

GHANA HOTELS ASSOCIATION

CONSTITUTION

CONSTITUTION

PREAMBLE

Whereas all hotels in Ghana find it expedient to come together to establish an Association to collate and articulate the concerns of its members and thus influence tourism policy,

And whereas it is necessary that members of the Association establish a set of rules and regulations for its proper running and to ensure the effective organization and strengthening of all members in the industry both at the Regional and National levels,
DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS
CONSTITUTION

This 8th Day of February, 2000

ARTICLE I: NAME, MOTTO AND OFFICE

- i. The association of Ghana Hotels shall be known and called “GHANA HOTELS ASSOCIATION” (Hereinafter referred to as the “Association” or the “GHA”).
- ii. The Motto of the Association shall be “AT YOUR SERVICE”.
- iii. The Head Office of the Association shall be in the city of ACCRA and its Post Address shall be P. O. Box GP 4218, Accra, GHANA.

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

- a. To enhance the dignity of the Hotel Industry in Ghana.
- b. To promote and maintain high standards in all aspects of the Hotel and Catering Industry in Ghana.
- c. To facilitate the exchange of information and ideas among members on matters of general interest affecting the Industry.
- d. To give professional advice, co-operate and arrange with statutory or other bodies on any matters that may contribute towards the attainment of higher standards in the Hotel and Catering Industry; and for the furtherance of the aims and objectives of the Association.

- e. To concern itself with and assist in all matters relating to the education and training of personnel at all levels and branches of the Hotels and Catering Industry.
- f. To acquire land by purchase or lease and any other landed property for the use of the Association for any purpose agreed upon by the National Executive Council.
- g. To ensure the practice of professional ethics among its members.
- h. To provide technical advice, information, assistance or consultancy services to members of the Association.
- i. To hold, promote and organize Conferences, Meetings, Exhibitions, Professional Demonstrations, Reading of Papers, Courses and Lectures connected with the objectives of the Association. The Association may also issue statements and circulate professional periodicals among its members and publish Magazines.
- j. To contribute in any manner possible towards the improvement and advancement of tourism in Ghana and others states in Africa particularly within the context of the ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS) AND THE AFRICAN UNION (AU).
- k. To make grants, give prizes and awards as may be determined from time to time to members and non-members for excellent achievement in the field of the Hotel and Catering Industry.
- l. To associate with sister Associations outside Ghana.
- m. To raise funds or borrow money for the purpose of the Association and secure the repayment thereof on such terms as may seem expedient.
- n. To undertake projects like farming, transport services, building, import and export trade and such other enterprises as shall promote the aims and objectives of the Association and the Hotel and Catering Industry.
- o. To enter into any arrangement concerning the objectives of the Association with any official organizations or authorities, local or foreign or otherwise to obtain from any such organizations or authorities any rights, privileges, concessions, etc... Which the Association may think desirable.
- p. To accept, invite and procure subscriptions, donations and grants, and apply all and any funds received for the establishment and support of the Association or the promotion of any of the objectives of the Association.

- q. To invest the funds of the Association not immediately required in such securities or in such manner as may from time to time be determined by the National Executive Council.
- r. To do all such other lawful things as are incidental or conducive to the attainment of the above or any of the above objectives.
- s. The income and property of the Association from whatever source derived shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution, and not for the benefit of any other person or persons within or without the Association.
- t. To assist prospective proprietors or unit to attain recognition.
- u. The objectives of the Association shall not be pursued for the profit of any member and no part of the Income or Assets of the Association shall ensure to the benefit of any office holder or member PROVIDED THAT where special duties are assigned to a member or an officer some reasonable remuneration or allowance or other facilities may be allowed him/her by the National Executive Council.

ARTICLE 3: MEMBERSHIP AND DUES

- i. Membership shall be open to all Hotels, Inns, Home Lodges, Guest Houses or other Accommodation Enterprises.
- ii. Members of GHA shall be represented by their Managing Proprietors, Managing Directors or Accredited Representatives.
- iii. Members shall first, be admitted by their respective Regional Branches, before being enrolled at the National level, upon payment of prescribed Registration fees/dues to the Regional Branch.
- iv. A form (as in Schedule I) shall be completed by the applicant and the Association's Receipt and Membership Certificate duly signed by the National President shall be conclusive evidence of membership.
- v. Members shall be issued with an Identity Card and an Association Flag.

