



**TEACHER TRAINEES' ASSOCIATION  
OF GHANA**

**(TTAG)**

**CONSTITUTION**

**PROMULGATED ON SUNDAY  
4<sup>TH</sup> DECEMBER, 2022  
SDA COLLEGE OF EDUCATION  
ASOKORE – KOFORIDUA  
OSCAR KOFI AGBO**

Chairman, Constitutional Review Committee

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Teacher Trainees' Association of Ghana

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CONSTITUTION OF THE TEACHER TRAINEES’

ASSOCIATION OF GHANA (TTAG)

APPROVED ON SEPTEMBER, 2001

BY THE 6<sup>TH</sup> ANNUAL NATIONAL DELEGATES’

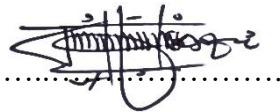
CONGRESS HELD AT THE ST. JOHN BOSCO’S COLLEGE  
OF EDUCATION, NAVRONGO.

REVIEWED AND APPROVED AT THE MINI CONGRESS

HELD AT THE SDA COLLEGE OF EDUCATION, ASOKORE-  
KOFORIDUA.

ON THIS 4<sup>TH</sup> DAY OF DECEMBER, 2022 IN THE YEAR OF  
OUR LORD.


Effective the beginning of the 2022/2023 academic year.



**MR. OSCAR KOFI AGBO**

Chairman

Constitutional Review Committee



**H. E. JONATHAN DZUNU**

National President

TTAG

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1. Mr. Oscar Kofi Agbo - Chairman
2. Mr. John Baguri - Secretary
3. Mr. Moses Akamere Akayuure- Member
4. Mr. Kwame Osei - Member
5. Mrs. Lydia Dadzie-Domey - Member
6. Mr. Victus Nangkuu - Member
7. Mr. Seth Effah - Member
8. Mr. Mohammed Iddrisu - Member
9. Mr. Patrick Antwi - Member

**CONSTITUTIONAL REVIEW COMMITTEE, CRC  
TEACHER TRAINEES' ASSOCIATION OF GHANA**

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**WHITE PAPER ON THE REVIEW OF THE TTAG  
CONSTITUTION PRESENTED TO THE EXTRA-  
ORDINARY GENERAL ASSEMBLY HELD AT THE SDA  
COLLEGE OF EDUCATION, ASOKORE-KOFORIDUA ON  
THE 3<sup>RD</sup> AND 4<sup>TH</sup> DECEMBER, 2022**

**Introduction:**

The Teacher Trainees' Association of Ghana having realized the lacunas in the Association's Constitution with its horrendous ramifications, saw the need to have a new Constitution dynamic enough to satisfy the changing trends of TTAG which is evident today, where some provisions in the Constitution have out-lived their relevance while other legal and administrative inputs which the dynamism of the Association had warranted over the years had no Constitutional Provisions to that effect.

There came a formation of a five (5) - member Constitutional Review Committee (CRC) by the 21<sup>st</sup> Annual Delegates' Congress under the abled leadership of His Excellency Sampson N. Tagbor, TTAG National President 2015/16. The five - member CRC was later amended with four (4) additional members by the 23<sup>rd</sup> Annual

General Assembly making a total of nine (9) members led by Mr. Oscar Kofi Agbo as Chairman of the Committee.

The Constitutional Review Committee comprised the following eminent persons:

<b>MR. OSCAR KOFI AGBO</b>	-	<b>CHAIRMAN</b>
<b>MR. JOHN BAGURI</b>	-	<b>SECRETARY</b>
<b>MR. MOSES AKAMERE AKAYUURE-</b>		<b>MEMBER</b>
<b>MR. KWAME OSEI</b>	-	<b>MEMBER</b>
<b>MRS. LYDIA DADZIE-DOMEY</b>	-	<b>MEMBER</b>
<b>MR. VICTUS NANGKUU</b>	-	<b>MEMBER</b>
<b>MR. SETH EFFAH</b>	-	<b>MEMBER</b>
<b>MOHAMMED IDDRISU</b>	-	<b>MEMBER</b>
<b>MR. PATRICK ANTWI</b>	-	<b>MEMBER</b>

The Committee was tasked to do a colossal review of the TTAG Constitution.

As a prerequisite and for the purpose of coordination, the Committee adopted a consultative approach in its operations, this it did by consulting with a broad spectrum of students and individuals in their official or private capacities as the case may be, the prime consideration being the contribution they can make to this all-important exercise towards the attainment of a more consecrated Constitution for the Association.

The Committee accepted only written submissions from the TTAG fraternity. Such opinions were carefully examined and analyzed. Where there was the need of asking anyone to come in person before the Committee in order to explain, elaborate or clarify any point in their written submission, the committee extended such invitations.

However, for the benefit of those that did not get the opportunity to intercept the hardcopy of the TTAG Constitution, a softcopy was attached to a notice sent to the TTAG fraternity to seek for their views and ideas before the commencement of work.

All proposals were forwarded to the Committee via the email address: [constitutionalreview2016@yahoo.com](mailto:constitutionalreview2016@yahoo.com)

The Committee has made briefings and presentations on the draft document to the statutory bodies of the Association i.e., the National Executive Council, the Judicial Committee and the General Assembly.

The Committee officially began work on March 30, 2018.

## **Synopsis on scope of work done on the various chapters of the document:**

### **Chapter One**

Chapter one comes with the inclusion of articles on the Supremacy and Enforcement of the constitution. These are intended to outline clearly the scope and authority of the Constitution. Another inclusion

in this chapter is the provision made to defend the constitution. This is to allow all members of the Association to have the right and duty at all times to defend the Constitution and repel any action of a person or group of persons to undermine this Constitution.

## **Chapter Two**

This chapter is now designed to set out the name of the Association, the Secretariat, slogan & motto. No provision on the address of TTAG National Secretariat is restated in the Constitution in recognition of the fact that TTAG has no permanent Secretariat for now and it may happen that TTAG may have a Secretariat outside Accra College of Education. Most importantly an address is an administrative matter not meant for the Constitution.

It further commits every member of the Association to its aims and objectives and the status of TTAG.

## **Chapter Three**

This chapter deals with the membership of the Association. One review made is for TTAG to recognize every student from a College of Education in Ghana which is approved by TTAG and the Ghana Tertiary Education Commission (GTEC) (not the Ghana Education Service) to be a member of TTAG. In addition, every teacher trainee shall continue to enjoy full membership of TTAG for one year after completion of programme.



This chapter also made provisions for Associate Members without any change. The establishment of Council of Patrons is well structured with supplementary provisions including making them an Advisory Board of the TTAG. This provision also describes the characteristics and credentials one must possess to qualify as a Patron.

PRINCOF, CETAG, NAGRAT, CCT-Gh and TEWU have been included as affiliates to TTAG for the Association not to exist in isolation.

#### **Chapter Four**

Chapter four captures the organization and structure of the Association. Most significant and major reviews are made on the provisions for Congress.

The provisions for General Assembly come with major changes. The membership of the General Assembly has been revised and there shall be two (2) General Assemblies in a year depending on the financial strength of the Association. The business to be transacted at the GA has been clearly outlined in this chapter.

This chapter also reflects the core mandates of the National Executive Council (NEC) and the National Secretariat and the provision for Emergency NEC meetings.

The instituting and sustenance of the Sectors and the Local TTAG Secretariats have been strengthened which are aimed at assisting in

the decentralization process of TTAG and to provide TTAG with a firmer base - grip.

There were no changes to the Sectors that exist, the significant addition here is the inclusion of the new colleges in the list of colleges within the jurisdiction of the Sectors.

### **Chapter Five**

In this chapter of the Constitution there are no major changes to the core duties of the national officers as spelt out. The duties are only tailored to conform to standard and tertiary or institution of higher education acceptable administrative patterns. Financial Secretary is changed to Financial Controller.

### **Chapter Six**

This chapter comes with the institution of Standing and Ad-hoc Committees. The established standing committees include; Project & Programmes Committee, Finance Committee, Audit Committee, Judicial Committee, Electoral Commission and Editorial Board.

It also comes with the reinforcement of the Electoral Commission. An attempt has additionally been made for a fairer sector-representation when it comes to membership of Committees, Commissions and Boards. This is intended to provide a non-one-sided approach in TTAG appointments.

A cautious perusal of this chapter reveals that no detailed procedures have been laid down for the functioning of the Judicial Committee,

the Electoral Commission, as well as the Finance Committees. This is certainly not an oversight; it is to give room for the Committees to spell out their own rules of procedure that would be practical enough to suit changing times. They are entreated to stringently uphold the rules of natural justice, standardized electoral practices, internationally-acclaimed auditing principles and acceptable accounting practices respectively.

### **Chapter Seven**

This chapter deals with issues of elections. Even though some provisions under this chapter remain unchanged, major trimmings have been made. The introduction of accreditation card as a proof that one is a delegate before being allowed to vote. Regulations governing elections and voting have been well captured and included in this chapter.

### **Chapter Eight**

This chapter is reflective of provisions to cater for the procedure to suspend or remove one from office, resignation of an officer and vacancy of office.

### **Chapter Nine**

Chapter nine does not come with major changes, yet measures to ensure orderly custody and usage of the Association's funds have been catered for. Here, we were guided by the much precedence the Association has set for itself in this area over the

years. This chapter catered for the disbursement of the dues into projects and administrative expenses on percentage wise. In the event that trainees are not paid allowances, a provision has been made on a monthly dues payable by every trainee.

### **Chapter Ten**

In this chapter, Congress reserves the power to make by-laws within the framework of the Constitution. This chapter is also intended to allow members of the Association change certain articles and clauses as and when changing trends of TTAG demand and thus make the Association better placed to be as dynamic as possible. Entrenched provisions have been captured in this chapter.

### **Chapter Eleven**

The final chapter provides for indemnity, standing orders, unconstitutional portfolios, suspension of parts of the constitution, breach of constitution, transition period/handing over, honoraria and as well defines TTAG Celebrations. It further creates a TTAG Newsletter for adequate flow of information. It further binds the Constitution on all members of the Association. It also explains words and phrases used in this Constitution.

### **Schedule One**

Outlines transitional provisions upon coming into force of the Constitution.

### **Schedule Two**

No changes are made in this schedule, all provisions are maintained as they exist. It outlines in details the standing orders of meetings.

### **Schedule Three**

This schedule comes with an inclusion of judicial oath, other committees' oath, oath to be taken before various bodies and an appendix that spells out the list of member institutions.

### **Conclusion:**

We would like to give credit to the National Executive Council of the 2015/16 TTAG Year particularly His Excellency Sampson N. Tagbor, TTAG National President 2016 for inaugurating the Constitutional Review Committee and making the entire process possible.

We also acknowledge the efforts of the National Executive Council of the 2021/22 TTAG Year with special credit to His Excellency Jonathan Dzun (TTAG National President 2022) and Mr. Ernest Kparibo Biemiba (TTAG National Coordinator 2022) for the premium placed on the elements of continuity by keeping faith with the Constitutional Review Committee, creating an enabling

atmosphere and providing the necessary logistics in making the Committee's work a success to the end.

We thank all members of the TTAG who took interest in the review process by reading through the drafts and making brilliant contributions therein towards the attainment of a more consecrated legal document dynamic enough to satisfy the changing trends of the Association which are relevant to the contemporary life of the Association and replicate the dynamism and vitality the Association has warranted over the years.

The Committee has at hand an all-encompassing Reviewed Constitution for the Association.

TTAG! ... We mean well!!

