

CONSTITUTION OF GRNA

PREAMBLE

Whereas the GRNA having taken cognizance of the fact that the old constitution has outlived its usefulness and that there is the need for a new constitution to take account of the current developments in the nursing profession and pursuant to the recommendations of the constitutional reviews committee set up by the 7th Biennial conference on 22nd October, 1994 which said report was presented to the General Assembly at Ho and accepted by same.

NOW THEREFORE THE GENERAL ASSEMBLY THE SUPREME ORGAN of the association herein gathered on this 23rd day of August, 1996 adopted and promulgates this constitution as the supreme law of the association.

THE CONSTITUTION

ARTICLE I- NAME OF THE INSTITUTION

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

ARTICLE II- RECOGNITION

The association shall exist as a professional body as incorporated under the N.R.C. Degree 143 (professional bodies registration) with registration number PB-13.

ARTICLE III-REGISTERED OFFICE

The registered office of the association shall be the National Secretariat of the GRNA Accra with branches in all the regions of Ghana.

ARTICLE IV- OBJECTIVES OF THE ASSOCIATION

The Association shall have among its objectives the following: to

- I. Bring all practicing nurses in Ghana into a unified body
- II. Advance the interest of the nursing profession; locally and internationally.
- III. Promote generally a better understanding and the dignity of the profession;
- IV. Maintain the honour and independence of the profession with special reference to professional standards, conducts, discipline and etiquette;
- V. Promote nursing education and research
- VI. Affiliate and promote good relations with the international council of nurses, the commonwealth nurses federation, the international confederation of midwives and similar organization of nurses in other countries.
- VII. Promote and support the law reforms on all matters affecting the nursing profession.

ARTICLE V- MEMBERSHIP OF THE ASSOCIATION

1. Every nurse in Ghana, upon her being registered with the nurses and midwives council for Ghana shall be a eligible to be a member of the association upon her;

- i. Payment of enrolment fee prescribed in the regulation of the association and any other fees
 - ii. Completion of membership enrolment form;
 - iii. Have a membership card duly signed by the General Secretary and the national president.
2. There shall be life members of the association which shall be opened to retired, or disabled and maimed nurses who can never return to active services; upon payment of prescribed fee.
 3. Life members shall enjoy all other benefits of the association except the right to vote during meetings and elections or/and election to executive office.

ARTICLE VI – SUBSCRIPTION

1. Every member shall pay such monthly subscription or fee as the association may from time to time determine
2. It shall also be the duty of every member to make such other such contributions as the national, regional, district or local association may decide at a general meeting/conference.
3. The national council shall impose penalties including suspensions of a member of the association for non-payment of subscription and fees.

ARTICLE VII- DISCIPLINARY ACTION

1. any member whose name is struck out of the register of nurses and midwives council shall cease to be a member of the association until such time that her name shall be reinstated;
2. Any member of the association who is found guilty by the disciplinary committee of the association for conduct prejudicial to the interest of the association shall be liable to expulsion or any other punishment; provided that no member shall be expelled except he has been given the opportunity to appear before the committee to state her case.
3. Any executive member expelled from the association or her executive post as a result of misconduct shall hand over all documents of the association in her custody to the executive within two weeks from the date of expulsion.
4. Any member so expelled, shall have the right to appeal against the decision of the disciplinary committee to the national council.
 - I. Further appeal lies from the decision of the national council to the disciplinary appeals board whose decision shall be final within the association.

ARTICLE VII- DISCIPLINARY COMMITTEE

1. There shall be set-up an adhoc disciplinary committee of the association by the national council or the general assembly to investigate and make recommendation on a member(s) in times of conduct prejudicial to the interest of the association.

2. The membership of any disciplinary committee shall have a minimum of five and a maximum of seven.
3. the members of the disciplinary committee shall be;
 - i. members of the association who are in good standing
 - ii. have good morals and of high integrity
 - iii. Be equal or higher in rank to the member in respect of whom the investigation is to be conducted.
 - iv. Have reasonable knowledge of the kind of misconduct to be investigated.

