be final, subject to the laws of Ghana.

## **DELEGATION OF POWERS**

43. The National Council may delegate some of its powers to the National Executive.

## **DISSOLUTION OF THE ASSOCIATION**

44. The Association shall not be dissolved except with the consent of not less than two-thirds (2/3) majority of paid up members voting in a Nationwide Referendum organized by the Electoral Commission of Ghana, for that purpose.

## **HEADQUARTERS OF THE ASSOCIATION**

45. The National Headquarters of the ASSOCIATION shall be at the “Teachers Hall”, Accra.

## PART TWO

### **RULES**



## PART TWO

### RULES

These ***Rules*** are in fulfillment of the decision of the 5<sup>th</sup> Quadrennial (52<sup>nd</sup>) National Delegates Conference held at the University of Cape Coast, between January 2-7, 2018, to separate the *Constitution* from the *Rules* as contained in the 2014 GNAT Constitution and any subsequent regulations that shall be made by the National Council, shall form part of the Rules.

### SECTION ONE SUB-COMMITTEES

#### 1. Sub-committees

- (a) The following Sub-Committees as provided for under this Constitution, shall be appointed at all levels of the political structure of the Association:
  - (i) Education and Professional Development;
  - (ii) Salaries and Conditions of Service;



- (iii) Finance and Administration;
- (iv) Socio-Economic, Political and Gender Issues;
- (v) Membership Education;
- (vi) Youth ; and
- (vii) Ad-hoc Committee(s).

## **2. Composition of the Sub-Committees**

- (a) (i) Composition of the Sub-Committees at the Regional, District and Local levels, shall be determined by the governing bodies.
- (ii) In composing the Sub-committees, the following factors shall be taken into consideration:
  - Expertise;
  - Gender; and
  - The levels of Education.
- (b) The Sub-Committees shall have powers of co-option but co-opted members shall have no votes.

- (c) The governing bodies may form ad-hoc committees comprising:
  - (i) members of GNAT;
  - (ii) non-members; and
  - (iii) both members and non-members; and
- (d) Determine their terms of reference.

### **3. Chairmen of the Sub-Committees**

The Chairmen of the Sub-Committees shall be elected from the Executive members of the Association at those levels.

### **4. Functions of the Sub-Committees**

The Sub-Committees shall:

- (a) generally assist and advise the governing bodies to perform their functions
- (b) perform functions specifically related to their areas of particular interest assigned to them.

### **5. Meetings of the Sub-Committees**

The Sub-Committees:

- (a) shall meet, at least, once a year
- (b) may hold emergency meeting convened by the Regional, District and Local Secretaries, upon the advice of the Chairmen.

**6. Composition of the National Sub-Committees**  
The National Sub-Committees shall comprise the following:

- (a) One (1) representative from each Region, on the recommendation of the Regional Council concerned.
- (b) Chairmen of the National Sub-Committees shall be elected from the membership of the National Executive.

**7. Functions of the National Sub-Committees**

The Sub-Committees shall:

- (a) assist and advise the National Executive to perform its functions;
- (b) perform functions specifically related to their areas of particular interest assigned to them; and
- (c) perform any other duties assigned by the National Executive to the Sub-Committees as it may determine, in addition to any other duties assigned to a Sub-Committee by this Constitution.

**8. Meetings of the National Sub-Committees**

- (a) The Sub-Committees shall meet, at least, once every academic year.
- (b) May hold emergency meetings as determined by the General Secretary, in consultation with the Chairmen of the Sub-Committees.
- (c) The Sub-Committees shall have powers of co-option but co-opted members shall have no votes.
- (d) The National Executive may form Ad-hoc committees comprising:
  - (i) members of GNAT;
  - (ii) non-members; and
  - (iii) both members and non-members.
- (e) Determine their terms of reference.

**9. Ad-hoc Committee(s)**

Ad-hoc Committee(s) may be formed as and when necessary, with terms of reference specified by the National Executive.

