

**NATIONAL DEMOCRATIC CONGRESS PROFESSIONALS FORUM
(NDC PRO-FORUM)**



CHARTER, CODE OF ETHICS, AND REGULATIONS

OF THE

NATIONAL DEMOCRATIC CONGRESS PROFESSIONALS FORUM

COMMENCEMENT:

DATE

TABLE OF CONTENTS
ARRANGEMENT OF ARTICLES

Subject	Page
----------------	-------------

THE PREAMBLE	6
---------------------	---

CHAPTER ONE

PRELIMINARY MATTERS: NAME, MOTTO, SYMBOL, COLOURS, AND LOCATION

Article 1:	Name	6
Article 2:	Motto	6
Article 3:	Symbol	7
Article 4:	Colours	7
Article 5:	Headquarters	7

CHAPTER TWO

AIMS AND OBJECTIVES

Article 6:	Aims and Objectives	8
------------	---------------------	---

CHAPTER THREE

MEMBERSHIP AND AFFILIATION

Article 7:	Membership	9
Article 8:	Full Membership	9
Article 9:	Associate Membership	9
Article 10:	Affiliate Members	9
Article 11:	Senior Members	9
Article 12:	Application for Membership	10

CHAPTER FOUR
STRUCTURE OF THE NDC PRO-FORUM

Article 13:	Levels of Organization of the NDC PRO-FORUM	11
Article 14:	National, Regional, and District Levels of the Organization	11
Article 15:	Internal Organs of the NDC PRO-FORUM	11-12
Article 16:	Special Organs	12
Article 17:	Central Committee	12
Article 18:	National Officers	12-13
Article 19:	National President	13
Article 20:	National Vice President	13
Article 21:	Director of Operations	14
Article 22:	Deputy Director of Operations	14
Article 23:	Secretary General	14
Article 24:	Deputy Secretary General	15
Article 25:	Director of Finance	15
Article 26:	Director Public Affairs and Protocol	15
Article 27:	Deputy Director Public Affairs and Protocol	16
Article 28:	Women and Youth Commissioner	16
Article 29:	Director of Legal	16-17
Article 30:	Director of IT	17
Article 31:	National Treasurer	18

CHAPTER FIVE

CENTRAL AND NATIONAL COMMITTEE MEMBERSHIP

Article 32:	The Central Committee	19
Article 33:	Functions of the Central Committee	19-20
Article 34:	National Secretariat	20
Article 35:	Administrative Secretary	20
Article 36:	Central Committee	20-26

CHAPTER SIX

REGIONAL EXECUTIVE COUNCIL OF THE ORGANIZATION

Article 37:	Regional Chapters of the Organization	27
Article 38:	Regional Executive Committee	27
Article 39:	Functions of Regional Executive Committee	27-28
Article 40:	Regional President	28

CHAPTER SEVEN

MEETINGS

Article 41:	National Annual Summit	29
Article 42:	Resolution	29-30
Article 43:	Meetings of the Central Committee	30
Article 44:	Special General Meetings	30
Article 45:	Regional Annual Meetings	31
Article 46:	Regional General Meetings	31-32
Article 47:	Voting	32
Article 48:	Quorum	32-33

CHAPTER EIGHT
GENERAL PROVISION ELECTIONS

Article 49:	Holding of Elections	34
Article 50:	Nomination of Candidates	34

CHAPTER NINE
COMPLAINTS AND APPEALS PROCEDURE

Article 51:	Rules of Conduct of NDC PRO-FORUM	35
Article 52:	NDC PRO-FORUM Discipline	35-36
Article 53:	Disciplinary Measures	36-37
Article 54:	Complaints, Appeals, and Procedure	37-38

CHAPTER TEN
APPOINTMENT AND AMENDMENT

Article 55:	Appointment of Auditors	39
Article 56:	Bankers	39
Article 57:	Amendments	39
Article 58:	Filling of Vacancies	40
Article 59:	Transitional Provision	40

CHAPTER ELEVEN
SUBSCRIBERS

Article 60:	Subscribers of the Organization	41
-------------	---------------------------------	----

CHAPTER ONE

THE PREAMBLE

WE, the members of the National Democratic Congress, NDC PRO-FORUM believing in the destiny of Ghanaians to build a just society which realizes true human values based on the full mobilization of Professional talents and energies and the sustainable development of our country.

CONSCIOUS of that the range of economic and social systems characterized by social ownership, democratic control of the means of production, and equitable wealth redistribution.

RECOGNIZING that the requisite realignment of national economic and social institutions of both private and public to meet national development aspirations is only possible given committed capable and accountable political leadership in an effectively decentralized governance system.

PUBLICLY endorse the aims, objectives, policies, and programs of the National Democratic Congress

DO HEREBY GIVE TO OURSELVES THIS CHARTER.

PRELIMINARY MATTERS: NAME, MOTTO, SYMBOL, COLOURS, AND LOCATION

ARTICLE 1: NAME

The name of the Organization shall be the **NATIONAL DEMOCRATIC CONGRESS PROFESSIONALS FORUM**, referred in this Charter as the “**NDC PRO-FORUM**”.

ARTICLE 2: MOTTO

The motto of the NDC PRO-FORUM shall be “**ALL HANDS ON DECK**”

ARTICLE 3: SYMBOL

The symbol of the NDC PRO-FORUM shall be the traditional Umbrella symbol of the NDC, held above the NDC PRO-FORUM inscription, with diverse Professionals, indigenous businessmen, and women supporting and upholding the core values of the NDC.

ARTICLE 4: COLOURS

The Colours of the NDC PRO-FORUM will be BLACK, RED, WHITE, and GREEN

ARTICLE 5: HEADQUARTERS

The Headquarters of the Organization shall be in Accra.

CHAPTER TWO

ARTICLE 6: AIMS AND OBJECTIVES

The aims and objectives of the Party are to:

- (a) Support the NDC with our diverse professional experiences, expertise, and resources at all levels of the Party.
- (b) Foster and actively promote peace and unity among our members and the rank-and-file membership of the NDC regardless of tribe, religion, ethnicity, gender, and other considerations.
- (c) Bring together all like-minded professionals and indigenous businessmen and women for the promotion and maintenance of social democracy in Ghana.
- (d) Create a framework of voluntary organization of professionals and indigenous businesspeople to effectively participate in the formulation and implementation of National Policies.
- (e) Serve as an intellectual Think-Tank and advocate on socio-economic, governance, and political issues in Ghana.
- (f) Facilitate effective Party communications with appropriate researched information.
- (g) Respect, collaborate with, and support the NDC structures at all levels and to serve as an avenue to resolving misunderstandings and conflicts in the NDC

To this end, NDC PRO-FORUM shall

Organize discussions on all aspects of national life within the framework of the 1992 Constitution of Ghana and this Charter and help develop policies that reflect the social democratic and developmental aspirations of all Ghanaians.