\*\*\*\*\*

Humbly submitted,

A handwritten signature in black ink, appearing to read 'Oscar Kofi Agbo', written over a horizontal line.

**Oscar Kofi Agbo (Mr.)**  
**(Chairman, Constitutional Review Committee)**

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## **PREAMBLE**

We the students of all public Colleges of Education in Ghana, having realized the necessity to constitute ourselves into an Association with the aim of strengthening the common tie that binds us as student teachers and the need for unity and co-ordination of efforts to address problems of student teachers through consultation; wishing to bridge the gap existing between students and their authorities in the Colleges of Education, Ghana Education Service (GES), Ghana Tertiary Education Commission (GTEC), the Ministry of Education (MoE), the National Teaching Council (NTC) and all relevant stakeholders do hereby enact and promulgate this Constitution as the guiding spirit which shall be binding on all students of the Colleges of Education in Ghana.

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## **TTAG ANTHEM**

Teacher Trainees of Ghana arise and shine.  
Our motto, A Model for Development  
By this we shall be of good model  
That's worth emulating  
Be devoted, be dedicated  
And work hard for the progress of TTAG  
TTAG, We Mean Well  
For, forward we shall sacrifice  
Forward, forward we shall  
serve for the progress of  
Ghana.

## **THE NATIONAL ANTHEM**

1. God bless our homeland Ghana  
And make our nation great and strong  
Bold to defend forever,  
The cause of Freedom and of Right  
Fill our heart with true humility  
Make us cherish fearless honesty  
And help us to resist oppressors' rule  
With all our will and might for evermore.
  
2. Hail to thy name, O Ghana  
To thee we make our solemn vow;  
Steadfast to build together  
A nation strong in Unity;  
With our gifts of mind and strength of arm,  
Whether night or day, in the midst of storm,  
In every need whate'er the call may be,  
To serve thee, Ghana, now and evermore.
  
3. Raise high the flag of Ghana,  
And one with Africa advance;  
Black Star of hope and honour,

To all who thirst for Liberty;  
Where the banner of Ghana freely flies,  
May the way to freedom truly lie  
Arise, arise, O Sons of Ghana land,  
And under God march on forevermore.

### **THE NATIONAL PLEDGE**

I promise on my honor to be faithful  
And loyal to Ghana my Motherland.

I pledge myself to the service of Ghana,  
With all my strength and with all my heart.

I promise to hold in high esteem  
Our heritage won for us

Through the blood and toil of our fathers;  
And I pledge myself in all things

To uphold and defend the good name of Ghana  
So help me God.

## **TEACHERS' SONG**

1. We shall unite as Teachers still  
And work in Concord, Love and Peace  
That we may build a Nation strong  
To fight the cause of Teachers' right.
2. We shall unite as Teachers still  
Our strength resides in unity  
United by our common will  
To faithfully serve our nation's needs.
3. We shall unite as Teachers still  
And build our country great and strong  
To labour for her future bliss  
To love and die serving her cause.
4. We shall unite as Teachers still  
The Union is our heritage  
To her we make our solemn pledge  
Today, tomorrow, evermore.



## **THE HISTORY OF TTAG**

Historically, teacher trainees organized agitations in 1970s and early 1980s on grounds of fair treatment and recognition both by the Government and College authorities.

It is on record that in the 1970s, teacher trainees organized meetings to petition the Government when they felt threatened as results of their uncertainty about their status and qualification.

Again, there was a similar agitation for the recognition of trainees' allowance in the early 1980s.

However, many beneficiaries of teacher education afterward had a deep-seated conviction about what a union of teacher trainees could do for its members and the nation at large. Many were of the view that even though the National Union of Ghana Students (NUGS) existed, their focus was more on issues affecting university students.

Many also agreed that teacher trainees need an Association for the benefit of co-operation as expected in every human endeavor. Some teacher trainees welcomed the idea as a very important tool while others were indifferent about the decision.

In the early 1990s teacher trainees forged ahead to form the Teacher Trainees' Association of Ghana (TTAG). This attempt faced stiff opposition from College authorities. Some employed

all kinds of strategies to destroy the seed before its germination. Apparently, the contention of the College authorities was that such a union formed will make Colleges of Education, the then Teacher Training Colleges ungovernable.

This notwithstanding, as also said by Nathanael Greene “we fight, get beat, rise and fight again”, between the end of the 1994/95 and the beginning of the 1995/96 academic year, the ground became fertile for the formation of TTAG.

Subsequently, the Association was officially inaugurated colorfully on 3<sup>rd</sup> February, 1996 at the Presbyterian College of Education, Akuapem-Akropong by Mrs. Elizabeth Addabor, the then Director of Teacher Education Division (TED) of the Ghana Education Service. Mrs. Addabor is equally on record to have offered her unflinching support to the founding fathers of the Association.

It is worthy of notice that before TTAG was inaugurated, teacher trainees in the three Regions of the North had a union called Association of Teacher Training Colleges in the Northern Sector (ATTRICONS).

TTAG has its motto as “a model for development” with the slogan TTAG – We mean well!

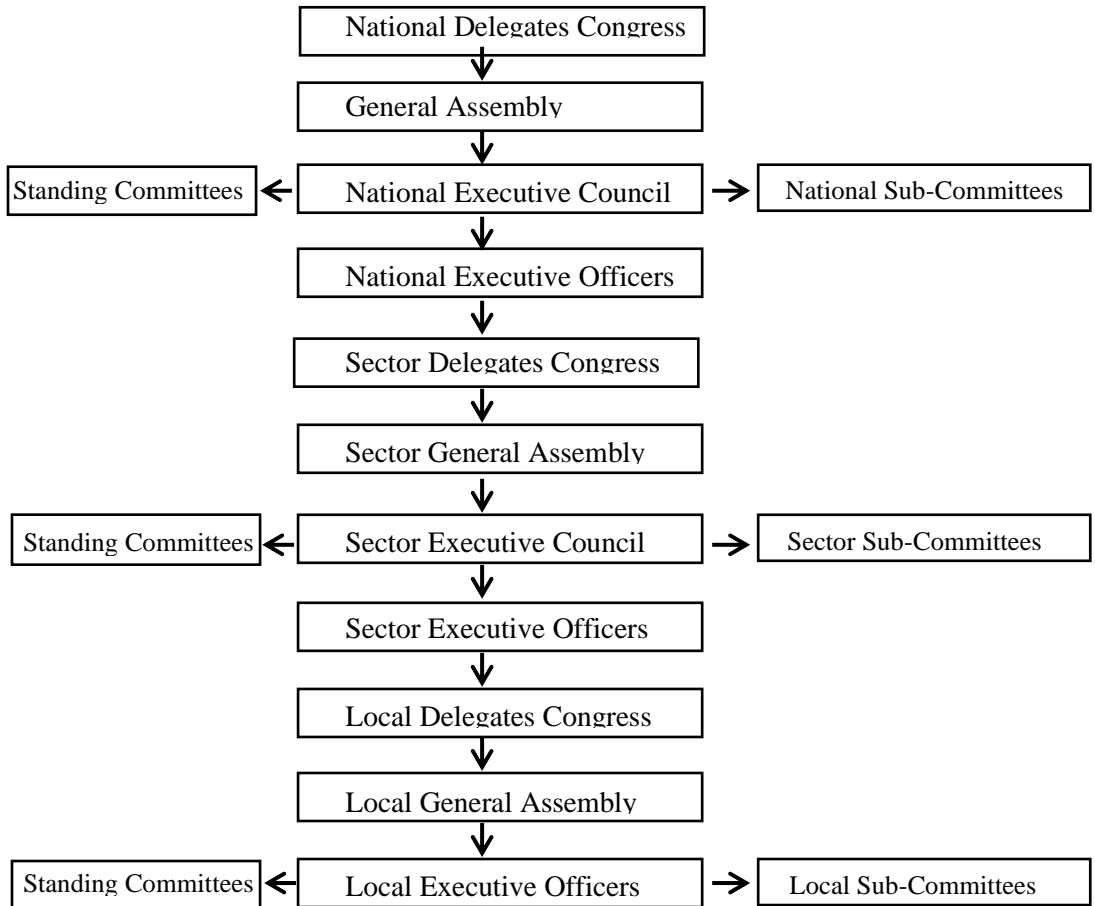
Its logo is the resemblance of “Nyansapo” which literally means a store of knowledge as the Akan traditional signifies that teachers are intelligent folks.

The pentagonal shape of the logo also shows the five administrative sectors of the Association which comprises colleges in Ashanti, Bono, Bono East and Ahafo Regions (ASHBA), the five Regions of the North (ATTRICONS), Volta and Oti Regions (VOLTA), Eastern and Greater Accra Regions (EGA), Western, Western North and Central Regions (WEC).

In September 2001 at the 6<sup>th</sup> Annual Delegates’ Congress held at St. John Bosco College of Education, Navrongo, Congress approved a written document as the Association’s Constitution.

On February 13, 2011 at a Mini Congress held at Jasikan College of Education, Jasikan, the Constitution was reviewed and approved for the first time under the Chairmanship of Mr. Michael Paa Quecy – Adu.

## **ORGANOGRAM OF THE STRUCTURE OF TTAG**



## **CHAPTER ONE**

### **THE CONSTITUTION**

#### **ARTICLE 1: THE SUPREMACY OF THE CONSTITUTION**

1. The supreme power of the Teacher Trainees' Association of Ghana resides in its members in whose name and for whose well-being, the Officers of the Association shall act.
2. Subject to the Constitution of the Republic of Ghana and all laws of the Republic, this Constitution shall be the Supreme Law of members of the Teacher Trainees' Association of Ghana.
3. Any law(s) of member institutions which is (are) inconsistent with any provision(s) of this Constitution shall, to the extent of the inconsistency be null and void.

## **ARTICLE 2: ENFORCEMENT OF THE CONSTITUTION**

1. Any member(s), who alleges that any act(s) or omission(s) of any member(s) is/are inconsistent with a provision(s) of this Constitution, may bring an action(s) to the Judicial Committee for a declaration(s) to that effect.
2. The Judicial Committee shall, for the purpose of a declaration under Clause (1) of this Article, give such direction, as it may consider appropriate for giving effect to the declaration so made.
3. Any person or group of persons to whom an order or direction is addressed under Clause (2) of this Article by the Judicial Committee shall duly obey and carry out the terms of the order or direction to the extent that such order is not in contradiction / inconsistent with the laws of Ghana.
4. In the event of refusal to comply with the order given under Clause (2) of this Article shall be an offence under this Constitution and shall constitute a ground for removal of such person or group of persons from the Association or financial sanctions imposed.

5. Notwithstanding Clause (4), financial sanctions may be preferred against such a person or group of persons depending on the gravity of the offense.

### **ARTICLE 3: DEFENSE OF THE CONSTITUTION**

1. All members of the Association shall have the right and duty at all times to defend this Constitution and repel any action of a person or group of persons that undermine this Constitution.
2. Any person or group of persons who resist the undermining of this Constitution commit(s) no offense and as such any damage incurred by such person(s) shall be paid for by the Association.
3. Notwithstanding Clause (2) of this Article, a person or group of persons defending the Constitution shall employ reasonable cause and where necessary, with National Executive Council's approval.

## **CHAPTER TWO**

### **THE ASSOCIATION**

#### **ARTICLE 4: NAME**

1. The Association shall be known and called the Teacher Trainees' Association of Ghana, hereinafter referred to as TTAG.