**SECTION TWO -  
MISCELLANEOUS  
(CONFERENCES AND MEETINGS)**

**10. Voting Powers**

At all meetings and conferences, each member shall have one vote.

**11. Quorum**

- (a) At all meetings and conferences, no business shall commence unless, at least, one-third (1/3) of the members are present.
- (b) If during the course of the meeting the number falls below one-third (1/3), business shall be suspended.

**12. Observers at Conferences**

- (a) Members of the Association who are not delegates may be allowed to attend conferences as observers when they apply to the General Secretary, Regional, District or Local Secretaries.

- (b) The applications shall reach the Secretaries concerned, at least, three (3) months before commencement of the National Delegates Conference; two (2) months before the Regional Delegates Conference; one (1) month before the District Delegates Conference and two (2) weeks before the Local Delegates Conference.
- (c) Observers may, with leave of the Chairman, express their views but shall have no voting rights.

### **13. Electoral Rules**

- (a) (i) Notice of elective positions for National Officers shall be published in the national newspapers.
- (ii) Elective positions at the levels other than the national shall be published on the Regional and District notice boards, in addition to notices sent to the various educational institutions and the local branches, or may be published in the national newspapers.

#### **14. Filing of Nominations**

Filing of nominations shall be as follows:

- (a) (i) Not later than three (3) months,  
in the case of National Officers;
- (ii) Not later than two (2) months, in  
the case of Regional Executive;
- (iii) Not later than one (1) month, in the  
case of District Executive;
- (iv) Not later than two (2) weeks, in the  
case of Local Executive.

#### **15. Elections**

- (a) Elections shall be by secret ballot.
- (b) The Electoral Commission may supervise  
and conduct elections of the National  
Delegates Conferences.
- (c) A person presenting him/herself for  
election to any office must be able to  
complete a term of office, when elected.
- (d) A person shall be deemed elected if  
he/she obtains more than fifty (50) per  
cent of the total valid votes cast.

- (e) Unopposed candidates shall be endorsed by a simple majority vote.
- (f) National Officers elected shall be sworn in by a High Court Judge.



## **SECTION THREE**

### **STATEMENT OF BELIEFS**

The Ghana National Association of Teachers is a body of teachers organized for and devoted to improvement in the quality of life of its members and the cause of education.

#### **16. General**

The GNAT believes that:

- (a) a high standard of education is necessary for the protection, preservation and development of a democratic society;
- (b) the child is the primary consideration in public school education;
- (c) the classroom teacher plays the most important part in the formal education of the child; and
- (d) teachers should be consulted on rights criteria issues and interest criteria issues.

#### **17. The Child**

The GNAT believes that it is the right of every child to have:

- (a) opportunity for education adapted to his capacity, interest and needs;

- (b) carefully selected and adequately trained teachers; and
- (c) adequate provision for his physical and mental health.
- (d) The GNAT further believes that the child should be educated and trained:
  - (i) In the fundamentals of learning;
  - (ii) In the ability to think and initiate;
  - (iii) In cultural and spiritual values;
  - (iv) Introduced to basic vocational and technical skills;
  - (v) To live and work with others;
  - (vi) Respect individual and national differences; and
  - (vii) To accept the obligations and responsibilities of a good citizen.

## **18. Teacher Qualification**

The GNAT believes that all teachers:

- (a) Should have the character, knowledge, insight and skills needed for effective teaching.
- (b) Should have adequate academic and professional education.

## **19. Responsibilities**

The GNAT believes that:

- (a) The teacher's foremost responsibility is the development of the child.
- (b) Teachers should conduct themselves in accordance with the professional code of conduct and ethics.
- (c) Teachers should be active members of their professional organization.
- (d) Teachers have an obligation to maintain and improve their professional competency.
- (e) Teachers should not be subjected to any discrimination because of gender, colour, creed, race, marital status, political belief, ethnicity, or persons with Special Needs.

## **20. Rights**

The GNAT believes that:

- (a) Teachers should have the legal right to negotiate collectively agreements regarding salaries and conditions of service.