Assist the NDC to formulate and implement social democratic policies, programs, and actions that reflect these aims and objectives as a preferred alternative to property owning democracy form of governance in Ghana.

CHAPTER THREE

MEMBERSHIP AND AFFILIATION

ARTICLE 7: FULL MEMBERSHIP

- (a) Full membership of the NDC PRO-FORUM shall be open to certified professionals in accordance with membership requirements of the irrespective professional organizations in Ghana.
- (b) Former NDC Government appointees.
- (c) Indigenous businessmen and women trade and Labour Unions and Organizations
- (d) NDC professionals etc., residing outside Ghana as international members.
- (e) Any other member as the Central Committee may approve.

ARTICLE 8: ASSOCIATE MEMBERS

- (a) Final year students of various professional disciplines in recognized tertiary institutions.
- (b) National, Regional, Constituency, and Chapters Executives of the NDC as ex-officio members.
- (c) Members of the Tertiary Education Institutions Networks of the NDC.

ARTICLE 9: AFFILIATE MEMBERS

Affiliate membership shall be open to similar organizations within the NDC

ARTICLE 10: SENIOR MEMBERS

Senior Members shall be members of past and present Cabinet Ministers and other senior officials of NDC who are members of the NDC PRO-FORUM.

ARTICLE 11: FELLOWS

A fellow of the organization shall be a member who was a former or current cabinet Minister, a Senior member of the National Democratic Congress official who are members of the NDC PRO-FORUM, as the case may be.

ARTICLE 12: APPLICATION FOR MEMBERSHIP

- (a) Any NDC professional, or other qualified person, who desires to become a member of the NDC PRO-FORUM shall, upon recommendation by another member in good standing and by a declaration in a prescribed manner, apply to become a member.
- (b) The Applicant shall, before becoming a member of the NDC PRO-FORUM, show proof of being a validated member of Chapters of the NDC party and in good standing and of good character.
- (c) The Applicant shall declare openly to abide by the NDC Constitution, this Charter, and Rules and Regulations as may from time to time be established.
- (d) Every Applicant may, upon being validated and enrolled as a member, be issued with a unique Code Number or Name and an NDC PRO-FORUM Identity Card.

CHAPTER FOUR
STRUCTURES OF THE NDC PRO-FORUM

ARTICLE 13: LEVELS OF THE ORGANIZATION NDC PRO-FORUM

- i. National Chapter
- ii. Regional Chapter
- iii. District Chapter
- iv. Directorates

ARTICLE 14: NATIONAL CHAPTER

1. The NDC PRO-FORUM is a national organization and shall accordingly be structured and operated on that basis.
2. The NDC PRO-FORUM shall be based in geographical Districts, Regions of Ghana, and International Chapters.
3. Other affiliate organization(s) as may be approved by the Central Committee.
4. There shall be a Central Committee responsible for the national organization of the NDC PRO-FORUM.
5. Each geographical region of Ghana shall have a regional committee responsible for the day-to-day operational administration of the NDC PRO-FORUM.
6. Each Metropolitan, Municipal, and District Assembly area shall constitute a district assembly area shall constitute a District of the NDC PRO-FORUM and shall be responsible for the organization and administration of the NDC PRO-FORUM. A District Chapter shall be the basic unit of the NDC PRO-FORUM for the general mobilization of professional members for the NDC PRO-FORUM.

ARTICLE 15: INTERNAL ORGANS OF THE NDC PRO-FORUM

1. Operations
2. Legal
3. Finance
4. Public Affairs and Protocol
5. Research and Social Media Communication

6. Welfare and Social Responsibilities
7. Women and Youth
8. Special Duties
9. ICT and Elections Technology
10. Administration

ARTICLE 16: SPECIAL ORGANS

1. Marketing and Advertising
2. Indigenous Business and Trade Unions and Organizations
3. Special Voters, Settler, and Coastal Communities
4. Teachers and Education Workers
5. Health and Allied Professionals
6. Legal, Finance, Accountancy, and Administration
7. Elections and Technical Committee

ARTICLE 17: CENTRAL COMMITTEE

1. The governing body of the Organization shall be the Central Committee of the organization in this Charter, referred to as “the Central Committee”.
2. A member of the Central Committee shall hold office for a term of four (4) years and may be re-elected or re-appointed for further terms if that member remains qualified to be a member of the Central Committee.
3. The Central Committee shall consist of the following members
 - (a) National Officers of the Organization.
 - (b) Presidents of regional Chapters as ex-officio members.
4. No person holding a national office shall concurrently hold office as a member of the executive of a Regional or District Chapter of the Organization.

ARTICLE 18: NATIONAL OFFICERS

The Organization shall have the following national officers who shall perform the functions specified in this Charter

- (a) National President
- (b) National Vice President
- (c) Director of Operations
- (d) Deputy Director of Operations
- (e) Secretary General
- (f) Deputy Secretary General
- (g) Director of legal
- (h) Director Finance and Administration
- (i) Director Public Relations and Protocol
- (j) Deputy Director Public Relations and Protocol
- (k) Women and Youth Commissioner
- (l) Director of IT
- (m) Director of Legal
- (n) National Treasurer

ARTICLE 19: NATIONAL PRESIDENT

National presidents shall,

- (a) be the Chief Executive Officer of the Organization.
- (b) be responsible, in conjunction with the Central Committee, for ensuring the smooth and effective functioning of the Organization at all levels.
- (c) preside at all meetings of the Central Committee, the National Annual Summit, or any other General Meetings of the organization at which he is present.
- (d) oversee activities of the International Relations Directorate.

ARTICLE 20: NATIONAL VICE PRESIDENT

National Vice President shall,

- (a) assist the National President in the discharge of his functions, and
- (b) in the absence of the National President, preside at all meetings of the Organization, the National Annual Summit, the Central Committee, and any other General Meeting of the Organization at which he is present.

