



THE CONSTITUTION OF GHANA REGISTERED NURSES AND MIDWIVES ASSOCIATION

(REVISION 2021)

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**THE CONSTITUTION OF
GHANA REGISTERED
NURSES AND MIDWIVES
ASSOCIATION
(REVISION 2021)**

PREAMBLE

The Ghana Registered Nurses and Midwives Association (GRNMA) formerly known as Ghana Registered Nurses Association (GRNA) is a Professional Association for all categories of Nurses and Midwives in Ghana, founded in March, 1960 and became a Trade Union in July, 2005.

The Association's Constitution is the Supreme Law that governs the conduct of its affairs and general administration, aimed at enhancing professional excellence and welfare of its members.

This GRNMA constitution (revision 2021) was enacted and adopted at the 2021 National Delegates Conference held at Ho in the Volta Region of Ghana in November, 2021.



Mrs. Perpetual Ofori-Ampofo
(President)



David Tenkorang Twum, Ph.D
(General Secretary)

PART I

THE GHANA REGISTERED NURSES AND MIDWIVES ASSOCIATION

1. NAME OF THE ASSOCIATION.

The Association shall be known and called Ghana Registered Nurses and Midwives' Association (hereinafter referred to as "the Association").

2. RECOGNITION

The Association shall exist as a professional body as incorporated under N. R. C. Decree 143 (Professional Bodies Registration) and as a trade union under the Ghana Labour Act 2003, (Act 651).

3. REGISTERED OFFICE

The Registered Office of the Association shall be The National Secretariat of the "Ghana Registered Nurses and Midwives' Association, Accra" with offices in administrative regions and districts of the Association in Ghana.

4. OBJECTIVES OF THE ASSOCIATION

The Association shall have among its objectives to:

- (1) Mobilize membership into the Association, qualified nurses and midwives who are resident in and outside Ghana and are duly registered to practise in Ghana.
- (2) Advance the interest and welfare of the nursing and midwifery professions.

- (3) Promote generally a better understanding and the dignity of the professions.
- (4) Maintain the honour and independence of the professions with special reference to professional standards, conducts, discipline and etiquette.
- (5) Promote nursing and midwifery education and research.
- (6) Affiliate and promote good relations with the International Council of Nurses, Commonwealth Nurses and Midwives Federation, International Confederation of Midwives, Public Services International, International Labour Organizations, West Africa Health Sector Union Network and similar organizations of nurses and midwives in other countries.
- (7) Promote and support law reforms on all matters affecting the nursing and midwifery professions.

5. MEMBERSHIP OF THE ASSOCIATION AND WITHDRAWAL

- (1) Every nurse and midwife in Ghana, upon being registered with the Nursing and Midwifery Council shall be eligible to be a member of the Association upon:
 - (a) Completion of the membership enrolment form and
 - (b) having a membership card duly signed by the National President and the General Secretary.
- (2) There may be life members of the Association, which membership shall be open to retired nurses and midwives

upon payment of a prescribed fee or dues which shall be determined by the General Assembly.

- (3) Life members are entitled to all existing benefits and rights of membership of the Association except the right to hold office or vote.
 - (a) Without prejudice to clause 3, life members shall not be entitled to health fund support.
- (4) Membership will be open to all registered nurses and midwives who are resident in and outside Ghana on such terms and conditions as shall be determined by the National Council.
- (5) Every member of the Association shall:
 - (a) be bound by the provisions of this Constitution, policies, internal regulations and decisions of the governing bodies of the Association.
 - (b) defend this Constitution and endeavour to promote the aims thereof.
- (6) Any member of the Association may withdraw membership upon submitting a self-signed written letter addressed to the President, within a reasonable period of time ahead of the intended exit date. A copy of the said withdrawal letter shall be served concurrently on the Regional and District Chairpersons.
- (7) A member shall not engage a trade union to represent him/her in dealing with any matter with the Association.
- (8) Withdrawal shall be without prejudice to the fulfillment of all outstanding liabilities to the Association.

- (9) Any member whose name is struck off the register of Nursing and Midwifery Council shall cease to be a member of the Association until such time that his/her name shall be re-instated.
- (10) A person who had ceased to be registered as a nurse or midwife under clause 9 shall in writing request the National Council to have his or her name restored to the Register of Members.
- (11) A nurse or midwife whose name has been struck off or otherwise removed from the Register may have his or her name restored to the Register if the National Council is satisfied that he or she has become subsequently a fit and proper person to be a member of the Association or if a Court of competent jurisdiction orders that his or her name be restored.

6. THE NATIONAL COUNCIL, COMPOSITION AND FUNCTIONS.

- (1) There shall be a National Council of the Association, hereinafter referred to as the COUNCIL.
- (2) The Council shall consist of:
 - (a) All members of the National Executive and
 - (b) All the Regional Chairmen and Secretaries.
- (3) The Council shall:
 - (a) be the governing body of the Association and oversee its Management;
 - (b) be accountable to the National Delegates Conference;

- (c) be responsible for the realization of the objectives of the Association;
- (d) be responsible for ensuring the carrying into effect of the provisions of this Constitution;
- (e) co-ordinate and oversee the activities of the National Executive Committees;
- (f) be responsible for professional conduct, etiquette and disciplinary matters;
- (g) encourage the publication of Nursing and Midwifery literature;
- (h) encourage research into various branches of the Nursing and Midwifery profession;
- (i) establish links between the nursing and midwifery professions in Ghana and the professions in other countries;
- (j) make recommendations and suggestions to the Nursing and Midwifery Council of Ghana on matters affecting nursing and midwifery education and practice for their consideration and approval;
- (k) recommend to the Registrar of the Nursing and Midwifery Council the removal or suspension of a Nurse or Midwife, for just cause;

- (l) review decisions and actions of the National Executive Committee and the various committees;
- (m) appoint ad-hoc committees to deal with specific matters; and circumstances
- (n) recommend policies for debate and discussion for approval and adoption by the National Delegates Conference;
- (o) request the National Executive Committee to compile an annual report for presentation to the National Delegates' Conference;
- (p) take such emergency measures as shall be necessary in the interest of the Association;
- (q) appoint Auditors to audit the annual accounts of the Association;
- (r) appoint Legal Adviser(s) to advise the Association on legal matters;
- (s) be responsible for the approval of such funds and development projects as may be deemed necessary by the National Executive;
- (t) be responsible for the approval of any appointments, disciplinary actions and termination of appointments made by the National Executive Committee;
- (u) be responsible for the approval of the Standing Orders formulated by the National Executive

to regulate business of the Association and

- (v) meet at least once in three (3) months.
 - (w) empower and resource all office holders and committees of the Association in the performance of their functions.
- (4) In the event of a force majeure or frustration of the ability to hold a Regional Executive election it shall appoint a five (5) member interim Executive Committee for such period as it shall deem necessary to manage affairs.