ARTICLE 4: FEES, DUES AND SUBSCRIPTIONS

- i. There shall be paid by each new member, the Registration Fee for the time being in force.
- ii. Every member shall pay an annual subscription and this shall date from January First of every Year.
- iii. Any changes in the amount of the Registration Fees and the Annual Subscription shall be decided by the National Executive Council and approved by the Annual General Conference.
- iv. The Regional Branches shall pay to the National Secretariat within three (3) weeks of receipt.
- v. Contributions for special projects shall be levied from time to time, and shall be paid within a stipulated period.
- vi. A member shall give written notice to the Regional Branch one (1) calendar month prior to December 31 in any year of his intention to withdraw; otherwise he shall be liable for the subscription for the ensuing year.
- vii. A member whose subscription is in arrears for three (3) months cannot vote or be heard and, when his subscription is six (6) months overdue, all privileges of membership shall be forfeited and his establishment shall be brought before the National Executive Council and prosecuted at their discretion, but any arrears shall remain a debt and recoverable by the Association.
- viii. No member shall enjoy the benefits offered by the Association unless he settles all his financial obligations and debts.
- ix. Fees and Dues are subject to review by the National Executive Council of the Association from time to time and subject to the approval of the Annual General Conference.

ARTICLE 5: CESSATION OF MEMBERSHIP

Any member shall cease to be a member of the Association by death or resignation or expulsion or other incidents.

- i. Any member may resign upon the expiration of one (I) month's notice in writing to the Regional Secretary, but any subscriptions, charges, fees which shall have fallen due before such time shall remain due and owing and payable and maybe demanded as debt.
- ii. A member shall be liable for expulsion from the Association if his conduct is not conducive to the welfare and dignity or respect of the Association or if by any a ct or deed he undermines the attainment of any of the aims and objectives of the Association.
- iii. Provided that no member shall be expelled or dismissed until he/she has been given an opportunity of being heard before a National Executive Council or any other body appointed by under this Constitution and its recommendations have been duly confirmed by the National Executive Council.
- iv. Any member so expelled may within thirty (30) days appeal against his expulsion to the National President's Advisory Council of the Association, who shall deliberate on the issue and upon their advice submit the case to the Annual General Conference of the Association whose decision by majority vote shall be final.
- v. The expulsion shall be effective until the appeal is upheld when he/she shall be reinstated on payment of all fees and subscriptions due from him/her.
- vi. A member shall ipso factor cease to be a member of the Association if the Hotel or Accommodation Enterprise for any reason other than suspension, cease to operate or exist.
- vii. A member shall cease to be a member of the Association if he neglects to pay his subscriptions for one (I) calendar year, or if he persistently neglects or refuses to pay any other moneys which may be due from him to the Association.
- viii. On the death of a member, the accredited successor of the deceased proprietor shall automatically become a member.

- ix. Any officer may be removed from office upon written information or complaint signed by ten (10) members representing three (3) Regional Branches stating among other things the following offences:-
 - a. That the officer is misusing his office to gain benefits for himself; stating clearly examples of his conduct.
 - b. That the officer has given false information about the Association or about another officer resulting in the loss of confidence in the Association.
 - c. That the officer has diverted or caused to be diverted goods and articles intended for the Association.
 - d. That he has robbed the Association.
 - e. That he does such acts that shall bring the Association into disrepute.
- x. Any member of the Association misbehaving or acting to the detriment of the Association or Regional Branch may in the same be expelled or removed from the membership of the Association upon information or complaint signed by four (1) members of the Association in a Region including at least two (2) Regional Executive members.

ARTICLE 6: STRUCTURE OF THE ASSOCIATION

The structure of the Association shall comprise:

- a. Annual General Conference.
- b. National Executive Council.
- c. The Regional Branches.
- d. The Secretariat.
- e. Working Committees.

1. ANNUAL GENERAL CONFERENCE

- a. It shall be the Governing Body of the Association and its decisions shall be final.
- b. It shall be convened by the National President in consultation with the National Executive Council.
- c. It shall be held annually in Accra or other places as may be determined by the National Executive Council.
- d. The National President shall preside at the Annual General Conference.

