

THE CONSTITUTION OF THE SENIOR STAFF ASSOCIATION OF JUDICIAL SERVICE OF GHANA (SSAJUG)

THE PREAMBLE

We, the Senior Staff of the Judicial Service of Ghana (hereinafter referred to as the “Service”) having identified the need to come under one body in the interest of our welfare to be promoted on the principle of equity, equality, probity, accountability and respect for one another to promote our relationship and wellbeing in and after leaving the Service have set to ourselves this Constitution.

It is our primary objective to preserve the respect of all members of the Association and to maintain the dignity of our membership and that of our employer in the Service.

ARTICLE 1- NAME OF ASSOCIATION

The Association shall be known and called SENIOR STAFF ASSOCIATION OF THE JUDICIAL SERVICE OF GHANA which is abbreviated as SSAJUG.

ARTICLE 2- AIMS AND OBJECTIVES

- a. To promote the development of Senior Staff of the Judicial Service of Ghana.
- b. To promote and protect the economic and social rights of Senior Staff.
- c. To hold congress, meetings, lectures and workshops for the discussion of affairs of the Senior Staff members.
- d. To provide and maintain such other services for the benefit and welfare of members as the Association may from time to time determine.
- e. To promote cordial and good working relationships among the members of the Association.
- f. To act as mouthpiece for the Senior Staff members of the Judicial Service.

ARTICLE 3 - MOTTO, SLOGAN & GREETINGS

The motto of the Association shall be EQUAL JUSTICE FOR ALL

The slogan shall be “SSAJUG”: “FOR RESPECT, PROBITY AND ACCOUNTABILITY”.

The greetings shall be “SSAJUG” and the response shall be “PROGRESS”

ARTICLE 4 - LOGO/SYMBOL

The Logo of the Association shall be a female figure blindfolded and holding the scale of justice symbolizing impartial justice for all.

ARTICLE 5- HEADQUARTERS/NATIONAL SECRETARIAT

Unless it is determined by conference, the first Headquarters/National Secretariat of the Association shall be situated in Accra, the capital of Ghana.

ARTICLE 6 - MEMBERSHIP

Membership of the Association shall be voluntary and shall consist of the following:

- a. Full member – Senior Members of staff of the Judicial Service on the rank from High Court registrars and analogous grades to the grade of Chief Registrars who have voluntarily subscribed to be members and have been accepted to be members of the Association.
- b. Associate members – Other Senior Members of staff in the category of Directors and Deputy Directors who have voluntarily subscribed and accepted to be members of the Association

6.1 Associate members *shall not be eligible to hold any executive position of the Association neither at the Regional nor the National level.*

6.2 Any member who holds an executive position and is promoted or appointed to the rank of Deputy Director and above or granted study leave with pay shall be given one (1) month's notice to resign from such executive position. Such executive officer shall vacate his/her position and shall hand over to the Secretary General who shall bring it to the attention of NEB, who shall then appoint/nominate an interim officer approved by NEC at the National level and at the regional level shall organize a bye election within three (3) months.

6.3 A member loses his or her membership of the Association upon Death, Resignation, Retirement, Dismissal/Removal or Dismembership.

ARTICLE 7- GOVERNING BODIES/STRUCTURE

National Bodies

The Association shall be governed by the *Quadrennial* National Delegates Congress, the National Executive Council, the National Executive Board and the National Secretariat.

7.1 Quadrennial Delegate Congress

The Association shall hold a Quadrennial National Congress.

The following shall be the business of Congress:

- a. Election of officers to the National and Regional Executive position to wit:
 - i. National President and Regional Chairman/Chairperson
 - ii. National Vice President and Regional Vice Chairman/Chairperson
 - iii. Secretary General and Regional Secretary
 - iv. Deputy Secretary General and Regional Deputy Secretary
 - v. National and Regional Treasurer
- b. Discuss, consider and approve the audited accounts of the Association and formulate policies for effective financial administration of the Association.
- c. Receive reports from the National Executive Council and the Regional Councils.
- d. Receive reports from the Association on all organs of the Association and administration in the region.
- e. Review and evaluate general performance of the Association and draw up functional programs.
- f. Discuss proposals and amendments to the Constitution.
- g. Discuss any other business that is in line with the business of the Association.