**7. THE NATIONAL EXECUTIVE COMMITTEE:
COMPOSITION, TERMS OF OFFICE, FUNCTIONS
AND VACANCIES.**

Without prejudice to article 15 of this Constitution, there is established by this Constitution a National Executive Committee of the Association comprising of the:

- (1) President
- (2) 1st Vice President
- (3) 2nd Vice President
- (4) General Secretary
- (5) Assistant General Secretary
- (6) National Treasurer.
- (7) Assistant National Treasurer
- (8) National Public Relations Officer.
- (9) Assistant National Public Relations Officer.

8. FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE

- (1) The National Officers of the Association as defined in article 7 of this Constitution shall constitute the National Executive Committee of the Association.
- (2) The National Executive Committee shall:
 - (a) carry out the functions of the National Council in-between meetings of the National Council upon prior consent of the Council;
 - (b) be responsible for the day-to-day business of the Association;
 - (c) compile Annual and Bi-annual Reports;
 - (d) prepare Agenda for National Council Meetings;
 - (e) prepare Agenda for the National Delegates Conference in consultation with the Council;
 - (f) formulate Standing Orders to regulate business of the Association subject to approval by the National Council;
 - (g) have the power to propose developmental projects and welfare related undertakings and funding for such projects and exercise oversight of same as shall be deemed necessary in pursuance of the interest and welfare of the Association upon approval by the National Council;

- (h) perform any other function that the National Delegates' Conference or the National Council may assign to it and;
- (i) approve gifts, honorarium, send-off or end of service packages as it deems appropriate and report to the Council.

9. FUNCTIONS OF THE OFFICERS OF THE NATIONAL EXECUTIVE COMMITTEE

(1) The President shall:

- (a) be answerable to the National Council and General Assembly of the Association for ensuring the smooth and effective functioning of the Association at all levels;
- (b) preside at all meetings of the Association, the National Executive Committee, the National Council of the Association and the Biennial National Conference of the Association at which he or she is present;
- (c) have a casting vote at all meetings except at a conference where elections are held;
- (d) endorse minutes of all national executive and Council meetings;
- (e) be the representative of the Association at the Nursing and Midwifery Council of Ghana, Ghana College of Nurses and Midwives, Health Sector Occupational Pension Scheme and other such institutions,

- (f) perform such other function as shall be authorized by the National Council.
- (g) be responsible for the financial management and administration of the Association.

(2) The Vice Presidents:

- (a) There shall be two elected Vice Presidents; the 1st Vice President and the 2nd Vice President who shall assist the President in the discharge of his or her functions.
- (b) In the absence of the National President, the 1st Vice President shall preside at all meetings of the Association, the National Executive Committee, the National Council and the National Delegates Conference or Congress or any other which he/she is present.
- (c) The two vice presidents shall perform such other functions as shall be authorized by the National Council.
- (d) The Vice Presidents shall be responsible to the President and 2nd Vice President shall be responsible to the 1st Vice President in the absence of the President.

(3) The General Secretary shall:

- (a) directly oversee and supervise the work of the staff of the National Secretariat;
- (b) ensure that minutes of the following meetings are accurately recorded and kept:

- i. meetings of the Biennial National Conference;
 - ii. meetings of the National Council; and
 - iii. meetings of the National Executive Committee.
 - iv. Special meetings
 - v. General Meetings
- (c) present a report covering the activities of the Association for the preceding year to the General Conference/ congress;
- (d) subject to such directions as the National President may give, transact all correspondence of the Association;
- (e) convene meetings upon consultation with the President;
- (f) cause to be circulated, notices and minutes of meetings two (2) weeks before the meeting;
- (g) liaise with the Nursing and Midwifery Council and other organizations as may be directed by the President;
- (h) perform such other function as shall be authorized by the National Council and
- (i) be the representative of the Association on the Board of the Health Sector Occupational Pensions Scheme.

- (4) The Assistant General Secretary shall:**
- (a) assist the General Secretary in the performance of his or her duties and
 - (b) in the absence of the General Secretary, perform his or her duties.
- (5) The Treasurer shall;**
- (a) prepare the annual budget of the Association in consultation with the President and the Finance committee and submit it through the National Executive Committee for approval by the National Council;
 - (b) ensure that the accounts of the Association are maintained in bank accounts and audited annually;
 - (c) ensure that the accounts of the Association are audited not later than three months before the date of the Biennial National Conference of the Association.
 - (d) in consultation with the National Executive Committee, prepare a financial report from the audited account of the Association and present it to the Biennial and quadrennial delegate conferences and congresses, respectively;
 - (e) receive and pay into the bank account(s) of the Association all monies due the Association;

- (f) control expenditure and see to it that income and expenditure are maintained to give a reasonable balance;
 - (g) responsible for the financial transactions of the Association;
 - (h) keep books of accounts in accordance to existing accounting practices;
 - (i) under the directive of the National Executive cause to be prepared, an annual Account and to be presented to the National Council and National delegates' conference and
 - (j) perform such other function as shall be authorized by the National Council.
- (6) **The Assistant Treasurer shall:**
- (a) assist the Treasurer in the performance of his or her duties and
 - (b) in the absence of the Treasurer, perform his or her duties.
- (7) **The Public Relations Officer shall:**
- (a) ensure that the Association maintains good image nationally and internationally;
 - (b) ensure that the public is well informed about matters affecting the Association;

- (c) project proper image about the practice of the nursing and midwifery professions;
- (d) be responsible for dissemination of information of the Association;
- (e) perform any other duties as may be assigned by the President and the Council in the interest of the Association.

(8) The Assistant Public Relations Officer shall:

- (a) assist the Public Relations Officer in the performance of his or her duties and
- (b) in the absence of the Public Relations Officer, perform his or her duties.