- e. The Annual General Conference shall consider and ratify the Annual Reports and Financial Statements of the Association, and any other Reports from the Working Committee.
- f.. The quorum at an Annual General Conference shall not be less than 50% of the Association's members in good standing, from at least four (1) Regions.
- g. Where the President fails without reasonable cause to convene an Annual General Conference two-thirds (2/3) majority of the Regional Chairpersons in consultation with the Trustees coming together can convene the Annual General Conference.
- h. The Agenda approved by the National Executive Council must be circulated to the Regional Branches at least thirty (30) clear days before the Annual General Conference.
- i. A special Annual General Conference may be called by a minimum of four (4) Regional Chairpersons in consultation with the Trustees, by giving members not less than twenty-one (21) days notice with an Agenda to the Secretariat to that effect.
- j. Members may in writing appoint proxies to attend the Annual General Conference and vote on their behalf.

2. NATIONAL EXECUTIVE COUNCIL

- a. It shall be the Representative Body of the Association.
- b. It shall have all such powers as may be necessary to enable it carry out the objectives of the Association.

It shall in particular have the following powers:-

- i. To make, vary and rescind regulation for the proper management of the Association.
- ii. To enter into contracts and agreements.
- iii. To employ the services of accountants, attorneys, agents or such professional or other assistants as they may consider necessary and to pay such fees, charges and expenses so incurred.
- iv. To exchange, sell, lease or otherwise deal with the assets of the Association.

- v. To invest or reinvest assets of the Association in such shares, securities, or other investments as the Council may deem fit.
- vi. To borrow money at such rate of interest or other consideration and upon such terms and conditions as it deems desirable.
- vii. To appropriate and utilize the capital and income of the Association for all such purpose which shall be deemed necessary and expedient for the management of the Association.
- viii. The National Executive Council may at its discretion delegate specific responsibilities as detailed above to appointed Working Committees that may be set up.
- ix. It shall solely apply the property of the Association towards the promotion of the goals and objectives of the Association as set forth herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise to any member.

3. COMPOSITION OF THE NATIONAL EXECUTIVE COUNCIL

The composition of the National Executive Council shall include or comprise the following:-

- a. The National President as Chairman.
 - b. First Vice-President (Finance and Administration)
 - c. Second Vice-President (Operations)
 - d. National Secretary
 - e. Assistant National Secretary.
 - f. National Treasurer
 - g. National Financial Secretary.
 - h. All Regional Chairpersons.
 - i. All Regional Secretaries, and
 - j. Four (4) Trustees to be elected at Annual General Conference.
-
- (i) The National Executive Council shall meet four (4) times in a year and quorum at such meetings shall be no less than two-thirds (2/3) of its members.
 - (ii) Emergency meetings may also be called by the National President, and at least seven (7) days notice shall be given, including the agenda for the meeting.

4. FUNCTIONS AND POWERS OF NATIONAL EXECUTIVE COUNCIL

NATIONAL PRESIDENT

- i. The National President shall convene and preside over Annual General Conferences as well as meetings of the National Executive Council. He shall have a casting vote at meetings.
- ii. The National President shall present the Association's Annual Reports at the Annual General Conference. He shall be the first Signatory to all cheques of the association.
- iii. The National President shall confer with the National Secretary in matters affecting the Association and lead delegations as the chief spokesperson.
- iv. The National President shall be guided by the decisions of the National Executive Council in all deliberations.
- v. In the event of the National President vacating his post or being incapacitated and unable to discharge his functions as prescribed in Article 8 (a) of the Constitution, the First Vice President shall automatically assume the duties as the acting National President during the intervening period until elections are held to elect a substantive National President.

**5. THE FIRST VICE-PRESIDENT
(FINANCE & ADMINISTRATION)**

- i. He shall assist the National President and confer with the National Secretary in their respective duties; and may also deputise for the National President.
- ii. He shall in conjunction with the National Treasurer submit to the National Executive quarterly statements being the accounts of the financial affairs of the Association, showing clearly the income and expenditure, suggesting measures for improvement in the system.

6. THE SECOND VICE PRESIDENT (FINANCE)

- i. He shall assist the National President and confer with the National Treasurer in all matters affecting the finances of the Association.
- ii. He may also act as National President in the absence of the National President and the First Vice President.