- (b) Teachers, through their professional organization, should have representation on all policy making and administrative bodies set up by the Government to deal with matters affecting their welfare, work and status of the teaching profession.
- (c) Teachers should have the right to be candidates for elective public office without prejudice to their engagement or continued employment.
- (d) No teacher shall be removed, victimized or dismissed without just cause.

## **21. Educational Programmes**

The GNAT believes that:

- (1) Educational programmes should be designed, developed and revised through experiment and research, to promote the full development of the child and the nation.
- (2) Educational programmes should be developed through the joint efforts of educational administrators, teachers, parents and interested public groups.

- (3) Adequate buildings, equipment and instructional materials should be provided free for the use of both teachers and pupils and that in the determination of adequacy the professional advice of teachers and their unions should be sought.
- (4) The public should be informed of the policies and work of the Ghana Education Service.

## **22. Education Financing**

The GNAT believes that:

- (1) The Government should give priority to education;
- (2) Financial aid should be provided by Government to enable needy students with ability to proceed to institutions of higher learning;
- (3) Salaries of teachers and administrative personnel should be commensurate with the salaries of other persons with comparable education, training and experience in other sectors of the economy.

- (4) Salaries of heads of institutions, supervisors, and administrative personnel should be sufficient to attract and retain teachers who have special interest in and aptitude for administration.

## **SECTION FOUR**

### **23. CODE OF ETHICS**

We, Professional educators of Ghana, affirm our belief in the worth and dignity of man. We recognize the Supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practise our Profession according to the highest ethical standards.

We acknowledge the magnitude of the Profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of our Code of Ethics.

## COMMITMENT 1

### 1 **Commitment to the Profession**

- (a) GNAT believes that the quality of the services of education directly influences the future of the nation and its citizens. We therefore exert every effort to raise educational standards, improve our service, promote a climate in which the exercise of professional judgment is encouraged, and achieve conditions which attract and retain persons worthy of trust to careers in education.
- (b) Aware of the value of collective effort, we contribute actively to support the planning and programmes of our professional organization.

*We:*

- (i) Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of the profession.
- (ii) Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.



- (iii) Co-operate with the appropriate body in the selection and recruitment of prospective teachers and the orientation of student teachers, and colleagues new in their positions.
  - (iv) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities, and support them when unjustly accused or mistreated.
  - (v) Refrain from assigning professional duties to nonprofessional personnel when such duties are not in the best interest of the student.
  - (vi) Provide, upon request, statements of specific reasons for administrative recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- (c) Refrain from exerting undue influence based on the authority of our positions, in determining professional decisions.

- (d) Keep the trust under which confidential information is exchanged.
- (e) Make appropriate use of the time granted for professional purposes.
- (f) Interpret and use the writings of others and findings of educational research, with intellectual honesty.
- (g) Maintain our integrity when dissenting, by basing our criticisms of public education on valid assumptions as established by careful evaluation of facts, or hypotheses.
- (h) Present honestly our professional qualifications and identify ourselves with reputable educational institutions.
- (i) Respond accurately to requests for evaluation of colleagues seeking professional positions.
- (j) Provide applicants seeking information about a position with an honest description of the job, the conditions of service, and related matters.

## COMMITMENT 2

### 2

#### **Commitment to the Student**

The GNAT measures success by the progress of each student towards the achievement of his/her maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of co-operation with stakeholders.

In fulfilling our obligations to the student, we:

- (a) Deal justly and considerately with each student.
- (b) Encourage the student to appreciate varying points of view and respect his/her rights to form his/her own judgment.
- (c) Withhold confidential information about the student or his/her home, unless it serves professional purposes, benefits the student, or is required by law.
- (d) Make discreet use of available information about the student.

- (e) Have conferences with or concerning students, in an appropriate place and manner.
- (f) Refrain from unprofessional comments about students or their homes.
- (g) Avoid exploiting our professional relationship with any student.
- (h) Tutor only in accordance with officially approved policies.
- (i) Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his/her educational experiences.
- (j) Seek constantly to improve learning facilities and opportunities.