ARTICLE IX- DISCIPLINARY APPEALS BOARD

1. There shall be set up an adhoc disciplinary appeal board in times of need whose membership shall not be less than 5 and not more than 7.
2. the membership of the appeal board shall comprise of the following;
 - i. The registrar of nurses and midwives council or a representative above the rank of principal nursing officer.
 - ii. A senior member from the ministry of health above the rank of a principal nursing officer.
 - iii. The legal adviser of GNRA or his representative.
 - iv. The representative of the national council of the association.
 - v. A medical social officer at the rank of senior medical social officer or above.
 - vi. A hospital chaplain or a senior priest/pastor/Imam
3. The ruling of the appeals board shall be final within the association.

ARTICLE X- THE NATIONAL COUNCIL

1. There shall be a national council of the nurses association hereinafter referred to as the “the national council”.
2. The overall management of the association shall be vested in the national council.
3. the national council shall meet at least once in every 3 months

ARTICLE XI- COMPOSITION OF COUNCIL

The national council shall consist of:

- i. all members of the national executive
- ii. all the regional chairmen and secretaries

ARTICLE XII- FUNCTIONS OF THE NATIONAL COUNCIL

1. The national council shall be the governing body of the association.
2. It shall be responsible to the general assembly.

3. It shall be responsible for the implementation of the objectives of the association.
4. It shall be responsible for the supervision of the management and administration of the association by the national executives.
5. It shall make recommendations and suggestions to the nurses and midwives council in matters affecting nursing education and practice for their consideration and approval.
6. It shall recommend to the registrar of nurses and midwives council the removal or suspension of a nurse or midwife from the register.
7. It may review or rectify decisions and actions of the national executive and the various committees.
8. It shall appoint ad-hoc committees to deal with specific matters.
9. It shall recommend policies for debate and discussions for approval and adoption by the general assembly.
10. It shall cause to be compiled annual reports by the national executive for presentation to the general assembly.
11. It shall take such emergency measures as shall be necessary in the interest of the association.
12. It shall appoint auditors to audit the annual accounts of the association.
13. It shall appoint legal advisor to advise the association on legal matters.
14. It shall be responsible for the approval of appointments, disciplinary actions and terminations of appointments made by the national executive.

ARTICLE XIII-THE NATIONAL EXECUTIVE

1. There shall be elected national executive for the association every four years.
2. The national executive shall be responsible for the day-to-day administration of the national secretariat and functions of the association.
3. The national executive shall be responsible to the national council.
4. The national executive shall prepare the agenda for council meetings.

ARTICLE XIV- COMPOSITION OF NATIONAL EXECUTIVES.

There shall be a national executive of the association comprising of the following:

- a. The national president
- b. The 1st vice president
- c. The 2nd vice president
- d. The general secretary
- e. The assistant general secretary
- f. The national treasurer
- g. The assistant national treasurer
- h. The national public relations officer

- i. The assistant public relations officer

ARTICLE XV- ELECTION OF THE NATIONAL EXECUTIVE

- a. Members of the executive shall be elected at the national delegates' conference (the general assembly).
- b. Election shall be held every 4 years
- c. Any member of the association who is qualified may stand for elections to the national executive. Such a member shall be nominated by a region seconded by at least one other region.
- d. Any members who is in arrears of her subscription, fees and levies for three consecutive, months shall not be entitled to stand for election or vote at elections
- e. No member shall contest for more than one executive office at the same election.
- f. Eight delegates shall represent each region at an election (delegates) conference
- g. All candidates must present manifestoes, curriculum vitae (cv) and two passport size photographs to the national secretariat to be circulated to the regions three months before elections.
- h. The national executive shall be resolved by the president immediately before elections and they shall not have any voting rights in the election of the next executive meeting.