7. NATIONAL SECRETARY

- i. The National Secretary shall act as the Head of the National Secretariat and supervise the day-to-day Administration of the Secretariat.
- ii. He shall summon meetings of the National Executives Council upon directives of the National President.
- iii. He shall keep minutes of the Annual General Conference and the National Executive Council Meeting.
- iv. He shall be an alternate Signatory to all Cheques.
- v. He shall co-ordinate the activities of the Regional Branches and shall be responsible for better understanding and appreciation of the importance of the accommodation industry in the economic set-up of the country with particular reference to the promotion of tourism.
- vi. He shall be responsible for the Public Relations of the Association and to further encourage and foster good cordial relations between the Association and all other Agencies connected with Tourism as well as the general public.
- vii. He shall collect and disseminate information of value to the Association and exchange ideas and experiences in the field of Hoteliery.
- viii. He shall edit and publish a House Magazine if only the financial position of the Association so permits.

8. ASSISTANT NATIONAL SECRETARY

He shall assist and deputise for the National Secretary during his absence and perform other administrative duties, as may be assigned to him by the National Executive Council from time to time.

9. NATIONAL TREASURER

- i. He shall keep and maintain all the necessary books of accounts of the Association.
- ii. He shall prepare quarterly and annual financial statements and submit same to the National Executive Council.
- iii. He shall be alternate Signatory to all Cheques.
- iv. He shall be responsible for the collection of all monies of the Association and send same to Bank within twenty-four (24) hours of such receipts.
- v. He shall perform any other functions which may be assigned to him by the National President or the First Vice President.

10. NATIONAL FINANCIAL SECRETARY

He shall keep and maintain all the necessary books of accounts of the Association during meetings and reconcile such monies so collected with the National Treasurer.

He shall assist and deputise for the National Treasurer in his absence.

He shall perform any other functions which may be assigned to him by the National President from time to time.

11. TRUSTEES

- i. There shall be four (4) Trustees, who shall be elected at the Annual General Conference.
- ii. Their powers shall be governed by the Trustees Incorporated Act.
- iii. In the event of a Trustee dying, resigning or for any reason vacating his or her post, the vacancy shall be filled at an Annual General Conference.
- iv. A Trustee may also be removed from office upon recommendation by the National Executive Council to the Annual General Conference, when it is proved that his conduct is not in the interest of the Association.

12. NATIONAL PRESIDENT'S ADVISORY COUNCIL

There shall be National President's Advisory Council. This Council shall be Past National Presidents who have successfully served two terms of office.

A National President Advisory Council Member may be removed from office upon recommendation by the National Executive Council to the Annual General Conference, when it is proved that his/her conduct is not in the interest of the Association.

In the event of crisis, National President's Advisory Council and in consultation with Regional Chairpersons convene Annual General Conference and shall sit and conduct such meetings in a manner to end the crisis and restore peace and tranquility.

13. ELECTION OF OFFICERS FOR NATIONAL EXECUTIVE COUNCIL

- i. Members of the National Executive Council as provided for Under Article 6 (3) of this Constitution shall be elected at an Annual General Conference.
- ii. Election to the National Executive Council shall be under the supervision of an Independent Returning Officer from a Governmental Agency, eg. National Electoral Commission.
- iii. Nominations for elections to the National Executive Council shall be vested in the Regional Branches.
- iv. The Regional Branches shall submit one name each for each elective national office at least two (2) weeks to the election date, to the National Secretariat.
- v. Names of all the nominees from the Regions shall indicate the offices they prefer them to hold.
- vi. A Person seeking for election to any of the offices of the National Executive Council shall be proposed by his Regional Branch to which he belongs. The nomination paper together with the letter proposing the candidate shall be delivered in duplicate to the National Secretariat at least two (2) weeks before the Election Day.

- vii. A candidate may be nominated in absentia provided he consents to his nomination in writing.
- viii. A Committee composed of at least three (3) Regional Chairpersons or their Representatives shall be charged with the responsibility for collating and submitting the final nominations of the candidates for election as National Officers of the Association.
- ix. Where the nomination of a candidate is declared unopposed, the Electoral Officer shall pronounce the candidate as duly elected without any voting.
- x. Where at the close of the nomination no candidate is presented by the Electoral Committee, the Electoral Officer shall have the authority to invite names for the vacant office(s) to be contested for during the Electoral Day.
- xi. Voting to elect all members of the National Executive Council shall be by simple majority of the members of the Association at an Annual General Conference. Each member shall have one vote and voting shall be by secret ballot.

14. REGIONAL BRANCHES

- i. Shall be responsible for the Regional (Local) administration and organization of the Association.
- ii. Shall be the organizational force of the Association in the Region.
- iii. The Regional Branches shall meet at least once a month and shall at all times follow closely the Constitution and Bye-laws of the Association.
- iv. May also make its Bye-laws within the framework of the Constitution.
- v. The Regional Branches shall hold its own elections in October every year for officers of the Branch and members of the Regional Executive.