ARTICLE 21: DIRECTOR OF OPERATIONS

There shall be elected a Director of Operation who shall be,

- (a) responsible for programmes and activities of the Organization.
- (b) co-ordinate activities of the specialized organs of the Organization.
- (c) and any other responsibility as will be assigned by the Central Committee or the President.
- (d) responsible to the President.

ARTICLE 22: DEPUTY DIRECTOR OF OPERATIONS

There shall be elected a Deputy Director of Operations who shall,

- (a) Assist the Director of Operations in the performance of his functions.
- (b) Act as the Director of Operations in the absence of the Director of Operations.
- (c) Shall be responsible to the Director of Operations.

ARTICLE 23: SECRETARY GENERAL

There shall be elected Secretary General who shall-

- (a) directly oversee and supervise the work of the National Secretariat.
- (b) Ensure that minutes of the following meetings are accurately recorded and kept
 - national, general, and special meetings of the Organization.
 - meetings of the National Annual Summit.
 - meetings of the Central Committee.
- (c) present an annual report covering the activities of the Organization for the preceding year to the National Annual Summit.
- (d) subject to such directions as the National President may give, transact all correspondence of the Organization.
- (e) Any other assignment as may be given by the Central Committee or the President.
- (f) shall be responsible to the President.

ARTICLE 24: DEPUTY SECRETARY GENERAL

Deputy Secretary General shall,

- (a) assist the Secretary General in the performance of his/her duties and
- (b) in the absence of the Secretary General, perform his/her duties.
- (c) Shall be responsible to the Secretary General

ARTICLE 25: DIRECTOR OF FINANCE

There shall be elected Director of Finance who shall,

- (a) Cause to be kept accurate books of account of the Organization and proper records in relation to the accounts.
- (b) Prepare the annual budget of the Organization and submit it through the Secretary General for approval by the Central Committee of the Organization not later than three months preceding the National Annual Summit.
- (c) Ensure that the accounts of the Organization are audited not later than one (1) month before the date of the National Annual Summit of the Organization and presented to the National Annual Summit.
- (d) Recommending investment portfolios for the NDC PRO-FORUM
- (e) responsible to the Central Committee through the National President.

ARTICLE 26: DIRECTOR PUBLIC AFFAIRS AND PROTOCOL

Director Public Affairs and Protocol shall,

- (a) Ensure that the Organization maintains a good image nationally and internationally.
- (b) Ensure that the public is well informed about matters affecting the Organization.
- (c) Dispel any misconceptions about the NDC PRO-FORUM.
- (d) Responsible for the preparation and issuance of press releases and other communications.
- (e) Organization of media relations encounters.
- (f) Any other assignment as will be given by the Central Committee through the National President.
- (g) Shall be responsible to the National President.

ARTICLE 27: DEPUTY DIRECTOR PUBLIC AFFAIRS AND PROTOCOL

Deputy Director Public Affairs and Protocol shall,

- (a) Assist the National Public Relations Officer and
- (b) In the absence of the Director of Public Relations and Protocol, perform his/her functions.

ARTICLE 28: WOMEN AND YOUTH COMMISSIONER

The Women and Youth Commission (WYC) shall be responsible for

- (a) Assisting the Organization in the formulation and implementation of Women and Youth friendly policies.
- (b) Mobilizing Women and Youth into the NDC PRO-FORUM.
- (c) Initiating programmes to entice first-time women and young voters into the NDC PRO-FORUM in collaboration with appropriate organs of the NDC PRO-FORUM.
- (d) Any other assignment as will be given by the Central Committee through the President.
- (e) shall be responsible to the President.

ARTICLE 29: DIRECTOR OF IT

The Director of IT shall be responsible for

- (a) Establishing an electronic database and update on all members
- (b) Categorization of members into Professional and Occupational Groups and populate Subject-Matter Committees dully established by the Central Committee with appropriate members.
- (c) Strictly regulate the admission of members to the membership Database in consultation with the National President
- (d) Ensure the electronic security of members and the communications on the NDC PRO-FORUM
- (e) Regularly scan the social media to identify relevant issues of concern to the NDC and the NDC PRO-FORUM
- (f) Be solely responsible for the creation of NDC PRO-FORUM related platforms for any purpose with the approval of the National President.

- (g) In collaboration with the Director of Operations and approval of the Central Committee, set up robust ICT Electoral Commission and the Party.
- (h) Protect the electronic platforms of NDC PRO-FORUM from cyber-attacks and manipulation
- (i) Create and offer appropriate ICT facilities and s services to Committees and bodies duly established by the Central Committee in collaboration with the Director of Operations and approval of the National President.
- (j) To regularly monitor the Membership Database to remove all indescribable information.
- (k) Any other assignments as may determine by the Central Committee through the President.

ARTICLE 30: DIRECTOR OF LEGAL

The Director of Legal shall be responsible for

- (a) General legal services to the Organization: and head the Legal Committee of the Organization.
- (b) Preside over the National Disciplinary Committee.
- (c) Draw the attention of the National Presidents to conducts that are likely to bring the organization in conflict with the laws of Ghana.
- (d) Support the NDC Legal Team.
- (e) In consultation with the Central Committee, setup Regional and District Disciplinary Committees.
- (f) Ensure adherence to the provision of the NDC PRO-FORUM Charter
- (g) Protection of the assets of the Party.
- (h) Recommend for approval or otherwise any local and international legal transaction to be undertaken by the Organization.
- (i) Legal education of members and outreach programmes.
- (j) Any other responsibilities as may be determined by the President in consultation with the Central Committee.
- (k) All matters if the interpretation of provisions of the NDC PRO-FORUM Charter.
- (l) In consultation with the Central Committee, appoint members to the Mediation and Arbitration Committee.

- (m) Responsible to the President.

ARTICLE 31: NATIONAL TREASURER

The National Treasurer shall be responsible for

- (a) Collection of subscriptions, fees, charges, and special levies, etc.
- (b) Payments on behalf of the Organization.
- (c) Ensure that the accounts of the Organization are maintained in bank accounts; and
- (d) Any other function as may determine by the Central Committee.