ARTICLE XVI- FUNCTIONS OF THE NATIONAL EXECUTIVE

1. They shall be responsible for the day to day administration of the association.
2. The national executive shall prepare annual and biannual reports.
3. They shall prepare agenda for council meetings.
4. They shall prepare agenda for the general assembly in consultation with national council.
5. They shall perform any other functions the general assembly or the national council may assign to it from time to time.

ARTICLE XVII- FUNCTION OF THE OFFICERS OF THE NATIONAL EXECUTIVE

- a. The national president
 - i. Shall preside over all meetings of the association
 - ii. Shall have a casting vote in all meetings except during election conference
 - iii. Shall sign all minutes
 - iv. Supervise the national executive in the general administration of the national secretariat.
- b. The vice president
 - i. They shall assist and advice the president generally.
 - ii. In the absence of the national president, the 1st vice president shall act and perform the duties of the president.
- c. The general secretary

- i. Shall be responsible for the general administration of the national secretariat and keep an accountable impress,
- ii. Shall convene meetings after consultations with the national president
- iii. Shall record and keep minutes of all meetings of the association.
- iv. Shall prepare annual reports and any other reports for consideration of the council.
- v. Shall cause to be circulated notices and minutes of meetings two weeks before the next meetings.
- vi. Shall receive letters and in consultation with the national president reply to correspondence.
- vii. Shall liaise with the nurses and midwives council and other organizations as may be directed by the president
- viii. Shall perform such other functions as shall be assigned to her by the president.

d. the assistant general secretary

The assistant general secretary shall assist the general secretary and act in her absence.

e. The national treasurer

- i. Shall receive and pay into the bank account of the association all monies due to the association
- ii. Shall control expenditure and see to it that income and expenditure are maintained to give a reasonable balance
- iii. Shall be responsible for the financial transactions of the association
- iv. Shall keep books of accounts in accordance to existing accounting practice
- v. Shall under the directive of the president and the national executive cause to be prepared an annual account to be presented to the national council and the general assembly.
- vi. Shall perform any other duties that are normally performed by a treasurer.

f. the assistant national treasurer

shall assist the national treasurer and act in her absence.

g. The public relations officer

- i. Shall be the mouthpiece of the association
- ii. Shall help in the dissemination of information that will project the good image and integrity of the association.
- iii. Shall perform any other duties as may be assigned to her by the president.

h. the assistant public relations

The assistant public relations officer shall assist the national public relations officer and act in her absence.

ARTICLE XVIII-MEETINGS OF NATIONAL EXECUTIVE

1. The executive shall meet at least once every three months before the national council meetings or as often as may be determined by the national president.
2. Emergency meetings shall be convened when necessary by the general secretary on the advice of the national president or any of her two vice presidents in order of authority.

ARTICLE XIX- TERM OF OFFICE OF NATIONAL EXECUTIVE

- i. The executive shall hold office for a term of four years
- ii. No member of the executive shall hold the same post for more than two consecutive terms.
- iii. The president shall not hold any other executive office after serving two terms
- iv. Other national executive members shall be eligible to be re-elected to other office position after two terms.
- v. No member shall be elected to the national executive unless she has practiced for at least three years after training.
- vi. An executive member who proceeds on study leave beyond one year during his tenure of office shall cease to be an executive member.
- vii. If the study leave is within one year the council shall nominate a member to act in that capacity until the said officer returns to post.

ARTICLE XX- FILLING OF VACANCIES OF OFFICERS

- i. Vacancies occurring in the executive by deaths, resignations, permanent incapacitation or other wise in the national council shall be filled as follows.
 - a. In the case of national executive where the incumbent serves more than half the term of her vice shall complete the term in an acting capacity.
 - b. Where the incumbent serves less than half term, the vice shall act until election is held at the next delegates' conference.
 - c. Any member of the national executive or an acting officer wishing to contest a post shall resign in writing the substantive post three clear months to the conference unless the vacancy created is less than three months to the next conference.

ARTICLE XXI-NATIONAL TRUSTEES

- a. The association shall have a maximum of seven and a minimum of five trustees who shall be appointed by the national delegates' conference.