10. TERM OF OFFICE OF NATIONAL EXECUTIVES

- (1) All members of the National Executive shall hold office for a term of four (4) years unless re-elected.
- (2) No member of the Executive shall hold the same office for more than two terms.
- (3) The President shall not hold any other Executive Office after serving two terms.
- (4) Other Executive Members shall be eligible to be re-elected to other offices/positions after two (2) terms.
- (5) Elected Officers shall serve a term of four (4) years which term shall begin on the 1st working day of the year

following the election.

- (6) Elected officers shall be sworn into office by the Association's Lawyer.

11. FILLING OF VACANCIES OF OFFICERS

- (1) Vacancies in the national, regional, district and local executive committees as a result of death, resignation, incapacitation, absence from the jurisdiction for more than six months, criminal conviction and removal from office shall be filled as follows:
- (a) where the incumbent has served more than two years of his or her office, the vice or assistant of the particular position shall be sworn in to complete the remainder of the term in acting capacity.
 - (b) where the incumbent has served less than half the term, the vice or assistant shall act until an election is held at the next Delegates Conference.
 - (c) In the case of the assistant position the National, Regional, District or local Executive committee in consultation with the National or Regional Council shall appoint any member of the Association in good standing to act till the next election where the officer has served less than half of the term or to complete the term where the officer has served more than half of the term.

- (d) Upon resumption to work by a substantive officer an acting officer shall relinquish that position.
- (2) Any officer sworn in an acting capacity for any position shall cease to hold office at the next National Delegates Congress but shall be eligible for election in accordance with this Constitution.

12. NATIONAL BOARD OF TRUSTEES.

- (1) The Association shall have five (5) member Board of Trustees who shall be appointed at the National Delegates' Conference.
- (2) The immediate past President and a Director of Nursing and Midwifery Services, shall be automatic members of the National Board of Trustees.
- (3) Other members of the National Board of Trustees apart from those mentioned under clause (2) of this article shall be nominated by the National Council.

13. QUALIFICATIONS OF TRUSTEES

- (1) Any member or non-member of the Association who shows keen interest in the affairs of the Association may be appointed as a Trustee.
- (2) He or she should be a person of high integrity and of good moral standing.

14. FUNCTIONS OF TRUSTEES

- (1) The Trustees shall advise the National Council.
- (2) They shall hold in trust, the assets of the Association whenever the National Executive is unable to act as such.
- (3) Shall be responsible for all disciplinary matters brought against any member of the National Executive or the Executive Committee as a whole.
- (4) They shall convene Emergency National Delegates Conference to seek a vote of no confidence in the National Executive within one (1) month upon receiving a written petition by two (2) administrative Regions which petition shall state cogent reasons for and shall have been endorsed in writing by at least six (6) other administrative regions.
- (5) Where a vote of no confidence is passed in the National Executives, the Trustees shall have oversight responsibility of the Association for a period not exceeding six months within which elections shall be held to elect new national executives.

- (6) In the event of a force majeure or frustration of the ability to hold a National Executive elections it shall appoint a five (5) member interim Executive Committee for such period as it shall deem necessary to manage affairs.
- (7) In the event that the force majeure or the frustration is not attributed to the National Executive Committee, the committee may continue to exercise its functions for a period as shall be determined by the trustees.

15. COMMITTEES OF THE ASSOCIATION

- (1) The President shall in consultation with the National Executive Committee appoint members and or non-members with special expertise unto committees and shall assign to such committees such functions as shall be determined by the NEC
- (2) Without prejudice to clause (1) of this article, the Association shall appoint standing committees which shall be committees of the National Council for the following purposes:
- (a) Finance
 - (b) Education and Research
 - (c) Socio-Economic and Welfare
 - (d) Transport
 - (e) Editorial Board
 - (f) Building
 - (g) Procurement
 - (h) Policy, Planning, Monitoring and Evaluation (PPME)
 - (i) Disciplinary

- (j) Women and Gender
- (k) Youth
- (l) Electoral
- (m) Media
- (n) Loans Board

- (3) Each committee shall have five (5) members.
- (4) Each committee shall be responsible to the National Council.
- (5) The work of each committee shall be subject to the approval of the National Council before any action is taken except in emergencies done in consultation with the President.
- (6) Each National Council member shall belong to at least one standing committee of the Association.
- (7) The Chairperson of each Committee shall be a member of the National Council with the exception of the Electoral Committee.
- (8) Each Committee shall have the power to co-opt up to two (2) members who are professionals and with known expertise in the area of operations of the committee as ex-officio members to assist the committee in its work.

16. FUNCTIONS OF THE COMMITTEES

(1) Finance Committee

- (a) The Finance Committee shall:
- i. be subject to the direction of the National Council;
 - ii. subject to the approval of the National Council appoint External Auditors to audit the account of the Association at all levels;
 - iii. perform such other functions that shall be assigned to them by the National Council and
 - iv. receive, develop and appraise Investment Portfolio for the consideration of the National Council.
 - v. Shall advise the PPME to formulate policies for the disposal of assets of the Association for the consideration and approval of the National Council.
- (b) The National Treasurer in conjunction with the Finance Committee and National Executives shall submit draft Annual Budget to the National Council for approval.
- (c) The Committee in conjunction with the National Treasurer shall prepare an Annual Financial Report to the National Council.

(2) Education and Research Committee

The Education and Research Committee shall:

- (a) promote nursing and midwifery education and research.
- (b) prepare synopsis for the Nurses and Midwives Week Celebration.
- (c) study the existing nursing and Midwifery education curriculum and make recommendation for changes where necessary.
- (d) organize workshops and seminars to educate members on nursing and Midwifery practice, health related issues and trade union matters.
- (e) undertake systematic collection and analysis of data for education and innovation aimed at renewal and improvement of professional practice.
- (f) perform any other duties as may be assigned to them by the Council.

(3) Socio-Economic and Welfare Committee

The Economic and Welfare Committee shall:

- (a) be responsible for the general welfare of the members.
- (b) make proposals as to what donations and presents that may be made to deserving members.
- (c) investigate and make recommendation to the Council in situation where a member is abused,

neglected or discriminated against by the employer or any member.