CHAPTER FIVE
CENTRAL COMMITTEE

ARTICLE 32: THE CENTRAL COMMITTEE

1. There is hereby established by this Charter a Central Committee of the Organization which shall, in the absence of the National Annual Summit, be the highest organ of the NDC PRO-FORUM.
2. The National Officers of the Organization, as defined in Chapter 5 of the Charter, shall constitute the Central Committee of the Organization.
3. The Central Committee shall,
 - (a) carry out the functions of the National Annual Summit in between its meetings and
 - (b) be responsible for the day-to-day business of the Organization.

ARTICLE 33: FUNCTIONS OF THE CENTRAL COMMITTEE

1. The Central Committee shall, subject to such decisions as may be taken at the National Annual Summit, be responsible for,
 - (a) The realization of the objectives of the Organization; and
 - (b) Ensuring the carrying into effect of the provisions of this Charter.
2. For the purpose of clause (1) of this article, the Central Committee shall,
 - (a) administer and manage the National Headquarters of the Organization.
 - (b) submit to the National Annual Summit a financial statement in respect of the preceding year.
 - (c) co-ordinate and oversee the activities of the regional/district and international committees.
 - (d) be responsible for professional conduct, etiquette, and disciplinary matters.
 - (e) establish links between the Organization in Ghana and other Socialist parties and institutions in other countries in consultation with the International Department of the NDC.
 - (f) generally, secure the well-being and advancement of the members of the Organization.
 - (g) encourage the publication of appropriate literature

- (h) encourage research into various electoral bodies with the view of establishing and prioritizing their socio-economic needs
- (i) maintain a cordial relationship with the national party headquarters of the Party.

ARTICLE 34: NATIONAL SECRETARIAT

1. There may be a National Headquarters of the Organization and Secretariat consisting of administrative and other staff as the Central Committee may consider necessary to appoint.
2. The remuneration and conditions of service of the staff of the Secretariat shall be determined by the Central Committee.
3. The Secretariat shall
 - (a) carry out the functions of the Organization at the Headquarters.
 - (b) establish regular liaison with regional and district chapters of the Organization.
 - (c) keep records of the Organization.
 - (d) ensure the proper keeping of accounts, preparation, and production of reports of the Organization; and
 - (e) generally, carry out the directions of the Central Committee.
 - (f) Until then, the Organization will use any part of the NDC Headquarters as may be allocated by the National Executive Council of the NDC.

ARTICLE 35: ADMINISTRATIVE SECRETARY

There may be an Administrative Secretary of the Organization appointed by the Central Committee of the Organization who shall be the head of the National Secretariat and who shall, in the performance of his/her functions, be responsible to the Central Committee through the Secretary General and the National President of the Organization.

ARTICLE 36: COMMITTEES

1. The Central Committee may appoint special Subject-Matter or Professional Committees composed of members in good standing and may assign to such committees such functions as may be determined by the Central Committee.

2. Without prejudice to clause (1) of this Article, the Committee shall appoint standing committees which shall be committees of the Central Committee for the following purposes,
- (a) Marketing and Advertising
 - (b) Indigenous Businesses, and Trade Unions, and other labour Organizations
 - (c) Special Voters, Settler, and Fishing Communities
 - (d) Teachers and Education Workers
 - (e) Health and Allied Professionals
 - (f) Legal
 - (g) Finance
 - (h) Welfare and Corporate Responsibilities
 - (i) Elections and Technical Committee
 - (j) International Relations
 - (k) Security and Intelligence
 - (l) Agriculture, Mining, Industry, and environment
 - (m) Research and Social Media Communication
 - (n) Mediation and Arbitrations
 - (o) Any other Committee as may be deemed necessary

A. The Marketing and Advertising Committee shall be responsible for,

- Creation of marketing advertising strategies and materials for the Organization.
- Assist the NDC PRO-FORUM and various contestants of the NDC PRO-FORUM to design and develop their campaign literature and materials.
- Printing of appropriate documentations of the Organization in collaboration with the Public Relations and Protocol Directorate.

B. The Committee on Indigenous Businesses, Trade Unions, and other Labour Organizations shall be responsible for,

- Organizing members of indigenous businesses National Democratic Congress.
- Mobilizing and educating members of the indigenous business community, Trade Unions, and Labour organizations on the principles and advantages of Social Democracy in Ghana.
- Any other activities and programmes that mainstream the concerns of these groupings.

C. The Committee for Special Voters, Settler, and Fishing Communities shall be responsible for,

- Identifying and mobilizing members of the Armed Forces, Police, and other Security Agencies who are inclined to social democracy.
- Giving appropriate information on policies of the NDC and an NDC Government.
- Ensure effective mobilization of members of the Security Community to vote in Parliamentary and Presidential Elections.
- Any other functions as may be given by the Central Committee from time to time
- Identify the location and characteristics of Settler Communities in Ghana.
- Effectively educate members of the Settler Communities on the Principles of Social Democracy the NDC and NDC Governments.
- Undertake research into the socio-economic needs of Settler Communities
- Assist the Settler Communities to fully participate in Presidential and Parliamentary elections.
- Identifying the general and special needs of Coastal Communities.
- Assisting the NDC to mobilize and educate the Coastal Communities on its policies and programmes.
- Assist them to formulate and implement the most appropriate and beneficial projects and programmes for the Coastal Communities and any other programmes and activities to the benefit of the Settler and Coastal Communities as may be determined by the Central Committee in Collaboration with appropriate organs of the Party
- Any other assignment as may be determined by the Central Committee from time to time.
- The Committee shall be responsible to the President through the Director of Operations.
- The Committee shall appoint its own Chairperson.

D. The Committee on Teachers and Educational Workers shall be responsible for,

- Identifying and mobilizing Teachers and Educational Workers for their effective understanding and participation in the NDC philosophy of Social Democracy.
- Enrolling qualified Teachers and Education Workers into NDC PRO-FORUM.
- Assist the NDC PRO-FORUM to formulate Teacher-friendly policies by the NDC.
- Mobilize and train Teachers and Educational Workers as electoral officers during Presidential and Parliamentary elections.
- Any other assignment as may be determined by the Central Committee through the President from time to time.
- The Committee shall be responsible to the Director of Operations.

E. The Committee on Health and Allied Professionals shall be responsible for,

- Mobilizing and enrolling medical, pharmaceutical, and other qualified health personnel into the NDC PRO-FORUM.