#### **ARTICLE 5: SLOGAN AND MOTTO**

1. The Association's slogan shall be "TTAG – We Mean Well!" and her motto shall be "A Model for Development"

#### **ARTICLE 6: THE NATIONAL SECRETARIAT**

1. The Association shall have a National Secretariat which shall be in the capital of the country.
2. The Secretariat shall be managed and directed by elected and appointed Officers of TTAG. The Secretariat shall be headed by the National Coordinator.



## **ARTICLE 7: AIMS AND OBJECTIVES**

The aims and objectives of TTAG shall be;

1. To champion the cause of teacher trainees in Ghana.
2. To serve as the mouthpiece of teacher trainees.
3. To promote high academic, professional and moral standards among trainees.
4. To promote co-operation, understanding and friendship among students of the Colleges of Education in Ghana and other student bodies both in Ghana and abroad so far as the aims and objectives of such bodies do not conflict with those of TTAG.
5. To encourage social programmes among teacher trainees.
6. To assist authorities of the Colleges of Education in Ghana to develop the Colleges and help find solutions to problems as and when they arise.

## **ARTICLE 8: STATUS**

1. TTAG is a democratic, non-partisan and independent Association of teacher trainees in Ghana.
2. TTAG shall respect the freedom of conscience of its membership.
3. Political parties shall not be formed within the ranks of TTAG.
4. Any known political party activist shall neither be appointed nor contest for any **Executive Officer** position in TTAG at all levels.
5. Without prejudice to Clause (4), any Executive Officer of TTAG who occupies a position in a political party shall automatically forfeit the position in TTAG.
6. The activities of TTAG shall be conducted in accordance with the laws of the Republic of Ghana.

## **CHAPTER THREE**

### **COMPOSITION**

#### **ARTICLE 9: MEMBERSHIP**

1. Every student in a recognized College of Education in Ghana which is approved by the Ghana Tertiary Education Commission (GTEC) and TTAG shall be a member of TTAG.
2. The Colleges referred to in Clause (1) supra shall include:
  - a. Colleges of Education in Eastern and Greater Accra Regions (EGA).
  - b. Colleges of Education in Ashanti, Bono, Bono East and Ahafo Regions (ASHBA).
  - c. Colleges of Education in Western, Western North and Central Regions (WEC).
  - d. Colleges of Education in Volta and Oti Regions (VOLTA).
  - e. Colleges of Education in Northern, North East, Upper East, Upper West and Savannah Regions (ATTRICONS).

3. Every teacher trainee shall continue to enjoy full membership of TTAG for one year after completion of programme.

## **ARTICLE 10: ASSOCIATE MEMBERS**

1. There shall be Associate Members who shall be made up of Former Executive Officers of TTAG who have demonstrated a lot of commitment, interest and dedication in the activities of TTAG. They shall have no voting rights.

## **ARTICLE 11: COUNCIL OF PATRONS**

1. There shall be established a Council of Patrons made up of six members.
2. The Council of Patrons shall be the Advisory Board of the Association.
3. Each sector shall have a Patron with the National Patron as the Chairperson.
4. These Patrons must be people of impeccable reputation, should be apolitical, should have excelled in their chosen

field of specialization and should not be financially insolvent.

5. A Patron shall not be below the rank of Director II in the Ghana Education Service (GES) or its equivalent in other educational institutions.
6. The National and Sector Patrons shall be appointed by NEC and SEC respectively with approval from National Congress.
7. They shall play the role of counseling the Association on all matters bothering on teacher education and any other issues concerning the smooth running of the Association.
8. The Council of Patrons shall advise and assist the Association in any form.
9. A Patron shall serve for four (4) years subject to renewal.
10. In the event of death or infirmity of body or mind, Congress shall have to replace such a Patron.

## **ARTICLE 12: AFFILIATIONS**

1. Realizing that the Association should not exist in isolation, we shall strive to co-operate with other bodies like

PRINCOF, CETAG, GNAT, NAGRAT, CCT-Gh, TEWU, NUGS, etc.

2. Congress, General Assembly or NEC may accept affiliation status from other institutions, provided that the aims and objectives of such institutions conform to the aims and objectives of TTAG.
3. Bodies and institutions affiliated to TTAG shall be invited to send observers to Congress.
4. Congress shall have the right to discontinue the affiliation of anybody to TTAG.
5. Subject to approval of Congress or General Assembly, NEC shall apply for affiliation to any organization in and outside Ghana.

## **CHAPTER FOUR**

### **ORGANISATION & STRUCTURE**

#### **ARTICLE 13: THE STRUCTURE OF TTAG**

The Structure of TTAG shall consist of:

1. National Congress
2. General Assembly
3. National Executive Council (NEC)
4. National Secretariat
5. The Sectors
6. The Local TTAG or SRCs

#### **ARTICLE 14: NATIONAL CONGRESS**

1. There shall be an Annual National Delegates' Congress which all member and affiliated institutions shall attend. Unless otherwise stated by any provision of this Constitution, the National Congress shall comprise the following:
  - a. National Executive Council (NEC)
  - b. Sector Executives as recognized by the Constitution.
  - c. Delegates
  - d. Observers
  - e. Associate Members

2. Congress shall be the highest decision-making body of TTAG.
3. Congress shall elect by popular ballots National Executive Officers except the National Administrator.
4. The National Secretariat shall issue notice of Congress at least four weeks to Congress and not less than seven days in the case of Emergency Congress.
5. All delegates shall include females if possible.
6. All delegates shall include all year groups if possible.
7. Congress shall concern itself with questions of policy and other matters as may be directed to it by the National Executive Council (NEC) or General Assembly.
8. Decisions taken or resolutions passed by Congress shall be regarded as TTAG decisions and as such indicative of TTAG policies.
9. Covering Fees;



- a) There shall be a covering fee for every Congress that shall be determined by the National Secretariat in consultation with the NEC.
  - b) Without prejudice to any provision of this Constitution, members of the National Executive Council and members of the National Secretariat shall be exempted from paying covering fees.
  - c) Each member institution shall settle at least 50% of the covering fees for its delegates and observers to the Congress at least two weeks before Congress and shall settle the difference on the first day of Congress.
  - d) Member institutions who violate (c) shall pay a penalty of 10% of the covering fees on the first day of Congress.
  - e) Member institutions that violate (c) and (d) shall not be catered for in terms of boarding and lodging, neither shall they be given any status.
10. The National President and the Coordinator shall present to Congress a written report of the year's activities

as well as comments or suggestions which may be useful for the future running of TTAG.

11. The National Secretariat may invite observers to Congress.
12. Congress shall be held in rotation among sectors.
13. Congress shall issue a communiqué and resolution on issues discussed at Congress. The Secretariat shall see to the implementation of the outcome of the communiqué and resolution.
14. Besides National Congress, General Assembly or NEC may convene Emergency Congresses as circumstances may determine. The summoning of such Congresses shall be governed by the provisions of this Constitution *mutatis mutandis*.
15. The National Executive Council may invite any person(s) to speak/address Congress on any matter affecting the interest of students or of general interest to teacher trainees.
16. At least sixty percent (60%) of the invited delegates to Congress shall be present at Congress, and 60% of those present shall form a quorum at any meeting of the



Congress. If at any time during the Congress meeting the number falls below 60%, the meetings shall continue with delegates present and decisions taken shall be binding on TTAG.

17. Decisions of Congress unless otherwise stated shall be taken by simple majority of those delegates present and shall be binding on TTAG.
18. Members of the National Delegates' Congress shall ascribe to the Congress Oath set out in Schedule 3(D) of this Constitution.

## **ARTICLE 15: THE GENERAL ASSEMBLY**

1. There shall be a General Assembly herein referred to as GA which shall be the legislative organ of the Association.
2. Without prejudice to any provision of this Constitution, the GA shall comprise:
  - a. The National Executive Council.
  - b. The Chairpersons of the Sectors' Women Commissions, Sectors' Financial Controllers and any one other Sector Executive.
  - c. The SRC Presidents of component institutions.

- d. The Women Commissioners of component institutions.
  - e. The SRC Secretaries or Representatives of components institutions in his absence.
  - f. Observers.
3. The members of GA shall be elected or nominated in accordance with Clause (2) supra.
  4. Members of GA shall ascribe to the General Assembly Oath set out in Schedule 3(D) of this Constitution.
  5. All members of TTAG forming the GA shall, except with objection by the GA, be sworn in as members of the GA after they have been presented to the GA without which they cannot participate in GA activities.
  6. Unless otherwise stated in this Constitution, at all meetings of the GA, the National President, any ten National Executive Council members and fifteen member colleges represented at the GA shall form a quorum. This does not include those at the GA with observer status.
  7. There shall be two (2) GAs in a year depending on the financial strength of the Association.
  8. GAs shall transact the following businesses:

- a) To deliberate on current affairs of the Association
  - b) Approve the budget presented by the National Secretariat.
  - c) Approve all transactions, projects, programs and all activities proposed by the National Secretariat or by any other body of the Association.
  - d) Approve nominees as members of Committees, Boards and other Bodies set up under this Constitution.
  - e) Approve levies to be paid by member institutions to the Association.
  - f) To do any other business that it may deem fit.
9. The powers of the General Assembly shall include:
- a) Invite any Committee, Body or Organ of the Association, member institution or any individual to provide information on any task or assignment given to it/him under this Constitution.
  - b) Request for documents and information relevant to any issues from any Committee, Organ of the Association or member institution.

- c) Recommend measures to be taken by any relevant body on matters deliberated by it.
  - d) The General Assembly shall have the power to approve, modify or reject any policy made by the National Secretariat.
10. Without prejudice to Clause (7) an emergency meeting of the GA may be called by:
- a) the National President in consultation with National Executive Council or
  - b) at the request of at least:
    - i) five (5) National Executives Council members.
    - ii) three (3) Sector Presidents
    - iii) one-third ( $\frac{1}{3}$ ) of the membership of GA.
11. The National President shall be obliged to comply with such a request as provided in Clause 10(b) supra, provided that the request is made in writing and signed stating the agenda, date, and venue and shall reach the National Secretariat at least twenty-one (21) days before the date fixed for the proposed General Assembly meeting.
12. All members mentioned in Clause (2) supra shall have voting rights except observers.

13. All decisions of the GA shall be by simple majority of members present and voting at a meeting. In the event of a tie, the National President shall have a casting vote.

## **ARTICLE 16: THE NATIONAL EXECUTIVE COUNCIL (NEC)**

1. There shall be established a National Executive Council, hereinafter called NEC which shall comprise the following:
  - a) The National President
  - b) The Vice President
  - c) The National Coordinator
  - d) The National General Secretary
  - e) The National Deputy General Secretary
  - f) The National Financial Controller
  - g) The National Treasurer
  - h) The National Women's Commissioner
  - i) The National Public Relations Manager
  - j) The National Administrator
  - k) The National Organizing Secretary
  - l) The National Deputy Organizing Secretary
  - m) Sectors Presidents, Secretaries and Coordinators

2. The NEC shall see to the effective operations of the National Secretariat.
3. The NEC shall assist the National Secretariat in drafting Budgets, Policies and Programs of the Association.
4. The NEC shall be accountable to Congress and the GA.
5. The members of the NEC shall ascribe to the National Executive Council Oath as set out in Schedule 3© of this Constitution.
6. The NEC shall meet at least three times in a year.
7. Emergency NEC meeting
  - a) Notwithstanding Clause (6), an Emergency NEC meeting shall be called:
    - i) by the National President in consultation with National Officers or
    - ii) at the request of at least one-third members of the NEC.
  - b) At the request of the members of the NEC, the National President shall be obliged to comply provided that the request is made in writing, signed by the requesting members stating the agenda.
8. Unless otherwise stated in this Constitution, the National President, the National Coordinator, any two other National



Executive Officers and three Sectors represented shall form a quorum.