- (d) deal with other socio-economic matters that may be referred to them by the National Council.

(4) Transport Committee

The Transport Committee shall:

- (a) make any recommendation to National Council for their consideration on the transport needs of the Association;
- (b) determine the transport needs of the Association;
- (c) determine the transport needs of general membership in terms of personal vehicles;
- (d) have oversight of the maintenance and insurance of the vehicles.

(5) Building Committee

The Building Committee shall:

- (a) be responsible for the maintenance and repairs of the Association's buildings.
- (b) recommend or make proposal for consideration by the National Council for acquisition of land and other immoveable properties.
- (c) study contract bids and make recommendation to award such contracts.

- (d) monitor and supervise all building and construction projects of the Association.
 - (e) submit quarterly reports to the National Council on all on-going building and construction projects.
 - (f) upon inspection of the works done and if necessary, review all payment certificates submitted and report on same as deemed appropriate to the National Council.
 - (g) perform any other functions assigned to it by the National Council or National Executive Committee.
 - (h) be responsible for insuring the buildings of the Association.
 - (i) Monitor and submit quarterly reports on all buildings of the Association for the purpose of maintenance to the National Council.
- (8) **Editorial Board Committee**
The Editorial Board Committee shall:
- (a) Be responsible for receiving manuscripts and articles for publication in the Association's Journal.
 - (b) Be responsible for peer review of GRNMA journals.
 - (c) Decide which manuscripts or articles are suitable for publication in the Journal by

- checking on the facts.
 - (d) Approve special issues of the Journal that focus on specific topics or contemporary themes.
 - (e) Meet as and when necessary to discuss national issues which may affect the Association and inform members through its publications.
 - (f) Where necessary Guest Editors may be invited to assist the Editorial Board in the performance of its functions

- (9) **Procurement Committee**
The Procurement Committee shall:
 - (a) advise the Association on procurement matters.
 - (b) develop proposals for procurement plans.
 - (c) ensure the execution of procurement plans.
 - (d) maintain a register of suppliers.
 - (e) work in tangent with the Tender Committee and the Tender Evaluation Panel which shall be appointed by the National Executive Committee.
 - (f) ensure that procurement processes comply with the Public Procurement Act 2016 (Act 914).

- (10) **Policy, Planning, Monitoring and Evaluation Committee (P.P.M.E)**
The Policy, Planning, Monitoring and Evaluation Committee shall:
 - (a) plan and draft policies for the Association for

- the consideration and approval of the National Council;
- (b) periodically monitor and evaluate the implementation of policies;
- (c) carry out reviews of the policies;
- (d) review all employment laws, regulations and policies that affect members of the Association and periodically monitor and evaluate its effects towards ensuring sound employer-employee relationships and
- (e) evaluate implementation plans of the Association.

(11) Youth Committee

The youth committee shall

- (a) oversee all youth-related work and activities of the Association
- (b) provide a formal mechanism for the Association to consult with and seek strategic advice from the youth of the Association.
- (c) promote positive recognition of the youth to reflect their professional development and enhancement.
- (d) provide the youth with better understanding of strategic policies and positions of the Association on national issues.
- (e) establish youth-related priorities and programs for recommendation to the National Executive Committee and the National Council.
- (f) present quarterly and annual reports to the National Executive Committee and the National Council.

(12) Women and Gender Committee

Women and Gender Committee shall;

- (a) develop and implement women and gender action plans to create opportunities and improve the status of women in the Association.
- (b) promote all women and gender-related work and activities of the Association.
- (c) serve as an advisory body to the Association on women and gender issues at the work place
- (d) provide information to the Union based on data from monitoring the implementation of policies concerning women
- (f) recommend programs designed towards enhancement of the role of women in society and to prepare them to effectively lead in their professions.
- (g) present quarterly and annual reports to the National Executive Committee and the National Council.

(13) Media Committee

Media Committee shall

- (a) develop social media handles for the Association and ensure periodic update of the GRNMA website in consultation with the General Secretary.
- (b) assist the Public Relations unit to project a good image of the Association through social media handles and the website.
- (c) offer guidance and advice to the Public Relations unit, particularly in relation to the organisation of major events in the Association.
- (d) establish an effective network with journalists and media houses in Ghana and beyond.

PART II

17. REGIONAL BRANCHES

- (1) The Association shall have such administrative regions which shall exercise oversight responsibility over the interest and welfare of other regions.
- (2) Membership of the Regional Branch shall be made up of registered members residing in an administrative region and its affiliate region(s).

18. COMPOSITION OF REGIONAL EXECUTIVE COMMITTEE

There shall be a Regional Executive Committee in each administrative regional branch of the Association which shall consist of the:

- (1) Chairperson
- (2) 1st Vice Chairperson
- (3) 2nd Vice Chairperson
- (4) Secretary
- (5) Assistant Secretary
- (6) Treasurer
- (7) Assistant Treasurer
- (8) Public Relations officer
- (9) Assistant Public Relations Officer

19. FUNCTIONS OF THE OFFICERS OF THE REGIONAL EXECUTIVE

Each office holder shall perform the functions of that office as assigned to the corresponding National Executive without prejudice to any variation as the National Executive Committee may deem necessary.

20. FUNCTIONS OF THE REGIONAL EXECUTIVE COMMITTEE

The Regional Executive Committee shall:

- (1) Be responsible for the day-to-day administration of the Association at the Regional level.
- (2) Present quarterly reports of their activities to the National Council.
- (3) Promote within the region the object of the Association as set out in this Constitution;
- (4) Collect all levies and subscriptions from members.
- (5) Organize and promote activities whether professional or otherwise for the education and advancement of members and the general public.

21. TENURE OF OFFICE OF REGIONAL AND DISTRICT EXECUTIVES

- (1) Regional Executive Committee shall hold a term in conformity with that of the National Executive Committee.
- (2) No member shall hold the same office for more than two (2) terms.
- (3) For the avoidance of doubt, the provisions of Article 9 clause 1 in respect of the President shall apply to the Chairperson with exception of 1 (e).

22. REGIONAL COUNCIL.

There shall be a Regional Council of the Association in each administrative region, which shall derive its authority from the National Council.

23. COMPOSITION OF THE REGIONAL COUNCIL.

The Regional Council shall consist of:

- (1) the Regional Executive.
- (2) the District Chairperson and Secretaries.
- (3) Co-opted members of the Association where such members shall not have voting rights.