- Assist the NDC PRO-FORUM to formulate and implement health-friendly policies for the NDC and Ghana.
- Encourage health and allied professionals to effectively participate and vote in Presidential and Parliamentary elections for the NDC and any other programmes and activities to the benefit of the health sector of Ghana.
- Responsible to the President through the Director of Operations.
- The Committee shall appoint its own Chairperson.

F. The Committee on Legal shall be responsible for,

- Securing the assets of the Organization.
- Initiating legal suits on behalf of NDC PRO-FORUM as may be determined by Central Committee and defending the Organization in legal matters.
- Assisting the NDC Legal Committee to protect and defend the Party.
- Explaining legal issues for the benefit of the members of the NDC PRO-FORUM and the NDC.

G. The Committee on Finance shall be responsible for,

- Fundraising activities for the NDC PRO-FORUM.
- Investment of the Organizations investible funds.
- Preparation of Annual Budget for NDC PRO-FORUM.
- Analyzing and explaining financial and economic issues for the benefit of members of the NDC and NDC PRO-FORUM.
- Assisting the NDC Government to formulate the annual budget for approval by Parliament.
- Generally, serve as our source pool for communication on finance, accountancy, and legal matters.
- Any other responsibility as will be assigned by the Central Committee through the President.
- The Committee shall appoint its own Chairperson.

H. The Committee on Welfare and Corporate Responsibilities shall be responsible for,

- The establishment and management of welfare schemes for the benefit of members of the NDC PRO-FORUM Initiate appropriate social interventions and economic programmes such as Co-Operative Credit Union for the benefit of members of the NDC PRO-FORUM
- Subject to the approval of the Central Committee, periodically offer financial and other assistance to the NDC
- Recommend any appropriate social interventions as assistance to vulnerable Communities for approval of the Central Committee.
- Any other welfare activities that will benefit the members of the NDC PRO-FORUM

I. Elections and Technical Committee

The Central Committee shall, within three months into coming into office, set up an Elections and Technical Committee that shall be responsible for,

- Organizing and monitoring all elections of the NDC PRO-FORUM
- Assist the NDC to establish appropriate robust Information Technology and Communications infrastructure to strictly monitor, collate, and transmit election results in the Presidential and Parliamentary elections
- They shall be responsible to the President in consultation with the Central Committee.
- Any other relevant assignment regarding elections as may be determined by the Central Committee

J. International Relations

There shall be well established an International Relations Directorate that shall be responsible for,

- Enrolling appropriate professionals residing outside Ghana as members of the NDC PRO-FORUM
- Mobilizing all potential voters residing outside Ghana to participate in Parliamentary and Presidential elections as may be conducted by the Electoral Commission in Ghana.
- Establishing links with appropriate international organizations for the mutual benefit of such international organizations and the NDC PRO-FORUM.
- Assist the NDC PRO-FORUM to formulate Social Democratic Governance based on international best practice.
- Any other relevant assignment as may be determined by the Central Committee from time to time.
- The Directorate shall be responsible to the National President.

K. Security and Intelligence Committee

There is hereby established a Security and Intelligence Committee that shall be responsible for,

- Gathering security and intelligence for the guidance of the Organization and the Party.
- Assist the NDC PRO-FORUM in the formulation and implementation of adequate security policies.
- Assist the NDC PRO-FORUM in the formulation of policies for the benefit of the security and intelligence committee.
- Provide intelligence and early warning mechanisms for Organization and any other security and intelligence assignment that may be determined by the Central Committee from time to time.
- Any other relevant assignment as may be determined by the Central Committee from time to time.

- The Committee shall appoint its own Chairperson.

I. Agriculture, Mining, Industry, and Environment

There is hereby established an Agriculture, Mining, Industry, and Environment Committee that shall be responsible for,

- Conduct research into these sectors.
- Recommend sustainable environmental policies to regulate on these sectors of the economy.
- Review of government policies on these sectors.
- Any other functions relevant to the committee as may be determined by the central committee.

M. Research and Social Media Communication

There is hereby established a Research and Social Media Communication Committee that shall be responsible for,

- Conducting research into political and demographic issues.
- Identify socio-economic problems of the voting population of Ghana.
- Research into policy in all sectors and provide alternatives.
- Research into community needs and recommend potential solutions.

N. Mediation and Arbitration Committee

There shall be established a Mediation and Arbitration committee comprising of members as may be determined by the President in consultation with Central Committee.

- The Mediation and Arbitration Committee shall be chaired by a Legal Practitioner of not less than seven (7) years experience at the Bar and in good standing as a member of the NDC PRO-FORUM.
- Any other member as may be appointed by the President in consultation with the Central Committee.
- The Chairman and Members of the Mediation and Arbitration Committee shall hold office for a term not exceeding four (4) years and are not eligible for re-election.

Functions of the Mediation and Arbitration Committee

The Mediation and Arbitration Committee shall be responsible for,

- (a) In matters other than a breach of this Charter, the Committee shall endeavor to settle all matters of conflicts amongst members of the NDC PRO-FORUM.
- (b) In collaboration with the appropriate structures of the NDC, endeavor to settle matters of conflicts and misunderstandings amongst members.
- (c) Serve as an early warning system to ensure peace and unity within the NDC PRO-FORUM at all levels at the NDC PRO-FORUM in accordance with natural justice.

- (d) Any breaches of this Charter within the NDC PRO-FORUM shall be referred to the Central Committee through the Director of Legal any breaches of the NDC Constitution by any member of this organization that shall come to the notice of the NDC PRO-FORUM shall be referred to the appropriate Disciplinary Committee of the Party.
- (e) All matters of conflict within the NDC PRO-FORUM shall be settled by this committee.
- (f) Subject to the approval of the Central Committee, the decisions of the Mediation and Arbitration Committee shall be binding, and all members so affected.

CHAPTER SIX
REGIONAL/DISTRICT CHAPTERS OF THE ORGANIZATION

ARTICLE 37: REGIONAL/DISTRICT CHAPTERS OF THE ORGANIZATION

A Regional/District Chapter of the Organization shall be established in the respective region and Districts of Ghana.

1. Every Regional/District Chapter of the Organization shall have the following officers:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Deputy Secretary
 - (e) Treasurer
 - (f) Publicity Officer
 - (g) Two (2) other elected officers.
2. A Regional Officer of the Organization shall hold office for a term of Four (4) years and may Be eligible for re-election for a period not exceeding two (2) further terms.