## **ARTICLE 17: THE NATIONAL SECRETARIAT**

1. There shall be a National Secretariat made up of National Executive Officers (NEO) which shall comprise the following:
  - a. The National President
  - b. The National Vice President
  - c. The National General Secretary
  - d. The National Deputy General Secretary
  - e. The National Coordinator
  - f. The National Organizing Secretary
  - g. The National Deputy Organizing Secretary
  - h. The National Financial Controller
  - i. The National Treasurer
  - j. The National Women's Commissioner
  - k. The National Public Relations Manager
  - l. The National Administrator
2. The National Secretariat shall implement decisions and policies of the Association.

3. The National Secretariat shall plan the National Congress and GA in consultation with the NEC.
4. The National Secretariat shall coordinate the activities of the various sectors.
5. In consultation with the NEC, the National Secretariat shall draw both short- and long-term plans for the Association.
6. The National Executive shall be relieved of all Local responsibilities and shall concern themselves solely with National and International matters.

#### **ARTICLE 18: SECTORS**

1. Sectors shall be created on the basis of well-defined location of colleges. All member colleges from the said sectors shall automatically have the right to participate in these sector activities.
2. The following sectors shall exist:
  - a) **All Five Regions of the North (ATTRICONS)**  
This shall be made up of all colleges in the Northern, North East, Savannah, Upper East and Upper West Regions of Ghana.
  - b) **Ashanti, Bono, Bono East and Ahafo Regions (ASHBA)**

This shall be made up of all colleges in the Ashanti, Bono, Bono East and Ahafo Regions of Ghana.

c) **Western, Western North and Central Regions (WEC)**

This shall be made up of all colleges in the Western, Western North and Central Regions of Ghana.

d) **Volta and Oti Regions (VOLTA)**

This shall be made up of all colleges in the Volta and Oti Regions of Ghana.

e) **Eastern and Greater Accra Regions (EGA)**

This shall be colleges in the Eastern and Greater Accra Regions of Ghana.

3. a) They shall liaise with TTAG National and Local TTAG (SRCs) to implement decisions and policies on behalf of the Association.

b) They shall make by-laws to suit their various sectors. In case of any conflict of the by-laws with any provision of the Constitution, that of the Constitution shall be supreme. These by-laws shall be made known to the National Secretariat.

4. There shall be Sector Executive Council hereinafter referred to as SEC made up of the Sector Executive Officers and the various local TTAG Presidents. They shall perform their duties just as the NEC but shall have limited jurisdiction to only the Sector.

#### **ARTICLE 19: SRCs (LOCAL TTAG)**

1. There shall be Local branches of TTAG on the campuses of all the Colleges of Education which shall be called the Local TTAG.
2. The SRCs of the respective colleges shall be referred to as the Local TTAG. The SRC Executives of the Colleges of Education shall serve as Local TTAG Executives.

## **CHAPTER FIVE**

### **DUTIES OF OFFICERS**

#### **ARTICLE 20: THE NATIONAL PRESIDENT**

The President shall:

1. Be the Chief Executive Officer and Spokesperson of the Association.
2. In consultation with the Coordinator and Secretary, convene, prepare agenda and preside over all Congress, General Assembly, and NEC meetings and any other meetings, activities and functions of the Association.
3. Sign documents on behalf of the Association.
4. Be the principal signatory to the TTAG Bank Accounts.
5. In the event of any legal suit being preferred against the Association shall represent the Association.
6. Authorize all expenditure of the TTAG.
7. Counter sign and authenticate correspondents emanating from the Association.
8. Preside over all Press conferences organized by the Association.
9. Take oversight responsibilities over all other Officers and Committees.
10. Be accountable to NEC, General Assembly and Congress.

11. Be responsible for proper custody of all properties of the Association.
12. Perform such tasks as may be assigned to him by NEC, the General Assembly or Congress.
13. Ascribe to the Presidential Oath as stipulated in Schedule 3(A)

## **ARTICLE 21: THE NATIONAL VICE PRESIDENT**

The National Vice President shall:

1. Act in the absence of the President, or when so directed, by the President under this Constitution with the same powers given to the President, except being the principal signatory of the TTAG Bank Accounts.
2. Perform all the duties of the National President with all the powers conferred on the National President under this Constitution including being the principal signatory in the event of the death, resignation or removal from office of the National President, or any other cause of inability by the National President to perform his/her responsibilities, until such a time that a by-election is conducted to fill the vacancy.
3. Notwithstanding Clause (2) of this Article, act as National President for the rest of his tenure if the National President has

served half or more of his term before his death, resignation or removal from office.

4. Take oversight responsibilities over all Ad-hoc Committees unless otherwise stated.
5. Double as the Education and Democratization Officer.
6. Perform any duty assigned him by NEC, GA or Congress.

## **ARTICLE 22: THE NATIONAL GENERAL SECRETARY**

The General Secretary shall:

1. Keep and maintain true and accurate records of all proceedings of Congress, GA, NEC, and Secretariat meetings.
2. Compile an official list of all members of the GA.
3. Present the minutes of the previous meetings, which must be endorsed by the President.
4. Be accountable to the Secretariat, NEC, GA and Congress.
5. Perform any other duty as may be detailed to him by the President, the NEO, NEC, GA or Congress.

## **ARTICLE 23: THE DEPUTY GENERAL SECRETARY**

The Deputy General Secretary shall:

1. Assist the General Secretary in his duties and act in his absence when so directed.
2. Perform any duty assigned him by the President, NEO, NEC, GA or Congress.

## **ARTICLE 24: THE NATIONAL COORDINATOR**

The Coordinator shall:

1. Be the Head of the National Secretariat of the Association.
2. Administer General Assembly and Congress Oath.
3. Keep true and correct records of the Association.
4. Be the custodian of the archives and all other important documents of the Association.
5. Submit periodic reports and make recommendation to the NEC, GA and Congress.
6. Coordinate the day-to-day implementation of the decisions of the NEC, GA, Congress and all other Committees of the Association.
7. Control, direct and manage in a disciplined manner the day-to-day activities of the TTAG Secretariat.
8. Be a signatory to the TTAG Bank Accounts.
9. Supervise and ensure proper handing over to the new Executive Officers under the provisions stipulated in this Constitution.
10. Be accountable to the NEO, NEC, GA and Congress.



11. Perform any other duty as may be detailed to him by the President, the Secretariat, NEC, GA and Congress.
12. In the absence of the National Coordinator, one of the Sector Coordinators shall be appointed by the National Executive Officers to act.

## **ARTICLE 25: THE NATIONAL ORGANIZING SECRETARY**

The Organizing Secretary shall:

1. Be responsible for organizing activities of the TTAG such as meetings and other social functions approved by the National Secretariat, NEC, GA or Congress.
2. In consultation with NEC, prepare the settings for meetings and be in charge of feeding, boarding, lodging, entertainment and the general welfare of officials, guests and members.
3. Be accountable to the President, Secretariat, NEC, General Assembly and Congress.
4. Perform any other duty assigned to him by the President, the Secretariat, NEC, G.A or Congress.

## **ARTICLE 26: THE DEPUTY ORGANIZING SECRETARY**

The Deputy Organizing Secretary shall:

1. Assist the Organizing Secretary in the discharge of his duties and act in his absence.
2. Serve as the Chief Whip for all meetings of the National Executives, NEC, GA and Congress.
3. Perform any other duty assigned him by the President, the Secretariat, NEC, G.A or Congress.

## **ARTICLE 27: THE NATIONAL FINANCIAL CONTROLLER**

The Financial Controller shall:

1. Maintain a sound financial system in the National Secretariat.
2. Be a signatory to the TTAG Bank Accounts.
3. Record, prepare and present accurate periodic statements on the income and expenditure of the TTAG to NEC.
4. Present to Congress a financial report on the state of finances of the TTAG covering the TTAG year.
5. Be the custodian of the TTAG financial books.
6. Be responsible to the President and other National Executive Officers.
7. Perform any other duty assigned him by the President, NEC, G.A or Congress.

## **ARTICLE 28: THE NATIONAL TREASURER**

The Treasurer shall:

1. Receive and disburse monies as the National Executive Officers may direct subject to approval of the NEC.
2. Work together with the Financial Controller to ensure appropriate financial records are kept and presented whenever the need arises.
3. Keep afloat, the limit of which shall be determined by the National Executive Officers and approved by the NEC.
4. Keep a reasonable amount of imprest which shall be determined by the National Executive Officers and approved by the NEC.
5. Perform any other duty assigned him by the President, NEC, G.A or Congress.

## **ARTICLE 29: THE WOMEN'S COMMISSIONER**

1. There shall be a Women's Commission made up of the various Sector Women Commissioners and the National Women Commissioner.
2. The Commission shall be headed by the National Women's Commissioner as the Chairperson.

3. Duties and responsibilities of the Commission shall be:
- a) To harness the intellectual capacity of female students with the view of sharpening them as tool for the solution of the problems of female students in the Colleges of Education.
  - b) To serve as a focal person on the campuses of the Colleges of Education.
  - c) For the dissemination and distillation of viewpoints on the problems of female students and their consequent solutions.
  - d) To support all the female students in all their emancipatory endeavors. To serve as a link between female students and other groups not only female groups both inside and outside the country with a view to sharing ideas and strategies on women's issues.
  - e) To offer a common front for monitoring discriminatory and unfair practices against female students in Colleges of Education with a view to seek redress in appropriate cases.

- f) To inculcate in female students of COEs a sense of belongingness and active participation in TTAG activities, student governance and other related campus activities.
  - g) To organize seminars and symposia to sensitize female students on gender issues to prepare them for a more responsible and responsive role in life after college.
  - h) To undertake any other activities or functions specified by Congress, General Assembly or National Executive Council.
4. The Women's Commissioner shall be accountable to NEC, GA and Congress.

### **ARTICLE 30: THE PUBLIC RELATIONS MANAGER (P.R.M.)**

The P.R.M shall:

1. Relate with the public on activities of TTAG solely upon the directives of the President or NEC.
2. Be responsible for the making of effective publicity and advertisements of all TTAG activities, programs and projects.

3. Ensure the smooth flow of information among members of the Association at all times.
4. Organize press releases, press conferences and other related matters of the Association.
5. Ensure the existence of a functional website and other social media networks/accounts of the Association.
6. Be accountable to the President, NEC, GA and Congress.
7. Perform any other duty assigned him by the President, NEC, GA or Congress.

## **ARTICLE 31: THE NATIONAL ADMINISTRATOR**

The Administrator shall:

1. Be appointed by the President in consultation with NEC.
2. Be the Administrative Officer of the National Secretariat.
3. Shall work in conjunction with the President, Coordinator and other Executive Officers to effectively run the Secretariat of the Association.
4. Be accountable to the President, Coordinator and NEC.
5. Shall carry out duties assigned to him by the President or NEC.

## **CHAPTER SIX**

### **COMMITTEES, COMMISSIONS AND BOARDS**

#### **ARTICLE 32: Standing Committees and Ad-hoc Committees**

1. There shall be standing Committees of TTAG. These are:
  - a. Project and Programmes Committee.
  - b. Finance Committee.
  - c. Audit Committee.
  - d. Judicial Committee
  - e. Electoral Commission
  - f. Women Commission (refer to Article 29)
  - g. Editorial Board
2. Except the Electoral Commission which shall be formed at Congress, all of the Committees shall be formed and approved at the first GA meeting during each administration unless otherwise stated in this Constitution.
3. The composition of each Committee shall not exceed 5 persons including the Chairperson unless otherwise stated in this Constitution.