## COMMITMENT 3

### 3 **Commitment to the Community**

GNAT believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens, the responsibility for the development of sound policies. As educators, we are particularly accountable for participating in the development of educational policies and for interpreting them to the public .

*We:*

- (a) Share the responsibility for improving the educational opportunities for all.
- (b) Recognize that each educational institution should have a person authorized to interpret its official policies.
- (c) Acknowledge the right and responsibility of the public to participate in the formulation of educational policies.

- (d) Evaluate through appropriate professional procedures, conditions within a district or institution of learning, make known serious deficiencies, and take any remedial action deemed necessary and proper on them.
- (e) Use educational facilities for intended purposes, consistent with applicable policies, laws, and regulations.
- (f) Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
- (g) Protect educational programmes against undesirable internal and external interferences.

## COMMITMENT 4

### 4 **Commitment to the Environment**

- (a) GNAT understands and values the biodiversity of nature. Therefore, we are committed to a sustainable future by improving the environmental well-being of the community in which we teach. Aware of the relevant environmental laws and regulations, we use our activities to inspire and implement solutions to environmental sustainability.

*We:*

- (i) Respect the environmental laws and strictly comply with them by conducting our activities and businesses in a socially and environmentally responsible manner.
- (ii) Protect, preserve and improve the environment in which we teach for the benefit of the present and future generations.
- (iii) Promote ecological restoration by recovering an impaired, damaged and/or destroyed ecosystem.

- (iv) Bargain and negotiate for environmentally sound programmes in the education of our students and improved working conditions in relation to environmental issues at the workplace.
  - (v) Procure products and/or services with the minimum environmental effect on our members, students and the community.
- (b) As educators, we are a vital actor in facilitating the development of knowledge in sustainable development. We explicitly recognize that successful natural resource management is dependent on Professional Ecological Knowledge (PEK). Therefore, as educators, grounded in our belief that the society and community can live in harmony with nature, we teach the citizenry how to create a cleaner and safer natural environment by engaging in environmental community service, environmental mentoring and monitoring.



***We:***

- (i) Develop Professional Ecological Knowledge through the codification of broad ecological principles and systems.
- (ii) Strengthen our capacity in sustainable development to address the issues of climate change.
- (iii) Engage in social dialogue at district, regional and national levels through planning, awareness-raising and education on environmentally sustainable policies and practices.
- (iv) Recognize the teaching environment as a key field of action for environmental protection.

## **SECTION FIVE**

### **24. STANDING ORDERS FOR CONFERENCES AND MEETINGS**

- (a) Business of Conference shall be taken in the order as appearing on the Agenda, subject to the recommendation of the Chairman and approval of Conference.
- (b) Notice of motion and business items from the Regions shall be sent to the General Secretary, not less than four (4) weeks before Conference at which they are to be discussed. Such business items and motions shall be placed on the Agenda in the order in which they are received. Emergency motions may be included after the opening of Conference, subject to approval by not less than two-thirds (2/3) majority of conference members.
- (c) The mover of any motion, but not the seconder, shall have the right to reply, but no other delegate shall be allowed to speak more than once on the same motion, unless given permission to explain, or on a point of order addressed to the Chairman.

The remarks made, must be strictly confined to the explanation or point of order. The motion shall be put immediately the mover has replied.

- (d) Any amendment carried shall displace the original motion.
- (e) When an amendment is made to an original motion, no second amendment shall be entertained.
- (f) When the delegates consider that a subject has been sufficiently discussed, the motion may be proposed “that the question be now put”. If this proposition is carried, the Chairman shall give the mover of the original motion the opportunity to reply, after which the motion under discussion shall be immediately put to vote.
- (g) The decision of the Chairman on any point of order shall be final.
- (h) In the event of a tie in the voting, the Chairman may have a casting vote.

- (i) No resolution passed by Delegates Conference shall be rescinded or amended at the same meeting at which it was passed, except with the consent of not less than two-thirds majority of conference members.
- (j) Any delegate desiring to address Conference must rise in his/her place and address the Chairman, and when any delegate is called to order, he/she shall resume his/her seat, until the point is decided.