ARTICLE XXII- QUALIFICATIONS OF TRUSTEES

- i. Any person who shows keen interest in the affairs of the association.
- ii. He should be a person of high integrity and moral standard
- iii. Their membership shall be reviewed at every election conference.

ARTICLE XXIII- FUNCTIONS OF TUSTEES

- a. The trustees shall advise the national council
- b. They shall hold in trust the assets of the association in times when the national executive is unable to act as such.
- c. They shall convene emergency general assembly meeting to seek the vote of no confidence in the executive on the request of a region which has been endorsed by at least three other regions.

ARTICLE XXIV- REGIONAL BANCHES:

- a. There shall be branches of the association in each region of Ghana.
- b. Membership of the regional branch shall be made up of registered members residing in that region.

ARTICLE XXV- REGIONAL EXECUTIVE

There shall be regional executive in each regional branch of the association which shall consist of the following

- i. The chairman of the region
- ii. The 1st vice chairman
- iii. The 2nd vice chairman
- iv. The secretary
- v. The vice secretary
- vi. The treasurer
- vii. The assistant treasurer
- viii. The public relations officer
- ix. The assistant public relations officer

ARTICLE XXVI- FUNCTIONS OF THE OFFICERS OF THE REGIONAL EXECUTIVES

1. They shall be responsible for the day to day administration of the association at the regional level.
2. They shall be responsible for the performance of the functions of their office as pertains at the national level.
3. They shall present quarterly reports of their activities in the region to the national council.

ARTICLE XXVIII- REGIONAL COUNCIL

The regional council shall consist of:

- i. The regional executive
- ii. The district chairman and executives
- iii. The co-opted members of the association. Such members shall not have voting rights.

ARTICLE XXX- FUNCTIONS OF THE REGIONAL COUNCIL

The regional council shall

- i. Elect members to the national delegates' conference.
- ii. Discuss and decide matters affecting the interest of all members in the region.

- iii. Discuss matters referred to it by the national council and the national delegates' conference and submit reports and resolutions thereon to the appropriate bodies.
- iv. Implement decisions of the national council and the national delegates' conference.

ARTICLE XXXI- TENURE OF OFFICE OF REGIONAL

- a. Members of the regional executives shall hold office for a term of two yeas.
- b. No member shall hold office for more than two terms.
- c. For the avoidance of doubt the provision in article xix paragraph iii in respect of the president shall apply to the chairman.

ARTICLE XXII-DISTRICT AND LOCAL BRANCHES

There shall be district and local branches of the association in Districts and Health institutions level respectively.

ARTICLE XXIII- COMPOSITIONS AND FUNCTIONS OF DISTRICT AND LOCAL BRANCHES

- i. This shall be similar to that of the regional
- ii. Where there are not enough members at the district or local level, the positions occupied should be:
 - a. Chairman
 - b. Secretary
 - c. Treasurer

ARTICLE XXXIV- THE GENERAL SECRETARY

- a. There shall be a general assembly of the association. This shall consist of the national council and two representative of the regional branches at ordinary conferences, but six representatives at election conferences.
- b. The general secretary shall be the supreme organ of the association.
- c. The assembly shall meet once every two yeas and as the national council may decide.
- d. The council may however convene an emergency assembly meeting when the need arises.

ARTICLE XXXV- FUNCTIONS OF THE GENERAL ASSEMBLY

- a. The assembly shall be the highest policy making organ of the association.
- b. It shall have overall advisory authority over the national council.
- c. It shall receive and consider policies, financial statements and biennial reports of the association.
- d. It shall also discuss and review constitutional matters of the association.
- e. It may ratify all decisions and actions of the national council.
- f. It shall dissolve the national executive I situations of vote of no confidence in the executive.
- g. Except in emergencies, notices of meetings of the general assembly shall be circulated by the national secretariat at least three months.

- h. It shall elect national executive at election conference and in times of vote of no confidence in national executive.