4. The composition of each Committee shall have a fair representation of all the sectors unless otherwise stated by a provision of this Constitution.

## **5. Ad-hoc Committees**

- a. NEC, GA or Congress may constitute Ad-hoc Committees and/or Commissions as the need arises and assign them such function(s) with its terms of reference as may be determined by the appointing organ.
- b. The Ad-hoc Committee shall be accountable to the appointing authority.
- c. The Ad-hoc Committee stands dissolved when the purpose for which it is formed is achieved.

## **ARTICLE 33: PROJECTS AND PROGRAMMES COMMITTEE**

1. The Projects and Programmes Committee shall have its Chairperson being the National Organizing Secretary of the Association.
2. The Committee shall appoint its Secretary during their first meeting.



3. The Committee shall be responsible for executing all projects and programmes of the Association.
4. They shall develop and promote proposals for sponsorship for the various projects, initiatives and programmes that TTAG may embark on.
5. A member of the Projects and Programmes Committee shall cease to be a member through resignation, proven infirmity of mind or body, death or when a prima facie case has been established against him.
6. The Projects and Programmes Committee may be assigned other responsibilities by GA or NEC.

### **ARTICLE 34: FINANCE COMMITTEE**

1. There shall be established a Finance Committee which shall have:
  - a. The National Financial Controller as the Chairperson,
  - b. National Treasurer as Secretary and
  - c. The National Coordinator as a member
2. The members of the Finance Committee shall have an appreciable knowledge in finance.

3. The Financial Controller and the Coordinator shall be signatories to the TTAG Bank Accounts.
4. The Finance Committee shall be charged with the duty of drawing up a provisional annual budget for discussion and approval by GA.
5. The Finance Committee shall engage in any innovative ways of raising funds for the running of the TTAG so far as it is consistent with the provisions of this Constitution.
6. The members of the Finance Committee shall be responsible for the implementation of TTAG's Financial Policy.
7. The Finance Committee shall together with the NEC prepare and present a comprehensive financial statement to Congress.
8. The Finance Committee shall perform any additional duties consistent with the provisions of this Constitution, assigned to it from time to time by NEC, GA or Congress.
9. A member of the Finance Committee shall cease to be a member through resignation, proven infirmity of mind or body, death or when a prima facie case has been established against him.

## **ARTICLE 35: AUDIT COMMITTEE**

1. There shall be established an Audit Committee with its Chairperson and Secretary elected at their first meeting.
2. The Chairperson of the Audit Committee shall be referred to as the Auditor-General (AG).
3. The members of the Audit Committee shall have an appreciable knowledge in auditing and accounting.
4. The Audit Committee shall not be subject to the control of any person or authority in the discharge of its duties.
5. The accounts of TTAG and all Committees, Commissions and Boards established under this Constitution or by a resolution of NEC, GA or Congress shall be audited at the end of each tenure of office. The Committee shall submit its report to Congress.
6. The Audit Committee shall be petitioned to audit such other accounts of the Association on stated grounds of misappropriation or embezzlement.
7. Subject to Clause (5) of this Article, reports of the audited accounts shall be presented to Congress by the Audit Committee for consideration.

8. In the event of a rejection of an audit report by the Congress, such rejected report shall be referred to an External Auditor(s) appointed by Congress.
9. The External Auditor(s) shall report to Congress or the first GA after Congress as the case may be, any audit findings.
10. The External Auditor(s) appointed under Clause (8) of this Article shall not be a member(s) of the TTAG.
11. All Auditors appointed under this Constitution shall have complete access to all documents and information necessary for the execution of their duties and shall subpoena any person(s) who fail to comply including members of the NEC through the Judicial Committee.

## **ARTICLE 36: JUDICIAL COMMITTEE**

1. There shall be a seven (7)-member Judicial Committee which shall serve a 2-year tenure.
2. The Chairperson of the Committee shall be referred to as the Chief Justice and other members, Justices.
3. Members of the Committee shall be Former Coordinators, Presidents and Secretaries and shall be appointed by the

- National President in consultation with NEC with representation from all sectors.
4. Members of the Committee shall **not** serve beyond two terms of two years, thus 4 years.
  5. Without prejudice to Clause (3) and (4) of this Article, the sitting National Coordinator shall be an automatic member of the Committee but shall cease to be a member at the end of his tenure as a National Coordinator.
  6. The Chairperson of the Committee shall be appointed by the President, and Secretary elected from among its members.
  7. Members of the Judicial Committee shall be present at all GA and Congress meetings.
  8. A member of the Judicial Committee shall not be liable to any action or suit for any commission or omission by him in the exercise of their judicial powers.
  9. In the exercise of its functions, the Judicial Committee shall be subject to this Constitution only and shall not be subject to the control and direction of any person, group of persons or authority.
  10. All members shall accord the Judicial Committee such assistance as it may judiciously require protecting its independence, dignity and effectiveness.

11. The duties and powers of the Judicial Committee shall be:
- a. The Chief Justice shall administer Oaths as set out in schedule 3 (A, B & C). In the absence of the Chief Justice, any other Justice may do same.
  - b. Interpret effectively and enforce the TTAG Constitution.
  - c. To determine whether any conduct of a member, group of persons and a member institution is inconsistent with the spirit and letter of this Constitution.
  - d. To determine whether any decision or resolution of a Committee or an Organ created under this Constitution is inconsistent with the spirit and letter of the Constitution.
  - e. To determine petitions seeking to remove an Officer elected under this Constitution.
  - f. To determine whether the Constitution of member institutions is inconsistent with the spirit and letter of the TTAG Constitution.
  - g. To preside and resolve any petition presented by any member of the Association in and outside Congress.
  - h. To rule on petitions relating to elections in this Constitution.
  - i. Subject to the affirmation by NEC, the decisions of the Committee shall be binding on the parties involved at any given time.

- j. The Judicial Committee shall be bound to give written reasons for its decision copied to all the parties involved and the NEC at any given time.
- k. Determine the need to amend or review an Article, a Clause or any part of the Constitution.
- l. In the exercise of its functions the Judicial Committee shall have power to give advisory opinions to the NEC, GA, Congress or any Committee of the Association on any legal issues on request.
12. All cases brought before the Judicial Committee shall be in writing, addressed to the Chairperson of the Committee and such cases should be dealt with within twenty-one (21) days. In the case of electoral disputes shall be determined within 2 hours.
13. A party in a matter may seek for a review within seventy – two (72) hours after a declaration.
14. Upon a request for a review, NEC shall appoint two (2) additional members to join the Judicial Committee to sit on that particular matter and the declaration of the review shall be deemed final.
15. At all meetings, the Judicial Committee shall have not less than 5 members to form a quorum

16. The Judicial Committee shall perform any other duty assigned to it by NEC, GA or Congress.
17. A member of the Judicial Committee shall cease to be a member through resignation, proven infirmity of mind or body, death or when a prima facie case has been established against him.

### **ARTICLE 37: ELECTORAL COMMISSION**

1. There shall be an Electoral Commission made up of the National and Sector Coordinators.
2. The Commission shall be an independent body and shall not be subject to the control or directions of any person or group of persons or authority.
3. The National Coordinator shall be the Chairman of the Commission.
4. The Commission shall appoint its own Secretary from among its members.
5. The Commission may invite Former Coordinators and Presidents to assist the Commission.



6. In all meetings of the Electoral Commission, two-thirds (2/3) of the members including the Chairman shall form a quorum.
7. The Chairman of the Commission in consultation with NEC shall work out modalities for elections.
8. The Commission shall be responsible for ensuring that all candidates satisfy the requirements provided for in this constitution and regulations set out by the Commission.
9. The Electoral Commission shall vet all aspirants and declare the vetting results within the seventy-two (72) hours preceding the first day of Congress.
10. The Commission shall have the power to endorse or nullify the candidature of a person after vetting based on justifiable grounds.
11. If an aspirant is dissatisfied with the vetting results on his candidature, he shall within one (1) hour appeal to the Judicial Committee.
12. In case of disqualification of an aspirant, creating vacancy for a particular position, the Electoral Commission shall open nominations for other members either than those disqualified to contest.

13. In the case of the sectors, the Electoral Commission shall be made up of the Sector Coordinator and at least a Former President and/or Former Coordinator(s) with the Sector Coordinator as the Chairman of the Commission.
14. A member of the Electoral Commission shall cease to be a member through resignation, proven infirmity of mind or body, death or when a prima facie case has been established against him.

### **ARTICLE 38: EDITORIAL BOARD**

1. There shall be established a seven (7) member Editorial Board made up of:
  - a. Chairperson appointed by the President in consultation with the NEC.
  - b. National PRM as NEC rep/correspondent who shall be the Secretary to the Board.
  - c. Representative from each sector as correspondents, appointed by the President on the recommendation by respective sectors.
2. The Chairperson shall be referred to as the Editor-in-Chief and other members, Editors.

3. The Editorial Board shall:
  - a. Be responsible for editing all TTAG sponsored publications such as newsletters, journals, magazines, etc.
  - b. Develop a weekly newsletter dubbed ‘TTAG Weekly Journal’ which shall be the **only** newsletter published periodically to inform members on the state of affairs of TTAG and on the general happenings in and around campuses of member institutions.
4. Notwithstanding any provision in this Constitution, the Board shall appoint a Deputy Chairperson from among its members who shall be referred to as the Deputy Editor-in-Chief.

## **CHAPTER SEVEN**

### **ELECTIONS**

#### **ARTICLE 39: ELECTION OF OFFICERS**

1. Without Prejudice to any provision of this Constitution, all Executive positions of the TTAG shall be contested among full-time students except the offices of the National Coordinator, Public Relations Manager (PRM) and Administrator.
2. The National President, National Secretary, Women Commissioner, National Financial Controller and National Organizing Secretary shall be elected from among prospective final year students.
3. The position of:
  - a. The National Vice President and National Treasurer shall be contested from among students who have two more academic years to complete.
  - b. The National Deputy Secretary and the Deputy Organizing Secretary shall be contested from

among both final year students and students who have two more academic years to complete.

- c. The National Coordinator shall be contested from among newly trained teachers who are Former NEC Members.
- d. The Public Relations Manager (PRM) shall be contested from among newly trained teachers.
- e. The Administrator shall be a former NEC member and must be newly trained teacher who lives in Accra or its environs and is ready and willing to serve the Association.  
He shall be appointed at the first NEC meeting.
- f. The position of the National Vice President shall be rotated among sectors hosting Congress. He shall be elected at the host Sector's Congress and presented to National Congress by the Electoral Commission. This is not applicable to sectors.
- g. All Executive Officers except the Administrator and Vice President shall be elected at National Congress.

4. A person shall not qualify to contest for any position in the Association if:

- a. He has been convicted of any crime in or outside Ghana.
  - b. He has a low moral standing.
  - c. He has been proven to have been involved in any financial misappropriation.
  - d. He has been adversely affected by a report of any Committee and the findings of the Committee have not been set aside on appeal or judicial review.
  - e. He has once been removed from any student office.
  - f. He has little, inadequate or no knowledge / experience as far as student leadership in general and TTAG in particular are concern.
5. Any local TTAG Executive or Sector Executive who wishes to contest for a position of the National Secretariat shall resign in a letter addressed to the President.