ARTICLE 38: REGIONAL OR DISTRICT EXECUTIVE COUNCIL

There shall be an Executive Council for each Regional and District Chapter of the Organization composed of the following members,

- (a) The Regional and District officers; and
- (b) the immediate past Regional and District President, as the case may be.

ARTICLE 39: FUNCTIONS OF REGIONAL OR DISTRICT EXECUTIVE COUNCIL

A Regional and District Executive Council shall,

- (a) Promote within the Region/District the object of the Organization as set out in this Charter.

- (b) Collect all levies and subscriptions from members and pay the same to the Director of Finance as may be determined.
- (c) Administer and manage the affairs of the Organization within the Region/District and,
- (d) Organize and promote activities, whether professional or otherwise, for the education and advancement of members and the general.

ARTICLE 40: REGIONAL PRESIDENT

- (a) There shall be a Regional President elected or appointed, as the case may be, to head a Regional Chapter in all regions of Ghana.
- (b) A Regional Chapter shall nominate or elect from among themselves not more than three (3) qualified members to the Central Committee for one to be appointed as the Regional President by the Central Committee.
- (c) Where a Regional Chapter is to undertake an electoral nomination of the three prospective Presidents to the Central Committee, such electoral nomination shall be held at the regional meetings of the NDC PRO-FORUM attended by not less than ten (10) members in good standing present and voting.
- (d) The Central Committee will, upon due consideration and consultation, appoint from among the three nominated potential Regional Presidents.
- (e) Where a Regional President is to be appointed by the Central Committee, the Central Committee will nominate Three (3) persons to be decided upon by the Regional Chapter.
- (f) A person to be appointed or elected as a Regional President shall possess the requisite membership qualifications and proven commitment to the NDC PRO-FORUM and the National Democratic Congress and must be in good standing.
- (g) Generally, secure the well-being and advancement of members of the Organization.

CHAPTER SEVEN
MEETINGS OF THE ORGANIZATION

ARTICLE 41: NATIONAL ANNUAL SUMMIT

1. The Organization shall hold a National Annual Summit not later than six (6) months prior to NDC National Delegates Conference.
2. All members of the Organization in good standing from all the regions of Ghana have the right to attend, speak and vote at the National Annual Summit unless disqualified from doing so by reason of non-payment of subscription or for non-compliance with any decision of the Organization.
3. Resolutions made and passed at the National Annual Summit shall be binding on all members of the Organization.
4. Business of the National Annual Summit shall be,
 - (a) receive the report and the audited financial statement of the Organization from the Director of Finance and Administration for the preceding year which said report shall include the Regional and Chapters reports.
 - (b) elect the National Officers for a term of four (4) years in office.
 - (c) consider any matters affecting the national and international interests of the Organization.
 - (d) determine the venue for the next National Annual Summit.
 - (e) appoint professionally qualified auditors to audit the accounts of the Organization for the following year.
 - (f) transact such other business as may be determined by the Central Committee.
 - (g) the President shall be the convener if there is a National Annual Summit in consultation with the Central Committee

ARTICLE 42: RESOLUTIONS

A resolution intended for consideration at a National Annual Summit,

- (a) shall be in writing and signed by the proposer or proposers and one other member of the Organization, all of whom shall be of good standing
- (b) shall be submitted to the Secretariat at least thirty (30) days before the date of the Conference at which it is intended to be moved, but the Central Committee may

admit a resolution notwithstanding that it is submitted after the expiry of the time limit.

Where a resolution has been adopted by a Regional Annual Meeting for submission to the Annual Summit, it shall be signed by the Regional President and Regional Secretary, who shall certify that the resolution has been adopted at the Regional Annual Meeting.

Any resolution other than a resolution for the amendment of this Charter shall be passed by a simple majority of members present and voting.

ARTICLE 43: MEETINGS OF THE CENTRAL COMMITTEE

1. The Central Committee shall meet as often as it is required for the transaction of business but shall meet at least four times in a year.
2. The Central Committee may fill any casual vacancies that may occur between one National Annual Summit and the next.
3. Any member appointed by the Central Committee under subclause (2) of this clause shall cease to hold office at the next National Annual Summit but shall be eligible for re-election in accordance with this Charter.

ARTICLE 44: SPECIAL GENERAL MEETINGS

1. The Central Committee may convene a Special General Meeting at any time upon notice given in the manner indicated in this clause, but in the event of extreme urgency, the Central Committee may call a meeting giving a shorter notice.
2. Upon a requisition signed by not less than ten (10) members of the Organization, the Central Committee shall, within ten (10) days of the filing of the requisition with the Secretary General of the Organization, summon a Special General Meeting of the Organization by giving to each member fifteen days' written notice or by any other means considered expedient in the circumstances.
3. Every requisition shall specify the nature of the business for which the meeting is required to be called.
4. Where the Central Committee fails to call a Special General Meeting within twenty-one days of the receipt by the Secretary General of a requisition for such a meeting, the requisitioners may themselves convene a meeting of the Organization.

ARTICLE 45: REGIONAL ANNUAL MEETING

1. Each regional forum of the Organization shall hold Annual Regional Meeting not later than one calendar month prior to the holding of the National Annual Summit each year.
2. Decisions and resolutions made and passed at a Regional Annual Meeting shall be binding on all the members of the Organization in the region.
3. A Regional Annual meeting shall,
 - (a) receive the report and financial statement of the Regional Executive Council in respect of the preceding year.
 - (b) receive and approve the audited accounts of the chapters and regional Councils.
 - (c) elect the regional officers.
 - (d) consider any matters affecting the regional and national interests of the Organization.
 - (e) determine the venue for the next regional annual meeting.
 - (f) appoint professionally qualified auditors to audit the regional accounts for consideration at the next regional annual meeting.
 - (g) transact such other business as may be determined by the Regional Executive Committee.