ARTICLE XXXVI- FINANCES OF THE ASSOCIATION

The revenue of the association shall include:

- a. Registration fees, dues and subscriptions
- b. Income generated from any business venture in which the association may invest.
- c. The association may invest its monies in any securities and ventures approved by the council.
- d. The finance committee and the treasurer shall be responsible for administration of funds and shall be answerable to the national council and the general assembly.
- e. The finances of the association that is not in use shall be lodged with a bank as deposit, fixed or current accounts in the name of the association.

ARTICLE XXXVII- SIGNATORIES TO THE ASSOCIATION FINANCES

There shall be three signatories to the association's accounts who shall consist of the following.

- i. The national president
- ii. The general secretary
- iii. The national treasurer
- iv. Any two of the above signatories shall be valid to the bank account of the association and any business transaction at the bank.

ARTICLE XXXVIII- FINANCIAL YEAR

The financial year of the association shall commence on the 1st July of the year and end on the 30th June the following year.

ARTICLE XXXIX- QUORUM

- a. Except at emergency meetings, a quorum should be made up to two thirds of members required to attend.
- b. In the case of emergency meeting, the Quorum shall be simple majority of members required to attend.

ARTICLE XXXX- VOTING

- 1. in all meetings each member shall have one vote
- 2. Co-opted members or observers as well as paid staff of the association shall have no vote.
- 3. Subject to article xv (d) and (h) on election of executive; every executive shall have the right to vote.
- 4. Matters of the national delegates' conference other than those affecting the amendment of the constitution shall be decided by simple majority.
- 5. Registered observers who are members of the association can be substituted to vote on behalf of delegates who are unavoidably absent with the consent of the assembly.
- 6. Candidates contesting election shall not be eligible to vote at the same election conference.

ARTICLE XXXXI- OBSERVERS

1. The association may permit observers to conferences and such observers shall be sponsored by the regions concerned.
2. Subject to article XXXX paragraph 2 concerning voting, observers may express their views with leave of the presiding officer.

ARTICLE XXXXII- COMMITTEE OF THE ASSOCIATION

1. The Association shall have the following standing committees.
 - a. Finance committee
 - b. Education/ Research committee
 - c. Socio- economic/welfare committee
 - d. Transport committee
 - e. Editorial board
 - f. Building committee
2. Each committee shall have a minimum of five members and a maximum of seven members.
3. It shall be composed of any members of the association and a council member as Ex-officio member.
4. All committees shall be responsible to the national council.
5. Except in emergencies all committee work shall be subject to the approval of council before any necessary actions can be taken.

A. FINANCE COMMITTEE

- i. The finance committee in conjunction with the treasure shall be responsible for the administration of the association's finance.
- ii. In doing so they shall be subject to the direction of the national council.
- iii. The national treasurer in conjunction with the finance committee and national executive shall submit a daft annual budget to the national council for approval.
- iv. They shall formulate financial policies and submit same to the national council for their approval.
- v. They shall in conjunction with the national treasurer prepare an annual financial report to the national council.
- vi. They shall subject to the approval of the national council appoint an audit team to audit the accounts of the association at all levels.
- vii. They shall perform such other functions that shall be assigned to them by the general assembly or national council.

B. EDUCATION COMMITTEE

- i. It shall seek to promote education and nursing research
- ii. They shall on annual basis prepare synopsis for the Nurses Week Celebration.

- iii. They may study the existing nursing education curriculum and make recommendation for changes where necessary.
- iv. They may organize workshops and seminars to educate members on nursing and health related issues.
- v. They may perform any other duties as may be assigned to them by the national council.
- vi. They may propose the organization of workshops and seminars to educate members on nursing and health related issues.

C. SOCIO-ECONOMIC WELFARE COMMITTEES

- i. They shall be responsible for the general welfare of members.
- ii. They shall make proposal as to what donations and presents may be made to deserving members.
- iii. Shall investigate and make recommendations to the council in situation where a member is abused, neglected or discriminated against.
- iv. They shall deal with other socioeconomic matters that may be referred to them by the national council.