## **ARTICLE 40: REGULATIONS GOVERNING ELECTIONS**

1. The Electoral Commissioner shall:
  - a. Publish a credible voters' register at least 12 hours to voting.
  - b. Make rules for the conduct of elections and publish them at least 2 weeks to Congress.
2. Aspirants shall have written copies of both documents in Clause 1(a) & (b) supra within the mandated time frame before voting.
3. Ballots shall be counted solely by the Electoral Commission immediately voting ends.
4. Ballots shall be counted in the presence of candidates or their officially appointed representatives (agents).
5. For the avoidance of doubt, a candidate shall be a person who;
  - a. has obtained and submitted his Nomination Form before the deadline of submission, and
  - b. has been officially recommended by the Electoral Commission to contest.

## **ARTICLE 41: VOTING**

1. Voting shall be by secret ballot.
2. Subject to Clause (3) below, an accredited delegate of a member institution shall have the right to vote.
3. An accredited delegate shall bear an accreditation card signed by the Electoral Commissioner before he is allowed to vote.
4. Each accredited delegate shall be entitled to only one vote.
5. Voting by proxy shall not be permitted at any level.

## **ARTICLE 42: DECLARATION OF ELECTION RESULTS**

1. The Electoral Commissioner shall declare certified results immediately counting is concluded.
2. Where a candidate contest unopposed, such a candidate shall be presented to the electorate for confirmation and he must obtain at least 50% plus one (1) vote of the total valid votes cast.
3. Where an unopposed candidate under Clause (2) of this Article is unable to win at least 50% plus one (1) of the



valid total votes cast, nominations shall be opened again in respect of the office concerned.

4. In the event of the same candidate being returned unopposed for the second time. He shall be deemed elected duly.
5. Where more than one candidate is presented to Congress, election shall be by simple majority.
6. In case of a tie, there shall be a run-off for the candidates involved.

#### **ARTICLE 43: CHALLENGING OF ELECTION RESULTS**

1. The validity of an election result may be challenged by an aggrieved candidate in the election who shall present a petition spelling out in details the redress he seeks to the Electoral Commission within an hour after the declaration of the results of the position in respect of which the petition is presented.
2. Findings by the Electoral Commission shall be made known to Congress within two (2) hours after a petition had been

received by its Chair and such findings shall be limited to the conduct of elections.

3. In the event that the aggrieved candidate is not satisfied with the findings of the Electoral Commission may petition the Judicial Committee within an hour.
4. The Judicial Committee shall make their findings known to congress within two (2) hours after the receipt of the petition.
5. The determination of the Judicial Committee shall bring a finality to the issue.

## **CHAPTER EIGHT**

### **REVOCACTION OF MANDATE**

#### **ARTICLE 44: SUSPENSION/REMOVAL FROM OFFICE**

1. Congress or GA may remove from office on stated reasons any Officer(s) by a two-third majority of the quorum of registered delegates (as referred to in Article 14 & 15) present and voting.
2. For the purpose of Clause (1) supra, any Officer of the Association may be suspended or removed from office if found;
  - a) acting contrary to the spirit and letter of the Constitution.
  - b) acting in violation of the Oath of Office as set out in Schedule 3.
  - c) to have embezzled, misappropriated or recklessly handled the Association's funds.
  - d) to be inefficient or negligent in the discharge of duties.
  - e) to have acted in a manner deemed liable to produce rancour, acrimony, or confusion in the Association and in anyway contrary to the interest of TTAG.

- f) to have acted in a manner which brings discredit to the TTAG or is likely to bring the name of the TTAG into disrepute, ridicule or contempt.
  - g) to be incapable of performing the functions of his office by reason of infirmity of body or mind.
3. The National Executive Council, acting through the President shall have the power to dismiss any person(s) appointed to serve on any Committee for stated reasons except that such dismissal can be reversed by a three-fourth ( $\frac{3}{4}$ ) majority votes by the General Assembly.
4. The National Executive Council or the Judicial Committee shall have the power to give definite suspensions upon determining an officer has acted in contravention to the Constitution or has become a serious liability to the Association.

## **ARTICLE 45: PROCEDURE FOR REMOVAL FROM OFFICE**

1. Any student of a member institution may by notice in writing addressed to the National Secretariat commence impeachment proceedings against an Officer(s) of the Association. Except that such notice must be seconded and signed by at least twenty - one (21) General Assembly members from at least seven (7) member

- institutions in good standing with fair representations from all sectors.
2. The National Secretariat shall within a period of five days of receipt of the petition forward same to the Judicial Committee.
  3. The notice mentioned in Clause (1) above must be copied to the Officer(s) concerned in at least seven (7) clear days including weekends before the start of proceedings.
  4. The Chief Justice shall within seven (7) days of receiving the notice of impeachment convene a sitting of the Judicial Committee to deliberate over the issue(s).
  5. The Judicial Committee shall have not more than two (2) weeks to conclude its sittings and come out with its independent opinion to the content of the petition.
  6. The President, upon notification by the Judicial Committee with regards to the completion of its work, shall convene an Emergency General Assembly meeting within three (3) weeks after the submission of the Judicial Committee's independent report.
  7. In the event that the proceedings are about the President, the Vice President in consultation with the Secretariat shall convene the meeting referred to in Clause (6) of this Article.

8. Without prejudice to any provision of this Constitution, the General Assembly shall be deemed duly constituted for the purposes of impeachment, if at least fifty percent (50%) of General Assembly members are present.
9. Any Officer shall be removed from office, provided that his removal is approved by at least seventy percent (70%) of members present and voting at a General Assembly meeting called for that purpose.

#### **ARTICLE 46: RESIGNATION OF OFFICERS**

1. Any Officer who wishes to resign shall make his intentions known to NEC by writing under his hand addressed to the President stating in clear terms the reasons for his resignation.
2. The letter must reach the Secretariat at least 31 days before the date of resignation.
3. NEC shall duly clear the Officer in question.
4. Any appointee may also resign in a letter under his hand addressed to the President at least one (1) week before his resignation takes effect.

5. Any Officer who resigns, vacates post or is removed from office shall properly hand over all assets of the Association to the Coordinator within seventy-two (72) hours after the effect of the resignation or removal.
6. The Association shall use all legal means to retrieve the Association's assets upon the failure of any removed, vacated or resigned Officer to fulfil Clause (5) above.

#### **ARTICLE 47: VACANCY OF OFFICE**

1. An office shall be considered vacant if an Officer;
  - a) is impeached
  - b) dies or is incapacitated by ill-health
  - c) resigns
  - d) vacates his post for more than twenty-one (21) days without an official notice or without reporting to the President.
2. The President in the case of Clause 1(d) above shall notify the Judicial Committee, NEC and the General Assembly.
3. The General Assembly shall have power to appoint someone to act on an interim basis pending substantive elections.

4. An Extra-Ordinary General Assembly or Mini Congress may be called within four (4) weeks to elect substantive Officers in order to fill the vacancies so created.



## **CHAPTER NINE**

### **FINANCE AND AUDITING**

#### **ARTICLE 48: FINANCE**

1. TTAG shall be financed through the payment of monthly dues by all teacher trainees.
2. It shall be compulsory for each teacher trainee to honour his financial obligation.
3. Membership dues shall stand at 1% from trainee's monthly gross allowance subject to review by Congress when necessary. The dues shall be deducted at source and paid into TTAG's Bank Accounts.
4. Notwithstanding Clause (3) supra, in the event that trainees are not paid monthly allowance, Congress shall have the power to decide on a monthly dues payable by every trainee.
5. The disbursement of the dues shall be in the ratio 5: 8: 7 for National, Sector and College respectively.
6. **INVESTMENT**

- a. 10% of the total gross monthly dues shall be kept as reserve. It shall be invested into various profit earning ventures which shall serve as backup for the Association in times of need.
- b. The National Financial Controller shall present to NEC a Statement of Account on quarterly basis covering the investment made with the reserve; and the Statement shall be captioned in the Secretariat reports at the various levels.
- c. The remaining 90% of the gross shall be disbursed as stated in Clause (5) supra and used in the following manner;
  - i. 30% of the dues as disbursed shall be put into projects as determined by the Projects and Programmes Committee with the approval by NEC, GA or Congress.
  - ii. 70% of the dues as disbursed shall cater for administrative expenses at the various levels which shall include but not limited to travel & transport fares, secretariat expenses,

organizational expenses, programs of the Women Commission.

7. A member / member institution shall forfeit its voting right(s) at all levels upon non-compliance with Clause (2) supra until such a time that the debt is cleared.
8. GA shall determine further penalty for member(s) / member institution(s) who default.
9. The Association shall operate a Bank Account in the nation's capital.
10. All contributions by member institutions, donations and other monies as may be derived from any venture undertaken by TTAG shall be paid into the TTAG Bank Accounts within forty-eight (48) hours of receipt.
11. TTAG may receive voluntary contributions from anybody or bodies provided that such contributions have no conditions which are contrary to the aims and objectives of TTAG attached to them.
12. General Assembly or NEC may decide to raise funds from any source(s) subject to the stated conditions in Clause (11) supra.

13. TTAG may levy funds on its members for ad-hoc purposes if the need arises.
14. All Committees, Commissions, Boards and Delegations of the Association shall be financed by the Association.
15. The National President, National Financial Controller and the National Coordinator shall be signatories to the TTAG Bank Accounts.
16. Provided that any two signatories including the National President shall be valid for operating the TTAG Accounts.
17. Any claim by any Executive Officer shall be counter-signed by the President and any other signatory.
18. Any Executive Officer(s) or College(s) who come to meetings two (2) hours late to the commencement of the official meeting shall be made to pay a fine determined by such meeting.
19. **ABSENTEEISM**
  - a. Any Executive Officer(s) or any College(s) who absents himself or itself from Congress, General Assembly and any other official gathering shall be made to pay the registration fee plus 25% of the registration fee, otherwise if it is an emergency

meeting the defaulters shall be made to pay the registration fee plus 5% of the registration fee.

- b. Any Executive Officer(s) who absents himself from NEC and Executive meeting(s) shall be made to pay a fine of GH¢50.00 and GH¢20.00 in the case of an emergency meeting subject to review by NEC.

#### **ARTICLE 49: AUDITING**

1. A financial statement shall be submitted to the audit committee for the purpose of auditing the accounts of the Association at the beginning of Congress.
2. Any Officer, College, Sector or group of people who may be adversely affected by the audit reports shall be made to refund with interest in accordance with the Bank of Ghana Prime Rate to the Association.
3. The Association may use any possible legal means available to retrieve such funds mentioned in Clause (2) above.

## **ARTICLE 50: MISAPPROPRIATION AND EMBEZZLEMENT**

1. Any Officer, College, Sector or group of people found indicted by the audit report to have misappropriated the funds of the Association shall be made to refund the amount in question within a period of forty (40) days.
2. Any Officer, College, Sector or group of people found culpable by the audit report to have embezzled the funds of the Association shall be made to pay double the said amount within a period of hundred (100) days.
3. Failure to oblige to Clause (1) and (2) supra of this Article, the Association shall adopt all possible legal means available to retrieve the money.

## **CHAPTER TEN**

### **AMENDMENT OF THE CONSTITUTION**

#### **ARTICLE 51: CONGRESS BY-LAWS**

1. Congress shall reserve the power to make by-laws on the advice of the General Assembly, NEC or Judicial Committee within the framework of this Constitution.
2. Where at any level, a by-law is found to be inconsistent with any provision of this Constitution, the Constitutional provision shall reign supreme.