24. FUNCTIONS OF THE REGIONAL COUNCIL

The Regional Council shall:

- (1) Select members to the National Delegate Conference/ Congress as provided under article 27 clause (2) equitably
- (2) discuss and decide matters affecting the interest of all members in the Region as shall be referred to it by the Regional Executive Committee.
- (3) discuss matters referred to it by the National Council and the National Delegates' Conference and submit reports and resolutions thereon to the appropriate bodies.
- (4) implement decisions of the National Council and the National Delegates Conference strictly as it shall be directed.
- (5) Any member or the entire membership of the Regional Committee or Council May be removed for any act of non-compliant with the decisions and or directives of the National Council or National Delegate Conference upon a recommendation of the Disciplinary Committee.
- (6) In the event of a force majeure or frustration of the \ ability to hold a District Executive election it shall appoint a three (3) member interim Executive Committee for such period as it shall deem necessary to manage affairs.

25. DISTRICT AND LOCAL BRANCHES

- (1) There shall be District and Local Branches of the Association at the District and local health institutional levels respectively.
- (2) District Executives shall not hold the same office for more than two (2) terms.

26. COMPOSITION AND FUNCTIONS OF DISTRICT AND LOCAL BRANCHES

- (1) The functions of District Executives shall be similar to that of the Regional Executive Committee provided for in article 20.
- (2) The District Executives of a branch of the Association shall consist of the:
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) Secretary
 - (d) Treasurer
 - (e) Public Relations Officer

PART III

27. MEETINGS OF THE ASSOCIATION

National Delegates Conference

- (1) The Association shall hold a National Delegates' Conference once in every two (2) years during the third week of November or at such other time as may be determined by the National Council.**
- (2) The Delegates of the Conference shall consist of the:**
 - (a) National Executive Committee.
 - (b) Regional Executive Committee and eleven (11) other delegates from each region at ordinary conferences, but twenty-one (21) other delegates at conferences at which elections shall be held from each region. Health institutions may sponsor observers to conferences.
 - (c) In all conferences and congresses, thirty percent (30%) of other delegates shall be selected outside the Regional Council.
- (3) Decisions and resolutions made and passed at the Delegates Conference shall be binding on all members of the Association.**
- (4) The National Delegates Conference shall:**
 - (a) receive the report and the financial statement of the National Council for the preceding years;
 - (b) receive and approve the treasurers report from the audited accounts of the Association;

- (c) be the highest policy making body of the Association;
- (d) have overall supervisory authority over the National Council;
- (e) receive and consider Policies and Biennial Reports of the Association;
- (f) elect the National Officers in the National Delegates Congress every four years;
- (g) consider any matters affecting the national and international interests of the Association;
- (h) transact such other business as may be determined by the National Council;
- (i) ratify all the decisions of the National Council;
- (j) dissolve the National Executive when a vote of no confidence is passed on the National Executive Committee;
- (k) elect National Executive at election conference and in times of vote of no confidence in National Executive members.

(5) Resolutions:

- (a) A resolution intended for consideration at a National Delegates Conference or Congress shall be:
 - (i) submitted to the National Secretariat at least ninety days before the date of the conference at

which it is intended to be moved but the National Council may admit a resolution notwithstanding that it is submitted after the expiry of the time limit.

- (b) Where a resolution has been adopted by a regional council meeting for submission to the National Delegates Conference, it shall be signed by the Regional Chairperson and Regional Secretary who shall certify that the resolution has been adopted at a regional council meeting.
- (c) Any resolution other than a resolution for the amendment of this Constitution shall be passed by a simple majority of Delegates present and voting.
- (d) No resolution passed by the National Delegate Conference or the National Council shall be rescinded or amended at the same meeting at which it was passed, except at the next conference determined by a vote of a simple majority.

(6) Standing Orders

- (a) The business of the National Delegates Conference shall be taken in the order as they appear on the Agenda unless otherwise decided by the Conference.
- (b) The mover of any motion for the passing of a resolution shall have the right to explain the

motion. No other delegate shall be allowed to speak more than once on the motion unless permission is given to do so or on point of order to the Presiding Officer. Remarks made shall be strictly confined to explanation of point of order. Every motion moved shall be seconded.

- (c) Except on point of order, no Delegate shall interrupt any Delegate who is on his feet and addressing a meeting.
- (d) The decision of the presiding officer on a point of order shall be final.
- (e) Any delegate desiring to address the conference must rise from his or her seat and address the chair and when any delegate is called to order he or she shall resume his or her seat until the point is decided. Speeches and motions shall be limited to the maximum duration of three (3) minutes.
- (f) The Presiding Officer shall have control over proceedings, and shall exercise discipline including expulsion from the meeting any member who misconducts himself or herself.

(7) Meetings of the National Council:

- (a) The National Council shall meet as often as it is required for the transaction of business but shall meet at least four times in a year.

(8) Special Delegates Conference:

- (a) The National Council may convene a Special Delegates Conference at any time upon notice given in the manner indicated in this clause but in the event of extreme urgency the National Council may call a meeting giving shorter notice.
- (b) Upon a requisition signed by not less than seven administrative regions, the National Council shall within ten days of the filing of the requisition with the General Secretary of the Association in consultation of the President summon a Special Delegates Conference of the Association by giving to each member fifteen days' written notice or by any other means considered expedient in the circumstances.
- (c) Every requisition shall specify the nature of the business for which the meeting is required to be called.

(9) National Executive Committee Meetings

- (a) The National Executive Committee shall meet at least once every month or as often as may be determined by the President.
- (b) The General Secretary shall convene emergency meetings when necessary on the advice of the President or any of the two Vice Presidents where they act in the capacity of the President.

(10) Regional Council Meeting:

- (a) The Regional Council shall meet at least four times in a year or as may be determined by the Chairperson.

- (b) A regional council meeting shall:
 - (i) receive the report and financial statement of the Regional Executive Committee in respect of the preceding quarter
 - (ii) receive and approve the audited accounts of the regional branch;
 - (iii) consider any matters affecting the regional and national interests of the Association;
 - (iv) determine the venue for the next regional meeting;
 - (v) discuss and make decisions such other business as may be proposed by the Regional Executive Committee.