7.1.1 Membership of congress

- a. The Congress of the Association shall be made up of all National and Regional Executives and one representative each from the registries, departments, sections and units of the Service. For the avoidance of any doubt the membership to Congress shall consist of:
 - i. National President and Regional Chairman/Chairperson

- ii. National Vice President and Regional Vice Chairman/Chairperson
- iii. Secretary General and Regional Secretary
- iv. Deputy Secretary General and Regional Deputy Secretary
- v. National and Regional Treasurer
- vi. Public Relation Officer (PRO)
- vii One representative each from the registries, departments, sections and units of the Service.

7.1.2 Date and place of congress

The Quadrennial Delegates Congress shall be held at such time and place as Congress for the time being shall decide.

- a. There shall be three (3) months' notice for the time and place of any Congress of the Association.
- b. An agenda setting out the particulars of business to be undertaken at Congress shall be published to all members one (1) month after the Notice for the Congress has been published.
- c. Notice of any motion may be submitted in writing by members through their Regional Representatives and such notice shall be received by the Secretary General one clear month to the Association's Congress.
- d. The National Executive Council in consultation with all Regional Executives may permit a motion to be moved without notice on any matter which the Congress deem necessary to be considered.
- e. Extra Ordinary Delegates Congress may be convened at the instance of a two third (2/3) majority of Members of all Regional Executives and in doing so, shall file a motion to be circulated to all other Regional Executives and shall be approved by the National Executive Council.

7.2 The National Executive Council

The National Executive Council (hereinafter called the 'Council') shall be responsible for the general management, finances and properties of the Association and in the absence of congress as the highest decision making body to take decisions as are in the supreme interest of the Association.

- a. The Council shall approve the appointment of employees to the National Secretariat to assist the Secretary General in the day-to-day management of the Secretariat at the headquarters.
- b. The Council shall be responsible to the appointment/nomination of an officer(s) to negotiate conditions of service for SSAJUG.
- c. The Council shall receive, discuss and take final decision on all committees' report set up either by it or the Executive Board.
- d. The Council shall approve the annual budget of the Association.
- e. The Council shall appoint auditor(s) annually.
- f. Subject to any emergency, the Council shall meet at most twice within a year

The Council shall have the following membership:-

- a. National President who shall preside over all meetings of the Association.
- b. National Vice President who shall act in the absence of the President.
- c. Secretary General who shall serve as the secretary to the National Council.
- d. Deputy Secretary General shall act in the absence of the Secretary General.
- e. National Treasurer shall be in charge of finances of the Association.
- f. One representative from each and every region of the Country duly elected by the Regional Executive Council who shall be a member of the Regional Executive.

7.3 The National Executive Board

The National Executive Board shall be responsible for the daily running of the administration of the Association and shall act in the absence of National Executive Council. Agenda of NEC meeting shall be approved by the National Executive Board.

The Board shall be constituted by the following members:-

- a. National President who shall preside over all meetings of the Association.
- b. National Vice President who shall act in the absence of the President.

- c. Secretary General who shall serve as the secretary to the National Board.
- d. Deputy Secretary General who shall act in the absence of the Secretary General.
- e. National Treasurer who shall keep full and accurate accounts of all assets, liabilities and receipts.

7.4 The National Secretariat

- a. The National Secretariat shall be responsible for carrying out the day-to-day administrative functions of the Association and the implementation of the decision of the various bodies of the Association generally.
- b. The Secretary General shall be the head of the National Secretariat.
- c. The Secretary General shall be in charge of the day-to-day administration of the Association's Secretariat and shall exercise general and managerial control over the employees of the Association.
- d. The Secretary General shall be responsible to the National Executive Council in the performance of the secretarial and managerial duties.

Regional Bodies

7.5 Regional Executive Council

There shall be established in each Region of Ghana, a Regional Executive Council (hereinafter called the REC) and shall be responsible for the general management, finances and properties of the Association in the region.

- a. The Regional Executive Council shall meet to deliberate on matters affecting the members of the region.
- b. Shall be responsible for the organization, coordination and mobilization of members at the regional level and carry out directives issued by the National Bodies.
- c. Shall be responsible to the election of members to the Council.
- d. Subject to any emergency, the REC shall meet at most twice within a year

The Regional Executive Council shall have the following membership:

- a. Regional Chairman/Chairperson who shall preside over all the Regional meetings.
- b. Regional Vice Chairman/Chairperson who shall act in the absence of the Regional Chairman/Chairperson.
- c. Regional Secretary who shall be in charge of the day-to-day administration of the region office and act as the secretary to meetings of the Regional Executives Council.
- d. Deputy Regional Secretary who shall act in the absence of the Regional Secretary
- e. Regional Treasurer who shall keep full and accurate accounts of all assets, liabilities and receipts
- f. National officer(s) residing in the region.
- g. One representative each from the departments, registries, sections, and units in the Service.