#### **ARTICLE 52: AMENDMENT**

1. Any of the Article(s) or Clause(s) of this Constitution may be amended at a meeting of Congress when the need arises.
2. a. Any group of members or a member who wishes to call for amendment of any part of the Constitution should do so in writing to the National Secretariat stating reasons.

- b. Such a notice should reach the Secretariat at least one calendar month before Congress.
- c. The National Secretariat shall take steps to communicate the request for amendment to all member institutions.
3. The writ of amendment by any member shall not be considered unless it is endorsed by not less than one-third (1/3) of the members of GA.
4. The writ of amendment satisfying Clause (3) supra shall be forwarded to the Judicial Committee to determine its merit or otherwise.
5. Any Word, Clause or Article of a non-entrenched provision can only be made amended by two-third majority decision of delegates present and voting at a meeting of Congress.
6. A proposal for an amendment of an entrenched provision, before GA considers it as mentioned in Clause (3) supra, shall be sent to NEC for its advice.
7. The NEC and GA upon consideration shall mandate the Judicial Committee to make an independent opinion to Congress.
8. Pursuant to Clause (7) above, the NEC and GA may appoint not more than four (4) additional members to



join the Judicial Committee in its sittings on the amendment.

9. The amendment shall be open to debate by Congress with the necessary inputs made.
10. Entrenched provisions shall be duly amended by three – fourth (3/4) majority of votes in favour at Congress.
11. Without prejudice to any provision of this Article, Congress may mandate the General Assembly to continue with any unfinished amendment procedure but these shall not include the amendment of entrenched provisions.
12. For purposes of a complete review of the Constitution, Congress may form a Constitutional Review Committee. The Committee shall present the reviewed document to Congress and shall be adopted through a referendum by two-third (2/3) majority of delegates of Congress present and voting.
13. Any new amendment shall come into force within fourteen (14) days and for a complete review, twenty-one (21) days of adoption and promulgation.

14. Without prejudice to any provision of this Constitution, the following provisions shall be entrenched; Chapter One, Two, Four, Five, Six, Seven and Eight.

## **CHAPTER ELEVEN**

### **MISCELLANEOUS**

#### **ARTICLE 53: INDEMNITY**

1. Executive Officers or Workers or Committee Members of the TTAG shall be indemnified out of the assets and funds of the TTAG against any legal or other liabilities as may be incurred in a legitimate and legal execution of their duties as assigned them under this Constitution on behalf of the Association.

#### **ARTICLE 54: UNCONSTITUTIONAL PORTFOLIOS AND GROUPS**

1. The Association shall not recognize any leadership structure or designation or group erected into its fold by any establishment or authority within or outside its confines unless by due amendment of this Constitution.
2. The Association shall therefore dissociate itself from the utterances and actions of such persons or groups.

## **ARTICLE 55: STANDING ORDERS**

1. Congress, General Assembly, NEC or any Committee shall be guided by the Association's standing orders as provided for in Schedule 1 for all their businesses.

## **ARTICLE 56: SUSPENSION OF PARTS OF THE CONSTITUTION**

1. Any Article(s) or any Clause(s) thereof of this Constitution may be suspended for specific periods by means of a motion to such effect tabled, seconded and carried by 2/3 majority of delegates present and voting at a Congress or General Assembly or by members present at NEC meetings.

## **ARTICLE 57: BREACH OF CONSTITUTION**

1. The Judicial Committee or National Executive Council or General Assembly shall determine any act of breach of the Constitution and may thus issue appropriate sanctions. However, the decision of Congress on such matters shall be supreme.

## **ARTICLE 58: TRANSITION PERIOD**

1. Transition period shall be before, during and after handing over ceremony. The transition period shall span four weeks after Congress.
2. The **Outgoing National Executive Officers** under the auspices of the Coordinator shall be responsible to give the needed orientation to the incoming National Executive Officers within the last week of the transition period.
3. Change of signatories to incoming Executives shall be done at least three (3) days before handing over.
4. The outgoing Coordinator and the Chief Justice shall take incoming National Executive Officers round to see all movable and immovable assets of the Association within the transition period.
5. Without prejudice to any provision of this Constitution, the National Secretariat shall, within three weeks after Congress take stock of all the assets of the Association and shall report to the first GA.
6. The Handing Over Ceremony shall have all outgoing and incoming Officers present.

7. Notwithstanding Clause (6) supra, the organizers may invite other dignitaries to grace the ceremony.
8. Both the outgoing and the incoming Presidents shall address the gathering.
9. Subject to Clause (9) supra, the outgoing President shall present a comprehensive report on their tenure of office detailing the successes they chalked, the challenges they faced and suggest ways of improving the running of the Association. The report shall also include a list of all assets of the Association in their possession and the state of those assets.
10. It is hereby declared that all outgoing Officers' documents are properties of the Association and shall be handed over to incoming Officers. An outgoing Officer who shall be proven beyond every reasonable doubt to have sneaked out some important transitional documents shall by this declaration violate his oath of office and shall be prosecuted in GA in accordance with the provisions of this Constitution and laws of Ghana.
11. With the exception of the Judicial Committee which shall be dissolved at the first GA meeting at the end of their

tenure, all other Committees unless otherwise stated stand dissolved after Congress.

## **ARTICLE 59: HONARARIA**

1. Certificates of office shall be presented to the outgoing Executive Officers on the day of handing over to their successors.
2. Certificates of membership shall be presented to NEC members at the end of their term of office.
3. Certificates of membership shall be presented to members of the various Standing Committees, Commissions and Boards at the end of their tenure.
4. All National Officers shall have an Identity Card showing their pictures, names and positions and display them when on official duty.

## **ARTICLE 60: TTAG YEAR**

1. The TTAG year begins when Congress elects new Executive Officers and are sworn-in to office.

## **ARTICLE 61: TTAG WEEK CELEBRATION**

1. There shall be a TTAG week to be celebrated annually which will be climaxed with TTAG games.
2. The TTAG week shall begin on Sunday of a week and end on the Saturday of the same week, and may include the date 3<sup>rd</sup> February, which shall be observed as a National Day for Teacher Trainees.
3. All local TTAG or SRCs in the COEs shall accordingly celebrate TTAG week.
4. The TTAG Week Celebration shall serve as a platform to publicize the existence, essence and roles of TTAG and seek to bond the Association together the more. It may also serve any such purpose as the Association may deem appropriate.

## **ARTICLE 62: TTAG NEWSLETTER (TTAG JOURNAL)**

1. The Association shall publish a Newsletter on her activities periodically, to ensure effective and adequate flow of information.



2. There shall be established an Editorial Board to see to the publication of the Newsletter.

## **ARTICLE 63: TTAG – MEDIA REPRESENTATIONS**

1. The President shall be the sole spokesperson of the Association in terms of media representations.
2. No Executive Officer or member of TTAG shall speak to any media officially on TTAG without the consent of the National Secretariat.

## **ARTICLE 64: APPLICATION**

1. This Constitution shall be binding on all members of the Association.
2. This Constitution shall have a life span of *at least* ten (10) years before a colossal review can be made.

## ARTICLE 65: INTERPRETATION

1. In this Constitution unless where the context otherwise provides:
  - a) **“The Association”** means Teacher Trainees’ Association of Ghana.
  - b) **“The TTAG”** refers to the Teacher Trainees’ Association of Ghana (Thus “the Association”).
  - c) **“GA”** means General Assembly.
  - d) **“NEC”** means National Executive Council.
  - e) **“NEO”** means National Executive Officers.
  - f) **“SRC”** means Students Representative Council.
  - g) **“Local TTAG”** refers to the SRCs.
  - h) **“Secretariat”** means the National Office or Headquarters.
  - i) **“The Executive/Executive Officers”** refers to National or Sector Officer.
  - j) **“Teacher Trainee”** means any person enrolled for a programme of study in any College of Education recognized by TTAG.
  - k) **“CoE”** means College of Education.
  - l) Any **“it”** or **“her”** refers to the Association.

- m) Any **“he”** or **“him”** refers to both genders.
- n) **“JC”** means Judicial Committee.
- o) **“Member institution”** means College of Education ratified under TTAG.
- p) **“CJ”** means Chief Justice.
- q) **“AG”** means Auditor-General
- r) **“Accredited”** refers to a person(s) or institution(s) that has satisfied his entire financial obligation guaranteed by this Constitution.
- s) **“Functions”** includes Powers and Duties.
- t) **“Ruling”** refers to an order, decree and decisions of the Judicial Committee.
- u) **“GTEC”** means Ghana Tertiary Education Commission.
- v) **“PRINCOF”** means Conference of Principals of Colleges of Education.
- w) **“CETAG”** means Colleges of Education Teachers Association of Ghana.
- x) **“GNAT”** means Ghana National Association of Teachers.
- y) **“NAGRAT”** means National Association of Graduate Teachers.

- z) **“CCT-Gh”** means Coalition of Concerned Teachers-Ghana
- aa) **“TEWU”** means Teachers and Educational Workers’ Union.
- bb) **“NUGS”** means National Union of Ghana Students.
- cc) **“Article”** means an Article in this Constitution.
- dd) **“Clause”** means a Clause of this Constitution.
- ee) **“Sitting”** includes a meeting period of Congress, GA and NEC.
- ff) **“Delegate”** means Participants and Representatives.

## **SCHEDULE ONE**

### **TRANSITIONAL PROVISIONS**

1. The Old Constitution of TTAG is hereby repealed upon the coming into force of this Constitution.
2. Notwithstanding the repeal under Section (1) of this Schedule, any provision of the repealed Constitution in existence or in force before the coming into force of this Constitution shall, subject to this Constitution, continue to be in force until expires.
3. Notwithstanding anything contained in this Constitution, all persons elected or appointed into any Executive position or Committee of TTAG before the coming into force of this Constitution, shall be deemed to have been duly elected or appointed for the purpose of this Constitution and continue to hold such office until his tenure expires.
4. This Constitution shall be deemed to have come into force on this 4<sup>th</sup> Day of December, 2022 A.D.

## **SCHEDULE TWO**

### **STANDING ORDERS OF MEETINGS**

#### **1. INTRODUCTION**

- a) The following standing orders shall be observed during all official meetings of the Association. However, at least 2/3<sup>rd</sup> majority of members present may vote to suspend some of the standing orders at that particular meeting.
- b) The Chairman shall be immune to all standing orders.

#### **2. VOTING**

- a) Only accredited delegates to meeting shall have the right to vote.
- b) Each delegate shall be entitled to one vote only.
- c) There shall be no voting by proxy.

#### **3. ORDER OF BUSINESS**

The order of business to be referred to as the agenda shall be deliberated upon as presented before the commencement of the meeting.

#### 4. MOTIONS

- a) All accredited delegates shall have the right to file/table motions.
- b) No motion shall be open to debate unless it is seconded.
- c) Accredited delegates can file motions only when such motions are seconded by accredited delegates.
- d) Two (2) accredited observers can second a motion.
- e) All motions should be submitted in writing to the Chairman immediately and must be read at all times.
- f) No motion shall be withdrawn or amended once it has been seconded without the consent of the house.
- g) Without prejudice to any provision of this Constitution, in the event a motion is not seconded, the proposer of the motion shall have the right to speak for two minutes in order to find a seconder without which the motion will be disregarded.
- h) After the mover and the seconder have spoken for the motion, the Chairman shall invite other speakers in the following order:
  - i. for the motion.
  - ii. against the motion.
- i) The mover of the original motion shall have the right to reply.