ARTICLE 46: REGIONAL/DISTRICT GENERAL MEETINGS

1. A Regional President of the Organization may convene a general meeting of the members of the Organization within the region once every three months upon giving seven days' notice of such meeting to all members entitled to attend except that in case of an emergency, such shorter notice as is reasonable in the circumstances may be given.
2. A notice convening general meetings of a Regional Chapter shall specify the nature of the business to be transacted at the meeting.
3. At all emergency and requisitioned general meetings at the regional level, only business specified in the agenda or requisition may be transacted.
4. Any five members of the Organization in a region who are of good standing may requisition a regional general meeting in writing addressed to the Regional Executive Committee, which
 - (a) is signed by each of them; and

- (b) specifies the business to be transacted at that general meeting.
- 5. The Regional Executive Council shall not later than fourteen days after receiving such a requisition, convene a general meeting of the members of the Organization in the region by giving at least seven days' notice or less where, in the opinion of the Regional, Executive the circumstances so require.
- 6. Where the Regional Executive Council fails to convene a meeting within fourteen days of receiving a requisition, the members of the regional chapters of the Organization requisitioning the meeting may themselves convene the meeting.

ARTICLE 47: VOTING

- 1. Matters for determination by the Organization at any National and Regional meetings shall, unless otherwise provided in this Charter or regulations made under it, be decided by the majority of the votes of members present and voting by a show of hands.
- 2. In the event of an equality of votes, the Chairman or the person presiding shall have a second or casting vote.
- 3. Only members of good standing shall be entitled to vote on any matter at a meeting of the Organization.
- 4. For the purposes of this Charter, a member is of good standing, if, as a registered member he/she is not at the given time in default of payment of any subscription, fees, charges, or levies payable and is not in breach of any decision of the Organization.

ARTICLE 48: QUORUM

- 1. At a National Annual Summit, the quorum shall be a minimum of thirty (30) members of good standing.
- 2. If no quorum is available at the expiration of one hour from the time appointed for the commencement of any National Annual Summit, the meeting shall stand adjourned to Nine O'clock A.M. of the following day at the same venue, and after that to the third day at the same time and place, and if on that day there is no quorum then the meeting shall be deemed adjourned sine die.
- 3. At any Special General Meeting, the quorum shall be ten(10) members of good standing.
- 4. If no quorum is available at the expiration of one hour from the time appointed for the commencement of a Special General Meeting, then the meeting shall stand adjourned to the following day at the same time and place, and if there is no

quorum within one hour on the adjourned date the meeting shall stand adjourned sine die.

5. At a meeting of the National Executive Committee or the Central Committee, one-third of the entire membership of the said Committee or the Central Committee shall constitute a quorum.
6. At any regional forum or divisional meeting, the quorum shall be ten (10) members of the Organization in the region, forum, or division or one-fifth (1/5) of the membership, whichever is less.

CHAPTER EIGHT
GENERAL PROVISION FOR ELECTIONS

ARTICLE 49: HOLDING OF ELECTIONS

1. Election of National Officers shall be held once every four (4) years at a National Annual Summit of the Organization held for that purpose.
2. Voting at a National Annual Summit shall be by secret ballot.
3. Election of regional officers in all the regions shall be held at the region, and voting shall be by secret ballot.
4. At National Annual Summit, Regional and District Annual meeting of the Organization, only members of good standing at the time of the elections shall be entitled to stand as candidates, Propose or nominate candidates, support nominations, or vote.
5. Members who wish to vote at National Annual Summit, Regional, and District Annual meetings should have registered to attend the conference.

ARTICLE 50: NOMINATION OF CANDIDATES

1. The nomination of a candidate shall be made by a member and shall be supported by a minimum of two (2) members from at least four of the ten (10) regions in Ghana.
2. Nomination of candidates shall open two (2) weeks before the quadrennial Summit organized for the purpose of electing national officers.
3. Nominations of candidates shall close on the day before the quadrennial summit organized for the purpose of electing national officers.
4. Proposers and endorsers of nominees for elections of the National officers shall state their full names, chapters, and constituencies and must be in good standing.
5. The consent of the candidate shall be endorsed on the nomination form by the candidate's signature.
6. Completed nomination forms shall be submitted to the person presiding over the election at the National quadrennial summit.
7. Completed nomination forms shall be submitted to the person presiding over the elections.

CHAPTER NINE
CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

ARTICLE 51: RULES OF CONDUCT

Every NDC PRO-FORUM Member shall faithfully comply with and apply the following rules of conduct:

- (a) ensure the unity and cohesion of the NDC PRO-FORUM at all times.
- (b) defend the good name and reputation of the NDC PRO-FORUM as well as its Rules and Regulations.
- (c) faithfully implement all lawful decisions of the NDC PRO-FORUM.
- (d) be a model for freedom, justice, and accountability.
- (e) show loyalty to the NDC PRO-FORUM at all times and, in particular, ensure that any confidential matters of the NDC PRO-FORUM are not divulged to unauthorized persons.
- (f) register as a voter and vote at all elections and referenda.
- (g) faithfully apply the fundamental human rights and freedoms provisions of the Constitution of the Republic of Ghana; and
- (h) pay any dues, fees, or special levies as may be imposed by the NDC.
- (i) pay all NDC PRO-FORUM monthly subscriptions, fees, levies, and charges as may be determined from time to time by the Central Committee and rectified by the National Annual Summit. Be morally upright and respect every member of the organization.
- (o) Ensure the application of utmost professional standards and ethicality and avoid any conduct that will bring the organization into disrepute.

ARTICLE 52: NDC PRO-FORUM DISCIPLINE

1. The discipline of any NDC PRO-FORUM Member shall be exercised by the Respective Regional Presidents of the NDC PRO-FORUM on the recommendation of the Regional Disciplinary Committee. Save that the Executive Committee at each level may suspend a member for a period not exceeding six (6) months if, in its opinion, such suspension is in the interest of the NDC PRO-FORUM.

2. Where the Regional President suspends a member in accordance with clause 1 of this Article the President shall, within seven (7) days from the date of suspension refer the matter for adjudication by the Disciplinary Committee established by the Central Committee.
3. Where the Regional President fails to refer the matter to the Disciplinary Committee within seven (7) days, the suspension shall lapse unless renewed.
4. An NDC PRO-FORUM Member may be subjected or may be made subject to NDC PRO-FORUM discipline for any of the following:
 - a. breach of any of the provisions of this Charter.
 - b. anti-NDC PRO-FORUM conduct or activities likely to embarrass NDC PRO-FORUM or bring the NDC PRO-FORUM into hatred, ridicule, or contempt.
 - c. insubordination or negligence in the execution of lawful decisions or directives of the NDC PRO-FORUM by members or officers of the NDC PRO-FORUM.
 - e. Any act or conduct prejudicial to this and the constitution of the NDC which turns to bring the image of the NDC into disrepute.
 - f. Where the grievance is against any Central Committee Member of the NDC PRO-FORUM, the Central Committee shall suspend such a member and appoint a special Disciplinary Committee headed by the President to investigate and recommend appropriate sanctions to the Central Committee
 - g. where the grievance is against the National President, he may be suspended upon the receipt of proven grievance nature bothering on fraud, dishonesty, and imprisonment filed against the President through the Secretary General.
 - h. The Secretary General shall notify the President and other members of the Central Committee upon the receipt of such grievance against the President and shall cause the matter to be investigated.