- vi. The Officers shall be the following:-
 - a. Chairperson.
 - b. Vice Chairperson.
 - c. The Secretary.
 - d. Assistant Secretary.
 - e. Treasurer.
 - f. Assistant Treasurer, and
 - g. Patrons.
- vii. A member who has served as Regional Chairperson for two (2) consecutive terms shall be eligible as Patron of the Regional Branches.
- viii. Officers of the Regional Branch shall preside over all meetings in the Regions.
- ix. The Chairperson and Secretary shall be automatic members of the National Executive Council.
- x. The functions and operations of the Regional Branches are the same as spelt out in Article 6 (1-17) and may also operate any business in conformity with local aspirations and shall use the benefits to further the aims and objectives of the Association.
- xi. The Regional Branches shall contribute a percentage of dues collected in each Region to the National Secretariat for the management and administration of the Association.
- xii. Regional Chairpersons and Secretaries attending National Executive Council meetings shall be sponsored by the various Regional Branches.
- xiii. Regional branches shall be obliged to host a National Executive Council Meeting at least once during the tenure of any particular National President.

15. NATIONAL SECRETARIAT

- i. There shall be established a National Secretariat which shall be in Accra.
- ii. The Secretariat shall be manned by an Administrative Assistant to be supervised by the National Secretary, and any other staff as may be determined by the National Executive Council.

16. WORKING COMMITTEES

- (iii) The National Executive Council may establish Working Committees to handle specific matters affecting the Association.
- (iv) The Chairperson and members of Working Committee shall be appointed by the National Executive Council.
- (v) The Working Committees shall make recommendations to the National Executive Council on matters referred to it for approval or otherwise.

17. TENURE OF OFFICE

- i. All members of the National Executive Council shall hold office for two (2) years and shall be eligible for re-election for another two-year (2) term of office.
- ii. A National President who has served for two (2) consecutive terms shall not be eligible for re-election for a third-term.
- iii. No person shall hold more than one (1) office or shall serve on more than one (1) Committee except as otherwise recommended by the National Executive Council upon a resolution passed to that effect.

18. FILING OF VACANT POSITION

- i. Membership of the National Executive Council shall be declared vacant when the incumbent resigns, is dismissed or dies.
- ii. The National Executive Council shall appoint an Officer in an acting capacity and schedule an Annual General Conference within six (6) months (whichever comes earlier) to conduct a bye-election to fill the vacancy.

ARTICLE 7: FUNDING AND FINANCE

- i. The Association shall be funded through the following sources:-
 - a. Mandatory Membership Registration Fees as determined by the National Executive Council.
 - b. Annual Subscription or dues, the level of which shall be recommended by the National Executive Council and approved by the Annual General Conference.
 - c. Donations.
 - d. Special Levies on members for specific projects to be undertaken by the Association and the determination of such levies shall be subject to two-thirds (2/3) majority vote of National Executive Council Members.
 - e. Fines.
- ii. The Association shall have a Bank Account in a registered Bank in Ghana to be agreed upon by the National Executive Council and all monies realized from the Association's sources of funds shall be paid into the Accounts.
- iii. All Cheques of the Association shall be signed by the National President and anyone of the following:-
 - a. National Secretary.
 - b. National Treasurer.
- iv. Any change in Signatories of Cheques shall be by a resolution of a simple majority of the National Executive Council.
- v. The Accounting Year of the Association shall be January 1, to December 31, each year.
- vi. Statement of Accounts must be obtained from the Bank quarterly, for presentation to the National Executive Council Meetings.

ARTICLE 8: AUDIT AND AUDITORS

- a. There shall be appointed a competent Ghanaian Firm of Accountants as the Auditors of the Association upon the recommendation of the National Executive Council and approved by the Annual General Conference.
- b. The Auditors so appointed shall duly audit the Accounts of the Association annually and submit its report and make appropriate recommendations to the Annual General Conference for approval.