Speeches and motions shall be limited to a maximum duration of five (5) minutes and three (3) minutes respectively.

- (k) The General Secretary or his representative shall, at all appropriate times, have the right to speak on any subject.
- (l) Any delegate may, for stated purposes, move for the suspension of any of the Standing Orders. The motion, on being seconded, shall be put forthwith to the

Conference without debate or amendment and if not less than two-thirds (2/3) of the delegates present vote against it, the motion for suspension shall immediately take effect.

- (m) No delegate shall leave a Conference room, without permission from the Chairman.
- (n) Voting shall be by show of hands for all the business of the Conference, unless otherwise decided by not less than two-thirds (2/3) majority of Conference members.

The Chairman or any delegate at Conference shall have the right to call for a roll-call vote. Such a call shall not be discussed. But the Chairman shall immediately call upon the General Secretary to call the roll and record the votes.

- (o) The Chairman reserves the right to suspend any delegate, who in his/her opinion is misconducting him/herself and thereby stifling the smooth running of the Conference Agenda.

**OATH OF OFFICE FOR ELECTED OFFICERS  
OF THE GHANA NATIONAL ASSOCIATION  
OF TEACHERS (GNAT)**

I, ..... HAVING BEEN ELECTED TO THE  
OFFICE OF ..... IN THE GHANA  
NATIONAL ASSOCIATION OF TEACHERS, DO IN  
THE NAME OF THE ALMIGHTY GOD  
SWEAR/AFFIRM THAT, I WILL BE FAITHFUL  
AND TRUE TO THE GHANA NATIONAL  
ASSOCIATION OF TEACHERS; THAT I WILL AT  
ALL TIMES PRESERVE, PROTECT, AND DEFEND  
THE CONSTITUTION OF GNAT AND THAT I  
DEDICATE MYSELF TO THE SERVICE AND  
WELL-BEING OF ALL MEMBERS OF GNAT AND  
DO RIGHT TO ALL MANNER OF PERSONS.

I FURTHER SOLEMNLY SWEAR/AFFIRM THAT  
SHOULD I AT ANY TIME BREAK THIS OATH OF  
OFFICE, I SHALL SUBMIT MYSELF TO THE  
CONSTITUTION OF THE GHANA NATIONAL  
ASSOCIATION OF TEACHERS AND THE LAWS  
OF GHANA, AND SUFFER THE PENALTY FOR IT.

SO HELP ME GOD!

## **OATH OF SECRECY**

I, .....HOLDING THE OFFICE OF  
..... DO IN THE NAME OF THE  
ALMIGHTY GOD SOLEMNLY SWEAR/AFFIRM  
THAT I WILL NOT DIRECTLY OR INDIRECTLY  
COMMUNICATE OR REVEAL TO ANY PERSON  
ANY MATTER WHICH SHALL BE BROUGHT  
UNDER MY CONSIDERATION OR SHALL COME  
TO MY KNOWLEDGE IN THE DISCHARGE OF  
MY OFFICIAL DUTIES OR AS MAY BE  
EXPRESSLY PERMITTED BY THE  
CONSTITUTION OF THE GHANA NATIONAL  
ASSOCIATION OF TEACHERS.

SO HELP ME GOD.

## **ACRONYMS AND ABBREVIATIONS**

APTI	- Association of Principals of Technical Institutions
CCSTA	- Consultative Council of Subject Teachers Associations
CHASS	- Conference of Heads of Assisted Secondary Schools
CODE	- Conference of Directors of Education
COHBS	- Conference of Heads of Basic Schools
COHESS	- Conference of Heads of Special Schools
COMEU	- Conference of Managers of Education Units
ECE	- Early Childhood Educators
PRINCOF	- Conference of Principals of Colleges of Education
UTAG	- University Teachers Association of Ghana



GNAT - Ghana National Association of Teachers

GNATLAS- Ghana National Association of Teachers Ladies Society.

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