7.6 Regional Executive Board

The Regional Executive Board (hereinafter referred to as REB) shall be in charge of the day-to-day administration and management of the Association in the region and shall act in the absence of Regional Executive Council. Agenda of REC meeting shall be approved by the Regional Executive Board and take decisions as are in the supreme interest of the Association in the regions.

The Regional Board shall be constituted by the following members:-

- a. Regional Chairman/Chairperson who shall preside over all meetings of the Association in the region.
- b. Regional Vice Chairman/Chairperson who shall act in the absence of the Regional President.
- c. Regional Secretary who shall serve as the secretary to the Regional Board.
- d. Deputy Regional Secretary who shall act in the absence of the Regional Secretary.
- e. Regional Treasurer who shall keep full and accurate accounts of all assets, liabilities and receipts of the region.

ARTICLE 8 - OFFICERS OF THE ASSOCIATION

National Officers

8.1 National President

- a. The Association shall elect a National President who shall be the general head of the Association.
- b. The National President shall be the head and shall chair all meetings of the National Executive Council and general meetings of the Association.
- c. The National President shall have the right to an ordinary vote and the power of casting a vote.
- d. The National President shall authorize the co-option of any member to any Committee or any body of the Association.
- e. The National President shall be elected at the Quadrennial Congress of the Association.

8.2 National Vice President

- a. There shall be a National Vice President who shall assist the President in the performance of duties and shall discharge any duties assigned him/her by the President.
- b. There shall be a National Vice President who shall act in the absence of the National President.
- c. The National Vice President shall be the Chairperson of the Committee on Finance and Development.
- d. The National Vice President shall be elected at the Quadrennial Congress.

8.3 Secretary General

- a. There shall be a Secretary General who shall be elected at the Quadrennial Congress.
- b. The Secretary General shall be the Chief Administrator of the Association and shall be the custodian of all records for effective and efficient administration of the National Secretariat.
- c. The Secretary General shall be responsible for the effective mobilization and welfare of the Association.
- d. The Secretary General shall co-ordinate the activities of all regional branches of the Association.
- e. Shall represent the Association at all meetings as he/she may be directed by the National Executive Council or the National President.
- f. The Secretary General shall be the Secretary to the National Delegates Congress, National Executive Council and the Board or any Committee as may be directed by Congress.

- g. The Secretary General shall record the minutes of all meetings which he/she is the secretary under this Constitution.
- h. He/she shall circulate the agenda for all meetings to members who qualify to attend the meeting.
- i. The Secretary General shall be responsible for the safe custody of the Association's records and other documents belonging to the Association and keep them in a place and manner as the Association may direct.
- j. The Secretary General shall also keep the records of the minutes, record of proceedings of Congress and meetings of the organs, bodies or committees of the Association.

8.4 Deputy Secretary General

- e. There shall be a Deputy Secretary General who shall assist the Secretary General and the National Treasurer in the performance of their day-to-day duties and shall discharge any duties assigned him/her by the Secretary General.
- f. The Deputy Secretary General shall act in the absence of the Secretary General.
- g. The Deputy Secretary General shall chair the Loans Committee.
- h. The Deputy Secretary General shall be elected at the Quadrennial Congress.

8.5 National Treasurer

- a. There shall be a National Treasurer who shall be the custodian of funds and securities of the Association.
- b. The National Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts and disbursement of the Association in the books prescribed by the Association.
- c. Deposit all monies, securities and valuable effects in the name of the Association in any bank that the Board may direct in accordance with the provisions of this Constitution.
- d. Disburse the funds of the Association as may be directed by the Executive Board's authority or as may be prescribed by the financial regulations of the Association.
- e. In consultation with the Secretary General render accounts to the National Executive as and when may be required by the regulations of the Association.

- f. The National Treasurer shall be elected at the Quadrennial Congress.

8.6 National Public Relations Officer

- a. There shall be a Public Relations Officer of the Association who shall respond to any issue concerning the Association in accordance with the regulations and practices of the Association.
- b. In the avoidance of doubt, he/she shall be the Association's spokes person but with specific instructions from the Secretary General.