ARTICLE 9. DISCIPLINE

- i. A member of the association shall be considered indisciplined if:
 - a. He willfully contravenes any of the provisions of this Constitution;
 - b. He does any act or omits to do any act, which may tarnish the image and reputation of the Association.
- ii. Any member who shall be found guilty of indisciplined by a Committee of the Association may be sanctioned by:-
 - a. Caution.
 - b. Imposition of a fine.
 - c. Suspension.
 - d. Expulsion.
- iii. There shall be appointed a Committee, which shall investigate and adjudicate on all disciplinary matters referred to it by the National Executive Council.
- iv. Any person who is aggrieved by any decision of the Committee so appointed may appeal to the Annual General Conference, which shall then appoint a special Independent Committee to hear the appeal. The decision of that Committee on the matter shall be final.

ARTICLE 10: PROPERTY OF THE ASSOCIATION

- i. The Association shall have the power to acquire by purchase, lease or any other lawful means; any movable or immovable property and likewise have power to sell, let, mortgage, donate, or otherwise deal with or dispose of same for profit or otherwise.
- ii. No member of the Association shall have any right, title or interest in the property of the Association.
- iii. If there shall be any genuine debts remaining unpaid upon the dissolution of the Association, all members of the Association shall be held responsible on a pro rata basis.
- iv. On dissolution of the Association its assets shall be realized by a liquidator appointed by the National Executive or the High Court as the case may be, and the proceeds, if any, shall be distributed amongst members on the Association on pro rate basis.

ARTICLE 11: SEAL OF THE ASSOCIATION

- i. The Association shall have a Common Seal with the name of the Association and a Logo and a Flag to be determined by the National Executive Council.
- ii. All agreements and any other legal documents to which the Association shall be a party shall be authenticated by the Seal of the Association.
- iii. The Association shall maintain a Retainer Lawyer, who shall advise and represent the Association on all legal matters affecting the Association.

ARTICLE 12: AMENDMENTS OF THE CONSTITUTION

- i. The provision of this Constitution may be amended, added to or altered by two-thirds (2/3) majority of members voting at an Annual General conference provided that:-
 - v. Not less than twenty-one (21) days notice in writing has been given by the proposer, specifying the amendment being proposed.

- vi. The proposed amendment shall have approved in writing by the Regional Branch to which the proposer belongs.

- ii. The Constitution may be called for review once every ten (10) years by the National Executive Council to conform with the General development and outlook of the Association. This shall be placed before the Annual General Conference for approval and adoption.

ARTICLE 13: DISSOLUTION

The Association may be dissolved upon:-

- a. A resolution passed by two-thirds (2/3) majority of members present at a special meeting of the Annual General Conference called for that purpose.

- b. Application to a court law based upon a resolution passed by the said special meeting.

SCHEDULE ONE

APPLICATION FORM INFORMATION FOR MEMBERSHIP

NAME OF HOTEL:.....

LOCATION OF ESTABLISHMENT:.....

DISTRICT AND REGION:.....

YEAR OPENED:.....

FULL ADDRESS OF ESTABLISHMENT:
(House No., Postal Address, E-mail, Telephone, etc.....

.....

NUMBER OF BEDROOMS:.....

OTHER SERVICES:.....

OTHER FACILITIES:.....

NAME OF DIRECTOR(S) OR PARTNERS:

.....

.....

ACCREDITED REPRESENTATION:

.....

ANY OTHER INFORMATION:

.....

(N.B.: National Secretariat should be informed as soon as Management changes).

SCHEDULE TWO

INSTALLATION AND OATH OF OFFICE

Elected Officers of the Association both Regional and National shall be duly installed and on installation take the following oath:-

I
solemnly pledge and swear that I shall in my term of office always live up to the aims and objectives and aspirations of the Association and shall never under any circumstances divulge any official secrets of the Association, betray a colleague, become disloyal or use the influence of the Association for my selfish or personal interest or for advertisement, otherwise, I do so at the risk of my official status, reputation, honour and fortunes, so help me God.

SCHEDULE THREE

ORGANISATION CHART

1. Annual General Conference.
2. National Executive Council
 - a. National President (Chairman).
 - b. First Vice President (Adm./Finance).
 - c. Second Vice President (Operations)
 - d. National Secretary.
 - e. Assistant National Secretary.
 - f. National Treasurer.
 - g. National Financial Secretary
 - h. Regional Chairpersons.
 - i. Regional Secretaries.
 - j. Trustees.
 - k. National Presidents Advisory Council
3. Regional Branches
 - a. Chairperson.
 - b. Vice Chairperson.
 - c. Secretary.
 - d. Assistant Secretary.
 - e. Treasurer
 - f. Assistant Treasurer.
 - g. Regional Patrons.
 - h. Any Co-opted Specialist, etc.