(11) Regional Executive Committee Meetings

- (a) The Regional Executive Committee shall meet at least once every month or as often as may be determined by the Chairperson.

- (b) The Secretary shall convene emergency meetings when necessary on the advice of the Chairman or any of the Vice Chairpersons

where they act in the capacity of the Chairperson.

(12) District Executive Meetings

- (a) A District shall hold at least two executive meetings and a general meeting within a quarter.
- (b) A District may hold durbars or other meetings as may be deemed necessary.
- (c) The Secretary shall convene emergency meetings, when necessary, on the advice of the Chairman or the Vice Chairperson where the vice acts in the capacity of the Chairperson

(13) Voting at Meetings

- (a) Matters for determination by the Association at any national or regional meeting shall, unless otherwise provided in this Constitution or regulations made under it, be decided by the majority of the votes of members present and voting by a show of hands or any other means as may be determined by the meeting.
- (b) In the event of an equality of votes, the President or the person presiding shall have a second or casting vote.
- (c) Only Delegates shall be entitled to vote on any matter at a meeting of the Association.

- (d) Only members in good standing shall be selected as delegates.
- (e) For the purposes of this Constitution, a member is of good standing if he or she is a registered member and has not at the given time defaulted in the payment of any subscription or levy payable and is not in breach of any decision or resolution of the Association.

(14) Quorum:

- (a) At a National Delegates Conference, the quorum shall be hundred (100) delegates.
- (b) If no quorum is available at the expiration of one hour from the time appointed for the commencement of any National Delegates Conference, the meeting shall stand adjourned to 9.0'clock a.m. of the following day at the same venue, and after that to the third day at the same time and place, and if on that day there is no quorum then the meeting shall be deemed adjourned sine dine.
- (c) At any Special Delegates Conference, the quorum shall be fifty (50) delegates.
- (d) If no quorum is available at the expiration of one hour from the time appointed for the commencement of a Special Delegates Conference then the meeting shall stand

adjourned to the following day at the same time and place and if there is no quorum within one hour on the adjourned date the meeting shall stand adjourned sine die.

- (e) At a meeting of the National Executive Committee or the National Council, one-third of the entire membership of the said Committee or the National Council shall constitute a quorum.

- (f) At a meeting of the Regional Executive Committee or the Regional Council, one-third of the entire membership of the said Committee or the Regional Council shall constitute a quorum.

- (g) At a meeting of the District Executive Committee one-third of the entire membership of the said Committee shall constitute a quorum

PART IV

28. ELECTIONS

(1) Appointment and Duties of Electoral Committees:

- (a) The National Council shall at the last Council meeting of the year preceding the year in which elections shall be held appoint a five-member Electoral Committee with at least three members from among members of the Association in good standing.
- (b) Members of the Electoral Committee shall not be eligible to contest in an election for which their committee has oversight.
- (c) The Committee shall have at least one member of the National Council.
- (d) Notice of elective positions for National Officers shall be published in the National dailies, on the notice boards of National and Regional Secretariats, Regional and Districts Hospitals, at least six (6) months before Delegates congress by the Electoral Committee.
- (e) Notice of Elective positions at the Regional and District levels shall be published on the notice boards of Regional Secretariats, Regional and District Hospitals at least three (3) months before Delegates congress by the Electoral Committee of the Region.
- (f) The Electoral Committee shall be presided over by the association Lawyer or a Lawyer appointed by the National Council

(2) Functions of the Electoral Committee

The Electoral Committee shall be:

- (a) responsible for all arrangements and time schedule necessary for the conduct of elections.
- (b) receive the list of approved candidates from the Vetting Committee and publicize same within three months before the election.
- (c) receive complaints on all matters towards ensuring a peaceful, transparent and fair elections.
- (d) make proposals for the decision and approval of the National Council on pre-election petitions.
- (e) ensure that all pre-election petitions are resolved at least one month before an election.
- (f) receive and submit opinion on any post-election petition for the decision of the National Council.

(3) Filing of Nomination shall be as follows:

- (a) Eligible candidates for the position of a National Officer shall be nominated by an administrative regional chairperson for and on behalf of the administrative Region and seconded by an administrative regional chairperson of another administrative Region and shall file their nomination papers not later than three (3) months before National Delegates congress.

- (b) Eligible candidates for the position of a Regional Officer shall be nominated by a District chairperson and seconded by another District chairperson in the same Region and shall file their nomination papers not later than three (3) months before Delegates congress.

- (c) Eligible candidates for the position of a District Officer shall be nominated by a Facility and seconded by another Facility and shall file their nomination papers not later than three (3) months before Delegates congress.

(4) Voting

- (a) A candidate shall be deemed to be elected if he/she obtains a simple majority of the number of Delegates present and voting.

- (b) Delegates can vote by proxy only where such delegates give notice to the Chairperson of the electoral committee not less 24 hours to the election in which such delegates would have voted.

- (c) All elections of the Association shall be held by secret ballot only.

- (d) National and Regional Elections shall be conducted by the Electoral Commission of Ghana liaising with the Electoral committees of the Association

- (e) National Executive Committee officers shall be elected at National Election Delegates'

Conferences only.

- (f) Where at the expiration of the time prescribed for nominations to be made, only one candidate stands nominated for a national, regional or district office, that candidate shall be declared elected as unopposed by the Electoral Commission.

(5) Qualification of Candidates

- (a) A member is eligible for election to a national executive position if he or she has a minimum of twelve years (12) service and of good standing in the Association.
- (b) A member is eligible for election to a regional executive position if he or she has a minimum of eight (8) years' service and of good standing in the Association.
- (c) A member is eligible for election to a district executive position if he or she has a minimum of five (5) years' service and of good standing in the Association.
- (d) A candidate is not qualified to be nominated for election if he or she has any record of conviction for a criminal offence or proven unprofessional or other misconduct involving dishonesty or moral turpitude.
- (e) The National Council alone may, in the case of any particular election, upon representation

made by the National Executive Committee of the Association, waive any requirement under clauses (a) to (c) of this article: Provided that the waiver shall be limited to one election year at a time.