D. TRANSPORT COMMITTEE

- i. The transport committee may make any recommendation to national council for their consideration on the transport needs of the association and its members.
- ii. Shall liaise with the finance committee to make proposals to the national council as regards to procurement of vehicles for the association.

E. BUILDING COMMITTEE

- i. Shall be responsible for the repairs and maintenance of the association buildings.
- ii. Shall recommend or make proposal for the consideration by the national council for acquisition of land and other immovable properties.
- iii. Study of contract bids and make recommendations for awards of such contracts.
- iv. Shall perform any other functions related to building that they may be assigned.

ARTICLE XXXIII- AMENDMENT OF THE CONSTITUTION

The constitution may be amended subject to the following

1. The amendment proposal shall be presented by the district to the regional branch for consideration and subsequent recommendation to the national council.
2. The national council shall study the amendment proposal and the recommendation from the regional branch.
3. Upon acceptance by the national council of the recommendation for the amendment, the national council shall circulate to the regions the amendment proposal twenty-eight clear days before the delegates' conference.
4. The amendment proposal shall be put on the agenda for the delegates' conference.

5. For the amendment to be valid, two thirds of the members present at the meeting must vote in favour of the amendment.

ARTICLE XXXXIV- INTERPRETATIONS OF THE CONSTITUTION

- a. The use of the female gender shall equally apply to the male gender.
- b. Any reference to the council shall mean the national council.
- c. Any reference to the executive shall mean the national executive
- d. Any reference to the national delegates' conference shall mean the general assembly.
- e. All other words shall be given their ordinary meaning except where the ordinary meaning will lead to ambiguity or absurdity.

SAVING CLAUSE

1. For the avoidance of doubt all existing office holders, national/ regional etc. shall be deemed to have been elected under this constitution and their term of office shall take effect from the date of their election.
2. Unless otherwise decided by the national council all existing committees may continue to exist as if they were appointed under this constitution.

STANDING ORDERS OF THE GHANA REGISTERED NURSES' ASSOCIATION

1. The business of the national delegates' conference shall be taken in the order as they appear on the agenda unless otherwise decided by the conference.
2. Notes of motion and business items from the regions shall be sent to the national secretariat not less than eight weeks before the national delegates' conference at which they are to be discussed. Such business items and motions shall be placed on the agenda in the order in which they are received by the secretariat. Emergency motions may be included after the opening of the conference subject to the consent of majority of members present.
3. The mover of any motion but not a seconder shall have the right to explain the motion. No other delegates shall be allowed to speak more than once on the motion unless permission is given to do so or on point of order to the president. Remarks made must be strictly confined to explanation or point of order. The motion shall be moved immediately the mover has replied.
4. If any amendment to a motion is carried, it shall displace the original motion and become the substantive motion; thereupon the motion may be moved.
5. Except on point of order, no member shall interfere with any member who is on his feet and addressing a meeting.
6. The decision of the presiding officer on point of order shall be final.
7. In event of voting being equal, the president may give casting vote.
8. no resolution passed by the national delegates' conference or the national council shall be rescinded or amended at the same meeting at which it was passed, except at the next meeting of the council and by consent of two thirds of delegates' or members of council present.
9. Any delegate desiring to address the conference must rise from his or her seat and address the chair and when any delegate is called to order she shall resume her

- seat until the point is decided. Speeches and motions shall be limited to a maximum duration of three minutes.
10. The president as the presiding officer over all meetings shall have control over same and shall discipline include expulsion from the meeting any meeting who misconduct herself at the meeting.
 11. The administrative secretary shall at all appropriate times have the right to speak on any subject on demand from the council or general assembly.
 12. Any delegate for any purpose move for the suspension of any part of the standing orders. The motion on being seconded shall be forthwith put to the conference without debate or amendment and if two thirds of the delegates present vote in favour it shall immediately take effect.
 13. Voting shall be by show of hands or secret ballot if requested by any member qualified to vote. The number of votes should tally with the members with voting power present at the meeting.
 14. The national executive election shall be held by secret ballot only.