ARTICLE 53: DISCIPLINARY MEASURES

- I. The following disciplinary measures may be imposed:
 - a. Expulsion
 - b. Suspension for a specific period
 - c. Removal from office
 - d. Ineligibility to hold office

- e. Fine
- II. Any member who is expelled or any person who ceases to be a member of the NDC PRO-FORUM through the declaration of such intention shall return all NDC PRO-FORUM properties in his/her custody and shall forfeit any monies, dues, or subscription fees made to the Party.
- III. Any member aggrieved by a decision at any of the various levels shall have the right to appeal to the immediate higher level in that successive order up to the National Annual Summit, provided that the decision of the National Annual Summit shall be final.

ARTICLE 54: COMPLAINTS AND APPEALS PROCEDURE

1. Any member who has reasonable grounds to believe that another member or other members of the NDC PRO-FORUM are in breach of the provisions under clause 8 of Article 38 may lodge a petition in writing to an appropriate Executive Committee for redress.
2. All members of the NDC PRO-FORUM are enjoined to exhaust the complaints procedure contained in this Charter before recourse to legal proceedings or adverse publications in the media against the NDC PRO-FORUM at any level.
3. For the avoidance of doubt, any NDC PRO-FORUM Member who commences legal proceedings against the NDC PRO-FORUM for whatever reason without exhausting the complaints procedure and reliefs available under this Charter shall be subject to NDC PRO-FORUM Discipline procedures under Article 12.2.
4. The Secretary General shall, within 7 days of receipt of a complaint, convene a meeting of the Disciplinary Committee to consider the complaint.
5. A Disciplinary Committee shall, unless an extension of time is granted by the Central Committee, conclude its deliberations and make appropriate recommendations to the Central Committee within fourteen 14 days of its first sitting for implementation.
6. All recommendations from a Disciplinary Committee shall be by majority decision in the absence of consensus.
7. In the performance of its functions, a Disciplinary Committee shall not be subject to the control or direction of any person.
8. Any decision by the Central Committee to vary the recommendation of its Disciplinary Committee shall be by a majority of two-thirds (2/3) of its members present and voting.

9. There may be separate rules and regulations of the NDC PRO-FORUM to supplement the Provisions of the Constitution. The rules and regulations may provide the guidelines needed for the Organization, Regional/District, Overseas, and National operations of the Organization.

CHAPTER TEN

MISCELLANEOUS

ARTICLE 55: APPOINTMENT OF AUDITORS

The National Annual Summit shall appoint an Auditor from within or outside the NDC PRO-FORUM to review financial documents and transactions and to submit its reports to the National Annual Summit.

ARTICLE 56: BANKERS

- (a) The Central Committee shall appoint a Bank in Ghana for all banking transactions of the NDC PRO-FORUM and shall receive periodic reports and information on such transactions as may be required from time to time.
- (b) The Bank shall carry out instructions and orders in respect of withdrawals, investments, or funds upon the receipt of appropriate resolution signed by the President, a Secretary General, and a Director of Finance.
- (c) The President, the Secretary General, and the Director of Finance and Administration shall be the signatories to appropriate accounts as may be determined by the Central Committee.
- (d) Any two (2) of the officers mentioned (b) and (c) shall carry sufficient mandate for the purpose of withdrawing or investment of funds from the accounts.

ARTICLE 57: AMENDMENTS

- 1. Subject to the provisions of this Charter, the National Annual Summit may amend any provisions of this Charter.
- 2. A resolution for amendment of any provision in this Charter, except as otherwise provided in this Charter, at any NDC PRO-FORUM meeting shall not have effect unless it has been debated and approved by the delegates at the National Annual Summit.
- 3. Proposals for the amendment of the Charter shall be sent to the Secretary General at least one month before the National Annual Summit.

ARTICLE 58: FILLING OF VACANCIES

Any vacancies in any executive positions at any level of the NDC PRO-FORUM may be filled by appointment as follows:

- (i) At the national level by the Central Committee.
- (ii) At the regional level by, the National President acting in consultation with the Central Committee
- (iii) At the district level by the Regional President in consultation and approval by the National President.
- (v) The immediate Central Committee in office.

ARTICLE 59: TRANSITIONAL PROVISIONS

The officers of the central committee, directors, and Chairperson of committee shall be deemed to have been elected to office on the date of commencement of this Charter, they shall hold office for a term of four years and are eligible for re-election for two more terms ONLY.

Officers elected before the coming into effect of this Charter shall be deemed to have been elected for a four-year term of office commencing from the date of the establishment of this Charter.

CHAPTER ELEVEN
SUBSCRIBERS OF THE ORGANIZATION

ARTICLE 60: SUBSCRIBERS

- (a) The Organizations shall remain an affiliation member of the National Democratic Congress in accordance with Chapter 3, Article 8(3), and Chapter 3 Article 9 of the National Democratic Congress Constitution.
- (b) The Subscribers of the Organization shall be removed on grounds stated in Article 54 of this Charter.
- (c) By a resolution by two-thirds of the members of the Organization present and Annual Summit or any meeting called for the purpose.
- (d) The subscribers shall be rotated after every 8 years or any Subscriber ceasing to be a member of the Organization and the National Democratic Congress.

OATH OF OFFICE

I.....do (in the name of Almighty God swear) (solemnly affirm) that I will at all times well and truly serve the NDC PRO-FORUM in the office of.....and that I will uphold, preserve, protect and defend the constitution of the NDC PRO-FORUM as by law established. (So, help me God).

DATED

SIGNED.....

NATIONAL PRESIDENT

SIGNED.....

SECRETARY GENERAL

WITNESSED BY.....

GENERAL SECRETARY (NDC)