- (f) Any member who is in arrears of his or her subscription, fees and levies at the time of nomination shall not be entitled to stand for the election or vote at the election.
- (g) No member shall contest for more than one (1) executive position at the same election.
- (h) All candidates must present manifestos; curriculum vitae and two passport size photographs, a photocopy of ECOWAS identity card (Ghana card) to the Electoral Committee to be circulated to the Regions three (3) months before election.
- (i) The National Executive shall be dissolved for the purpose of the elections to enable the Electoral Commission conduct the election and thereafter reconvene.
- (j) No member shall be eligible to file for nominations to contest for any position when he or she would attain the age of fifty-six (56) years at the time of election.

(6) Vetting Committee

- (a) The National Council shall at the last Council meeting of the year preceding the year in which elections shall be held appoint a five-member Vetting Committee from among members of the Association in good standing.
- (b) The Committee shall have at least one member of the national Council.
- (c) The functions of the Vetting Committee shall be as follows:
 - i. Receive list of candidates of an election from the Electoral Committee within five months
 - ii. Vet the candidates as per eligibility criteria established in this Constitution.
 - iii. Submit list of qualified candidates to the Electoral Committee four months before elections.
 - iv. Communicate to the candidates their success or otherwise with the vetting process/
 - v. shall be responsible for receiving duly completed nomination forms, and
 - vi. may reject nomination papers

which do not comply with any of the requirements for nomination and election to offices within the Association, or which are otherwise not duly completed.

(7) Appeals by Candidates

- (a) A candidate dissatisfied with the decision of the Vetting Committee in respect of his or her nomination, may within seven days of the communication of the decision, appeal against the decision to the National Council.
- (b) The National Council shall upon receipt of an appeal made by a candidate, take a decision thereon within fourteen days thereof.
- (c) A person dissatisfied with a decision of the vetting Committee may lodge a further appeal with the National Council within seven days of the communication to him or her of the decision.
- (d) The National Council shall within fourteen days of the receipt of an appeal made under clause (c) determine the appeal and the said decision shall be final and binding.
- (e) No pre-election petition shall be entertained if made less than 6 weeks before an election.
- (f) All post- election petitions shall be made to the Election Committee for the decision of the National Council stating the grounds for the

petition and relief being sought.

- (g) No post-election petition shall be valid if made more than 3 working days after declaration of an election result.
- (h) Any election petition shall first be resolved through the National Council within 5 working days of lodging to the National Council.
- (i) The decision of the National Council on an election related matter shall be conclusive and binding on all members of the Association.

(8) Election Schedule

- (a) National Executive elections shall be held in the 3rd week of November of election year.
- (b) Regional elections shall be held concurrently in all the administrative Regions on the same day of 3rd week of February of election year succeeding the National elections.
- (c) District elections shall be held concurrently in all the District on the same day of 3rd week of May of the election year succeeding the Regional elections.

PART V

29. DISCIPLINARY ACTION

- (1) The Standing Committee provided under article 15 clause (2) (i) of this Constitution shall be the Disciplinary Committee of the Association to be constituted by the National Council.
- (2) The Disciplinary Committee shall consist of not more than seven members which shall include the lawyer of the Association.
- (3) The President in consultation with the National Executive committee may for good cause remove any member of the Disciplinary Committee.
- (4) No member qualifies to be a member of the Disciplinary Committee unless he or she is at least of twelve (12) years in good standing at the Association.
- (5) For purposes of hearing disciplinary proceedings, the Disciplinary Committee shall sit in panels of three, five or seven members and on such terms as the National Executive Committee may determine.
- (6) The lawyer of the Association shall be the chairman of the Disciplinary Committee
- (7) The Disciplinary Committee shall inquire into any alleged professional misconduct and any other act or behaviour deemed not to be projecting the good image of the Association.
- (8) The Disciplinary Committee shall make rules as to the times and places of the meetings of the Committee, the manner of summoning members and the procedure to be

followed and rules of evidence to be observed in an inquiry, and in particular -:

- (a) for securing that any party to the inquiry shall be entitled to be heard by the Committee;
 - (b) for enabling any party to the inquiry to be represented by a lawyer if he or she so desires;
 - (c) for the payment of allowance to witnesses of their expenses subject to such limits as may be prescribed by the National Executive Committee; and
 - (d) ordinary decisions of the disciplinary committee shall be carried by simple majority but decisions for dismissal shall be carried by all members.
- (11) The Disciplinary Committee shall cause the member into whose conduct an inquiry is to be held to be served with a notice:
- (a) specifying in the form of a complaint, the subject matter of the inquiry; and
 - (b) stating the day, time and place at which the inquiry is proposed to be held.
- (12) Except with the agreement of the member, the inquiry shall not be fixed for any date earlier than fourteen working days after the date on which the notice is served on him or her.
- (13) Where the member does not appear at the time and place appointed by the notice, the inquiry shall not proceed

in his or her absence unless the Disciplinary Committee is satisfied that the notice was received by the said member and that he or she has had reasonable opportunity to appear or has given just cause for his or her non-appearance at least 5 working days to the date of the proceeding.

- (14) An inquiry into the conduct of a member shall be held in camera.
- (15) The Disciplinary Committee may receive any such oral or other evidence as would be receivable in a court of law.
- (16) After holding an inquiry into a disciplinary case, the Disciplinary Committee shall decide whether the allegations enquired into are proved and if it decides that the allegations are proved it shall advise the National Executive Committee to take any disciplinary measures as are specified in the Regulations of the Association, and make such further orders as are reasonably necessary.
- (17) Any Executive member expelled from the Association as a result of a determination of the Disciplinary Committee of a proven misconduct and in accordance with the Regulations of the Association shall hand over all documents/properties of the Association in his or her custody to the National Executive within 48 hours from the date of expulsion.
- (18) Any member so expelled shall have the right to appeal against the decision of the disciplinary committee to the National Council within five (5) working days of being notified of the decision whose decision shall be final and binding.

30. GENERAL GRIEVANCES

In the event of any grievance, a member shall take up the matter with the District Executive, if the matter remains unresolved it shall be referred by the District Executive to the Regional Council and if the matter still remains unresolved, it shall be referred to the National Council for a final and binding decision.