Regional Officers

8.7 Regional Chairman/Chairperson

- a. There shall a Regional President who shall be the head in the region and represent the Association at all regional activities.
- b. Preside over all meetings of the Regional Executive Council and the Board.
- c. Shall represent the Association in her relation with other sister Associations in the region.

8.8 Regional Vice Chairman/Chairperson

- a. There shall be a Regional Vice President who shall assist the regional President in the performance of duties.
- b. The Deputy Regional President shall act in the absence of the Regional President.
- c. He/she shall perform other duties as may be assigned him/her by the Regional President.

8.9 Regional Secretary

- a. There shall be a Regional Secretary who shall be responsible for the Secretariat of the Association at the regional level and all activities in the region.
- b. The Regional Secretary shall serve as secretary to the Regional Executive Council and the Board at its meetings, programmes and other activities.
- c. The Regional Secretary shall submit annual and interim reports from the region as the National Executives may request.
- d. The Regional Secretary shall be in charge of all correspondence to and from the region.

8.10 Deputy Regional Secretary

- a. There shall be a Deputy Regional Secretary who shall assist the regional Secretary and Treasurer in the performance of their day-to-day duties and shall discharge any duties assigned him/her by the regional Secretary.
- b. The Association shall elect a Deputy Regional Secretary and the elected officer shall act in the absence of the Regional Secretary.
- c. The deputy regional Secretary shall work under the general directives of the Regional Secretary.

8.11 Regional Treasurer

- a. There shall be a Regional Treasurer who shall keep charge of all funds of the region and ensure that money for the region is deposited at the bank.
- b. He/she shall keep records of all financial transactions in the region and report to the Regional Executive Board.

ARTICLE 9 - TENURE OF OFFICE

- a. All elected officers of the Association shall hold office for a term of four (4) years and may be re-elected.
- b. No person shall be eligible to re-election to the same office after holding the office for two (2) terms.

ARTICLE 10 - ELECTIONS

- a. A Committee shall be constituted within four (4) months of coming into force of this Constitution to submit a draft bye-law to guide the Association's elections and the draft shall be submitted to the National Executive Council for consideration and approval.
- b. The membership of the committee shall be a minimum of three (3) but not more than five (5).
- c. The bye-laws for elections shall be promulgated within six (6) months after coming into force of this Constitution.
- d. The National Executive Council shall ensure that bye-laws and notices of election are served on members not less than two (2) months before the date for the elections.
- e. Any dues paying member of the union who is up to three (3) years in the Association shall be eligible to contest for any of the National or Regional Executive positions.

- f. Voting of the Association shall be by secret ballot.
- g. All members of the Association in good standing shall have voting rights.
- h. All elections of the Association for the election of National Executive and Regional Executives shall be supervised by the Electoral Commission of Ghana.

ARTICLE 11 – FINANCE (FUNDS OF THE ASSOCIATION)

Funds of the Association shall be from the following sources:

- a. Monthly contributions/dues from the members deducted at source from members' salaries at the end of each month.
- b. Income from any activities organized by the Association.
- c. Grants and voluntary contributions which may come from individuals, organizations, governments and other sources approved by the Quadrennial Delegates' Congress, the Board or the National Executive.
- d. Dues may be increased subject only to approval by Congress.
- e. Two percent (2%) shall be deducted from each member's monthly salary until otherwise decided by Congress.

ARTICLE 12 – DISBURSEMENT OF FUNDS/WELFARE FUND

Dues paid by members, specifically the two percent (2%) shall be disbursed for the benefit of the Association in the following manner:

- a. Fifty percent (50%) shall be set aside and invested in the name of each member towards retirement at a notable investment house and shall not be applied for any other purpose and for any reason.
- b. Forty percent (40%) shall be set aside for labour and administration including projects of the Association.
- c. Five percent (5%) shall be solely reserved and prudently invested to serve as the main source of financing Quadrennial Congress and among other credible sources of financing.
- d. Five percent (5%) shall be given to the various Regional Executive Councils to resource and promote the activities of the regions
- e. Funds of the Association shall be disbursed in accordance with Financial Regulations approved by the Council and in line with Ghana's financial management practice.
- f. No Officer, be it National or Regional shall commit the Association to contract for any loan without the knowledge and approval of the Council.

ARTICLE 13 – APPOINTMENT OF BANKERS/INVESTMENT HOUSE

The National Executive Council shall appoint Bankers and investment house for the Association and shall direct lodgment of funds with the Banks.