- j) The Chairman shall put the motion before the house whether it stands or otherwise. Sides may be taken by show of hands or voice vote after which the Chairman shall declare the results.
- k) Except with the permission of the house, no motion shall be discussed unless it concerns the approved items on the agenda.

## **5. AMENDMENT OF MOTIONS**

- a) A motion may be amended by:
  - i. striking out words
  - ii. inserting words
  - iii. substituting new words for others
  - iv. any combination of the above
- b) No other issues shall be discussed unless the motion under discussion is disposed off.
- c) The Chairman shall have right to limit debate on motions.
- d) When several amendments to a motion are presented successively, they must be considered in order starting from the first to be presented.

## **6. ORDER OF PRECEDENCE**

During discussions the following procedural motions shall be accepted in the following order of precedence:



- a) A motion withstanding a motion.
- b) Motion for recess.
- c) Motion to reverse a decision of the Chairman.
- d) Motion that question be now put.
- e) Motion to limit or expand the debate.
- f) Motion to refer to a Committee.
- g) Motion of adjournment.
- h) Motions provided for by Section 6(b) and 6(g) shall receive a (2/3) two-thirds majority of votes cast excluding abstentions.

## **7. INTERVENTIONS**

In addition to motions the Chairman shall allow the following points in order of precedence:

- a) Point of order.
- b) Point of correction.
- c) Point of information
- d) Free hand

## **A. POINT OF ORDER**

A point of order shall deal with the conduct of procedure of debate. It shall address at least one of the following:

- i. That the speaker has digressed from the issue under discussion.
- ii. That the speaker uses indecent language.
- iii. That the speaker or any member of the house infringe upon the Constitution or standing orders.

The Chairman shall allow the point of order except during the act of voting.

## **B. POINT OF CORRECTION**

A point of correction shall be factual presentation seeking to correct a statement made by the speaker on floor and must be heard at all times except during the act of voting.

## **C. POINT OF INFORMATION**

- i. A point of information shall be used to seek or give information from to a speaker or the Chairman on the particular issue under debate.
- ii. It should be directed to either the Chairman or the last speaker.

- iii. The Chairman shall have the right to comply with or ignore the request on information.

#### **D. FREE HAND**

- i. Free hand shall be used for any contribution.
- ii. Addendum to support the last speaker.

#### **8. CONDUCT OF MEETINGS**

- a) The Chairman shall ensure that order prevails at all meetings and shall have the prerogative to rule out irrelevant issues before the house.
- b) A member shall rise to speak only when asked to do so by the Chairman.
- c) No member shall be allowed to speak for more than twice on a particular issue so long as a member who had not spoken on that subject, desires the floor.
- d) No member shall speak for more than 10 (ten) minutes without the permission of the Chairman.
- e) Any member called to speak must address the Chair.
- f) The Chairman shall interpret the standing orders subject to the approval of the house.

- g) The Chairman shall be free to take part in all discussions.
- h) The Chairman reserves the right to allow submissions on the outcome of votes.

## **9. BREACH OF ORDER**

The Chairman shall have the right to sanction those who deliberately breach the standing orders or use indecent language or disturbs the orderly conduct of meetings or disobeys the lawful orders from the Chairman.

**SCHEDULE THREE**

**FORMS OF OATH**

**A. THE PRESIDENTIAL OATH**

I.....  
having been elected to the high office of the National President of the Teacher Trainees’ Association of Ghana (TTAG) do hereby in the name of God solemnly swear that I will be faithful and true to the Association; That I shall strive at all times to preserve, protect and defend the Constitution of TTAG and I hereby wholly dedicate myself, without fear or favour, to the service and welfare of the teacher trainees in Ghana and uphold the Constitution of the Association. I further solemnly swear that I will conform to the principles of strict accountability, financially and otherwise and that should I at any time break this Oath of Office, I shall submit myself to the dictates of the TTAG Constitution and suffer the penalty for it.

So, help me God.

**NB:** *To be administered by the Chief Justice before Congress or General Assembly, as the case may be.*

**B. THE EXECUTIVE OFFICERS’ OATH**

I.....  
having assumed office as a member of the National Executive do hereby in the name of the ALMIGHTY God solemnly swear that I will at all times, be faithfully and truly serve the Association in my capacity as an Executive Officer. That I will support and uphold the principle of meticulous accountability, financially and that I shall seek the welfare of teacher trainees in Ghana.

I further solemnly swear that should I at any time break this Oath of Office, I shall submit myself to the punishment thereof.

So, help me God.

***NB:*** *To be administered by the Chief Justice before Congress or General Assembly as the case may be.*

### C. THE NATIONAL EXECUTIVE COUNCIL OATH

I.....  
having assumed office as member of the National Executive Council of the Association do in the name and of the Almighty God swear that I will not directly or indirectly reveal such matters as shall be debated in the Council and committed to my secrecy; and that I will uphold, preserve, protect and defend the Constitution of the Association; that I will, support and uphold the principles of meticulous accountability, financially and that I shall seek the welfare of all teacher trainees in Ghana.

I further solemnly swear that should I at any time break this Oath of Office, I shall submit myself to the dictates of the TTAG Constitution and suffer the penalty for it.

So, help me God.

**NB:** *To be administered by the Chief Justice before Congress, General Assembly or NEC as the case may be.*

## D. THE GENERAL ASSEMBLY/CONGRESS OATH

I.....  
on assuming office as a member of the General Assembly /  
Congress of the Association, do hereby in the Name of God  
swear, that I will strive at all times to preserve, protect and  
defend the Association’s Constitution, especially the principles  
of meticulous accountability, and that I hereby wholly dedicate  
myself to the service and the welfare of teacher trainees in  
Ghana.

I further solemnly swear that I shall not be found wanting in the  
discharge of my responsibilities as a member of the General  
Assembly/ Congress of the Association, nor place myself in  
such a position as to frustrate the efficient functioning of the  
Assembly/ Congress.

So, help me God.

***NB:*** *To be administered by the Coordinator before Congress or  
General Assembly as the case may be.*



### E. THE JUDICIAL COMMITTEE OATH

I.....  
having been appointed as the Chairman/Member of the  
Judicial Committee of the TTAG do hereby in the name  
of God swear that I will interpret the TTAG Constitution  
without fear or favour, to defend and uphold the  
Constitution, and to adjudicate on all matters that shall  
be brought before the Judicial Committee without  
affection, ill-will or personal interest.

I further solemnly swear that I shall not be found wanting  
in the discharge of my responsibilities as a member of  
the TTAG Judicial Committee nor place myself in such  
a position as to frustrate the efficient functioning of the  
Judicial Committee of TTAG.

So, help me God.

**NB:** *To be administered by the President before General  
Assembly or NEC as the case may be.*

**F. THE COMMITTEES, COMMISSIONS AND  
BOARDS OATH**

I.....  
having been appointed as a member of the  
..... of the TTAG do in the  
name of the Almighty God Solemnly affirm that I will  
bear true faith and allegiance to the TTAG; and that I  
will perform the duties of my office without fear or  
favour, affection or ill-will; and that I will uphold,  
protect, preserve and defend the Constitution of the  
TTAG.

So, help me God.

**NB:** *To be administered by the President before General  
Assembly, NEC or Congress as the case may be.*

**G. OATH BEFORE VARIOUS BODIES**

I.....  
having appeared before the .....  
of TTAG do hereby in the name of the Almighty God  
swear that, I will tell the truth, the whole truth and  
nothing but the truth.

So, help me God/Allah.

**NB:** *To be administered by the Chairman of the Body.*

## **APPENDIX**

### **MEMBER INSTITUTIONS**

- 1. COLLEGES OF EDUCATION IN  
EGA SECTOR**
  - a. Accra College of Education, Legon – Accra.
  - b. Ada College of Education, Ada-Foah
  - c. Presbyterian College of Education, Akropong – Akuapem.
  - d. S.D.A. College of Education, Asokore – Koforidua.
  - e. Kibi Presbyterian College of Education, Kibi.
  - f. Mount Mary College of Education, Somanya.
  - g. Presbyterian Women’s College of Education, Aburi.
  - h. Abetifi Presbyterian College of Education, Abetifi – Kwahu.
  - i. Methodist College of Education, Akim Oda.

## 2. COLLEGES OF EDUCATION IN ASHBA SECTOR

- a. Wesley College of Education,  
Kumasi.
- b. St. Louis College of  
Education, Kumasi.
- c. St. Monica's College of  
Education, Asante-Mampong
- d. Mampong Technical College  
of Education, Asante-  
Mampong.
- e. Offinso College of Education,  
Offinso.
- f. St. Joseph's College of  
Education, Bechem.
- g. Akrokerri College of  
Education, Akrokerri.
- h. Agogo Presbyterian Women's  
College of Education, Agogo.
- i. Atebubu College of  
Education, Atebubu.

- j. SDA College of Education,  
Agona.
- k. Berekum College of  
Education, Berekum.
- l. St. Ambrose College of  
Education, Dormaa –  
Akwamu.
- m. Al-faruq College of  
Education, Wenchi.

**3. COLLEGES OF EDUCATION IN  
WEC SECTOR**

- a. OLA College of Education,  
Cape Coast.
- b. Komenda College of  
Education, Komenda.
- c. Foso College of Education,  
Assin-Fosu.
- d. Holy Child College of  
Education, Takoradi.
- e. Enchi College of Education,  
Enchi.

- f. Wiawso College of Education,  
Sefwi-Wiawso.
  
- g. Bia-Lamplighter College of  
Education, Sefwi-Debiso.

**4. COLLEGES OF EDUCATION IN  
VOLTA SECTOR**

- a. E.P. College of Education,  
Amedzofe.
- b. Akatsi College of Education,  
Akatsi.
- c. St. Francis College of  
Education, Hohoe.
- d. St. Teresa's College of  
Education, Hohoe.
- e. Peki College of Education,  
Peki.
- f. Jasikan College of Education,  
Jasikan.

- g. Dambai College of Education,  
Dambai.

**5. COLLEGES OF EDUCATION IN  
ATTRICONS**

- a. Tamale College of Education,  
Tamale.
- b. Bagabaga College of  
Education, Tamale.
- c. St. John Bosco's College of  
Education, Navrongo.
- d. Gbewaa College of Education,  
Pusiga.
- e. Tumu College of Education,  
Tumu.
- f. E.P. College of Education,  
Bimbila.



- g. N.J. Ahmadiyya College of  
Education, Wa.
- h. Gambaga College of
- i. Education, Gambaga.
- j. St. Vincent College of  
Education, Yendi.
- k. McCoy College of Education,  
Nadowli.









# THE TEACHER TRAINEES' PROVIDENT FUND

TTAG Provident Fund (TTAG-PF) is a provident fund scheme established by TTAG in 2004 but took firm grounds in 2007 and it is currently being managed by SIC Financial Services LTD. The fund allows teacher trainees to make monthly contribution from their stipends to their accounts created under the fund. The purpose of the scheme is to:

- Help trainees save part of their allowances for future use
- Invest the monthly contribution so as to guarantee a handsome return on the trainees' money.
- Enable members receive a lump sum of money upon completion of college.

## The Benefits



It is open to All TTAG Members

Please contact your College Representative now to fill your forms. For further details, you may contact:

No.67 A & B Switchback Road, Cantoments  
PMB CT 314, Cantoments Accra - Ghana

Tel: +233 30 276 7051 | +233 30 276 7123 | +233 30 276 7117

Fax: +233 30 276 7021