- (1) The grievance shall not be dealt with at a particular level for a period exceeding 1 month.
- (2) any member holding a responsible position and decides to settle a dispute or grievance with the Association at an external forum shall first relinquish his or her position together with all benefits and may only be reinstated if successful in the external action taken.
- (3) any member of the Association who decides to settle a dispute or grievance with the Association at an external forum without first recourse to the internal dispute/ grievance procedure of the Association or loses a case at an external forum shall not be eligible to hold any responsible position in the Association.

PART VI

31. FINANCES OF THE ASSOCIATION AND MISCELLANEOUS PROVISIONS

(1) Subscription

- (a) Every member shall pay such monthly subscription or fees as the Association may from time to time prescribe.
- (b) Without prejudice to (1) (a) above, the monthly subscription shall be two percent (2%) of basic salary of every member employed in the public sector as dues.
- (c) The Delegates Conference of the Association shall determine the payment of developmental and welfare levy and any other levy by members of the Association as it considers appropriate.
- (d) Subscriptions to be paid by members who are employed in the private/quasi sector or/and resident outside Ghana shall be determined by the National Council of the Association as considered appropriate.
- (e) It shall be the duty of every member to make such other financial contributions as the National, Regional, districts or local branches of the Association may decide at their general meetings /conferences.
- (f) The National Council may impose penalties including suspension on members of the Association for non-payment of subscription and any other approved financial contributions.

- (g) Any member who defaults in the payment of subscription and or levies in any given year or for a number of years shall forfeit all benefits payable to members for that year or those years.

(2) Revenue

The revenue of the Association shall include:

- (a) Dues, levies and donations.
- (b) Income generated from any business venture in which the Association may invest.
- (c) Income accruing from investments in any securities and ventures approved by the Council.

(3) National Accounts

- (a) The National Council shall ensure that proper accounts are kept and maintained of all monies received or expenses incurred by the Association.
- (b) The accounts of the Association shall be audited by qualified and reputable auditors and a report from it, shall be submitted to the National Delegates Conference for consideration and approval.
- (c) The financial year of the Association shall

commence on the 1st day of July each year and end on the 30th day of June of the following year.

(4) Regional Accounts

- (a) The regional executive committee shall ensure that proper accounts are kept and maintained of all moneys received or expenses incurred by the Association in the administrative regions.
- (b) The accounts of a regional branch of the Association shall be audited by qualified and reputable auditors, and shall be submitted for consideration and approval by the National Council.

(5) District Accounts

- (a) The District Executive Committee shall ensure that proper accounts are kept and maintained of all moneys received or expenses incurred by the Association in the District under the supervision of the Regional Executive Committee.
- (b) The District Executive Committee shall submit financial report for consideration and approval by the Regional Council.

(6) Signatories to the Association's Accounts

There shall be three (3) signatories to the Association's Account who shall be the:

- (a) National President.

- (b) General Secretary.
- (c) The National Treasurer.
 - (i) Any two (2) of the above signatories shall be valid to operate the bank account of the Association and any business transaction at the bank.
- (d) The above shall apply at all analogous levels of the Association.

(7) Disbursement of Funds

- (a) The National Council shall approve such funds for development projects and other welfare related undertakings as shall be deemed necessary by the National Executive in pursuance of the objects and interest of the Association.
- (b) Officers of the Association and committee members shall be paid allowances as shall be approved by the National Council.
- (c) The President shall be the spending officer of the Association.

(8) GRNMA Fund

- (a) The Association shall establish a fund to be known as the GRNMA Fund (hereinafter referred to as the Fund) for the benefit of its members and any other interested nurse or midwife working in the health sector of Ghana

- (b) The Fund shall be operated under a Trust Deed which shall spell out its objects, rules and regulations.

(9) Specialized Groups: Status and Functions

The Association recognizes membership of specialized and affiliate groups which groups shall be answerable to the leadership of the Association in all their operations.

- (a) The Association may have specialized groups which shall operate under the authority of the National Executive Committee.
- (b) A specialized group shall comprise of members of the Association who have attained specialized skills in a particular area of nursing and midwifery.
- (c) A specialized group shall be led at all times by National Executive Committee representatives in all national discussions on every matter of national character
- (d) A specialized group shall:
 - i. Conduct its business as per its internal Principles and, Rules subject to the overriding provisions of this Constitution, Rules and Regulations of the Association.
 - ii. Attend National Council Meetings in the first and third quarters of the year to report on the group's activities.

- iii. Select two of its members to be fully sponsored by the Association to attend biennial delegates' conferences.
 - iv. Have no voting right for its delegates at biennial conferences of the Association.
- (e) A specialized group upon its request may be given financial support as shall be approved by the National Council to support its activities upon recommendation by the National Executive Committee.
- (f) A specialized group shall submit expenditure report to the National Executive Committee on any money previously received from the Association before any new request shall be considered.

(10) Post-Election Transactions

During the period between the election of new Executive officers and handing over to new executives, the outgoing Executive Committee shall not commit the Association to any new project or undertake, solicit or execute any financial instrument or act in any such manner whatsoever for and on behalf of the Association

32. AMENDMENT OF THE CONSTITUTION

- (1) This constitution may be amended subject to the following:
- (a) The District shall present the amendment proposal to the Regional Branch for consideration and subsequent recommendation to the National Council.
 - (b) The National Council shall study the amendment proposal and the recommendation from the Regional Branch.
 - (c) The terms of any amendment shall be circulated to all branches of the Association for the information of members two months before the meeting at which the amendment is to be proposed.
 - (d) A provision of this constitution shall only be amended at a National Delegates Conference after every ten (10) years if deemed necessary or at a Special Delegates Conference called for the purpose.
 - (e) An amendment of a provision of this Constitution shall be decided by secret ballot by the votes of not less than two-third (2/3) of the members present and voting
 - (f) An amendment of a provision of this Constitution shall come into force on such date as the Conference shall determine.

33. INTERPRETATION OF THE CONSTITUTION

- (1) Any reference to the “Council” shall mean the National Council.
- (2) Any reference to the “Executive” shall mean the National Executive.
- (3) Any reference to the “National Delegate Conference” shall mean the General Assembly held biennially. National Delegates Congress shall mean a general assembly at which elections are held every four years.
- (4) All other words shall be given their ordinary meaning except where the ordinary meaning will lead to ambiguity in which event the meaning as shall be determined by the majority of the National Council shall prevail.

Commencement:

This Constitution shall come into force on the 1st day of January, 2022.