13.1 SIGNATORIES

The signatories to the Association's accounts shall be the following:

- a. At the national level, any two of the following:
The President (mandatory) and the Treasurer or the Secretary Gen.
- b. At the regional level, any two of the following:
The Regional Chairman/Chairperson (mandatory) and the Regional Treasurer or the Regional Secretary.

ARTICLE 14 - QUORUM

To commence any business by Conference, the Council, the Board, or a Committee of the Association the following shall be the quorum:

Quadrennial Congress	-	More than ½ of Delegates
National/Regional Executive Council	-	2/3 of Members
National/Regional Executive Board	-	2/3 of Members
Committees	-	2/3 of Members

ARTICLE 15 – RETIREMENT/RESIGNATION OF EMPLOYEES/OFFICERS

- a. An employee of the Association may retire on attaining the age of fifty-five (55) or may be retired compulsorily on attaining the age of sixty (60).
- b. An officer may resign from his/her office by a letter to the Secretary General and in the case of the Secretary General to the National President.
- c. The Council shall take action on any application on resignation of an Executive Member and report to the Congress.
- d. Any Executive Member who is about to retire shall give Six (6) months' notice to the Regional Secretary.

ARTICLE 16 – REMOVAL FROM OFFICE

- a. Elected Executives at the National or Regional level in the Association may be removed from office by the Council subject to

- a recommendation by a disciplinary committee, which will be constituted by the Council.
- b. Employees employed by the Association may be removed by the NEB on grounds of stated gross misbehavior, infirmity of body or mind.
- c. In the case of Elected Officers the removal shall be approved by a resolution supported by 2/3 majority of the Council.
- d. All Executives or employees against whom a submission has been made shall be informed in writing of their right to be heard and defend the allegations and be represented by a lawyer of their choice.
- e. Any member of the Association dissatisfied with any decision arising from any investigations on issues leading to removal from the Association may apply in the form of an appeal to the Council.
- f. The Council may uphold, vary or dismiss the decision and communicate same to the affected member.

ARTICLE 17 - AUDITING

- a. Accounts of the Association shall be audited annually or at any time authorized by the Council.
- b. Auditors shall be external duly appointed by the Council.

ARTICLE 18 - TRANSITION

- a. Elected Officers shall be inducted into office one month after elections at Congress to effect transfer of power.
- b. The Council shall appoint a five member transitional Committee to ensure the transfer of power to an in-coming Executives.

ARTICLE 19 - AMENDMENTS TO THE CONSTITUTION

- a. This Constitution may be amended by the Quadrennial Congress of the Association.
- b. A submission for an amendment to any part or the whole of this Constitution after submission of such proposal shall be served in a form of a notice by the Secretary General on all officers, Registries or Sections and Regional Executives two months before any meeting or congress to consider the amendment.
- c. Amendment shall be effected by a two-third (2/3) majority of all members present and accredited to vote at Congress.

- d. Amendment of the Constitution should take effect six (6) months after Congress.

ARTICLE 20 – INTERPRETATION

- a. This Constitution shall be interpreted in accordance with the existing laws of Ghana unless otherwise applicable to any other law depending on the prevailing circumstances.
- b. Where there is a disagreement to the interpretation of any part or the entire Constitution, the Court shall exercise the right of interpretation.

Unless otherwise stated, in this constitution, the following meanings shall apply:

- a. “Association” means the Senior Staff Association of administrative staff of the Judicial Service.
- b. “Council” means the highest authority of the Association in the absence of Congress comprising of persons selected by the Association to act as such.
- c. “Constitution” means the Constitution of SSAJUG.
- d. “Delegate” means a member of the Association who has met all obligations and qualifies to attend the Quadrennial Congress of the Association.
- e. “Dues” means monthly contributions of members deducted at source from members salary of directly paid to the Association by a member.
- f. “Employee” means a person other than a member who has been employed by the Association and is paid salary.
- g. “Member” means a person who has voluntarily applied to be and has been accepted as a member of the Association.

ARTICLE 21 – LIQUIDATION

Liquidation or dissolution of the Association shall be in accordance with the provisions of the Association and shall be in accordance with provisions of the company’s code or any statutory provisions.

THIS CONSTITUTION MADE THIS 1ST DAY OF AUGUST TWO THOUSAND AND EIGHTEEN IN THE YEAR OF OUR LORD