

FINAL DRAFT CONSTITUTION
OF THE CHRISTIAN HEALTH
ASSOCIATION OF GHANA (CHAG)

PREAMBLE:

THE CHRISTIAN COUNCIL OF GHANA (CCG) and the GHANA CATHOLIC BISHOPS' CONFERENCE (GCBC)

HAVING formed an Association known as "The Christian Health Association of Ghana (CHAG)" for Christian health service delivery in Ghana, and permitting the participation of other church-related institutions,

AWARE that Health Care in Ghana is undergoing major reforms for the furtherance of better health delivery services and that policies are being formulated aimed at meeting the challenges in health care delivery in Ghana,

CONSCIOUS of the fact that the mission of the church is to save souls and promote the healing ministry of Christ,

DESIRIOUS to be partners in the health care delivery in Ghana, and

BELIEVING that priority should be given to the poor and the neglected and that there should be renewed emphasis on rural health efforts and health education for the prevention of illness,

DO HEREBY ADOPT this Constitution of CHAG with a view to creating an enabling environment for the operation of Christian Health Service Delivery to meet emerging challenges.

CHAPTER I

IDENTITY

ARTICLE 1 NAME AND ADDRESS

- 1.1 The name of the Association shall be “CHRISTIAN HEALTH ASSOCIATION OF GHANA” hereinafter called “CHAG” whose principal address is “Post office Box 7316, Accra-North, 21, Jubilee Wells Street, Labone”, in the republic of Ghana.

ARTICLE 2 VISION, MISSION AND CORE VALUES

2.1 VISION

The vision of CHAG is to be a reliable partner in the Health Sector in providing health needs of Ghanaians.

2.2 MISSION

The mission of CHAG is to promote the healing ministry of Christ for the benefit and welfare of the people in Ghana in fulfilment of Christ’s mandate to go and heal the sick.

2.3 CORE VALUES

- (a) Christian identity and witness
- (b) Unity in Diversity
- (c) Respect for the dignity of every person
- (d) Holistic health care
- (e) Creativity and Excellence
- (f) Accountability and Transparency
- (g) Cooperation and Partnership
- (h) Option for the poor and the marginalised

ARTICLE 3 OBJECTIVES

The objectives of CHAG shall be:

- 3.1 To strengthen the capacity of members.
- 3.2 To actively promote and support closer partnership among Church related Health Services, the Government of Ghana and other stakeholders.
- 3.3 To support and participate in the development and the implementation of national policies affecting health.
- 3.4 To ensure that the health needs of the poor and marginalised are addressed.

PROVIDED THAT CHAG shall not, in the realisation of its objectives, in any way infringe on the authority of governing boards or of the appropriate policy-making bodies of members.

ARTICLE 4 MEMBERSHIP

Membership is open to all Christian churches in Ghana and shall be determined by the Constituent Assembly.

TYPES OF MEMBERSHIP

4.1. **Constituent Members**

The Christian Council of Ghana, Ghana Catholic Bishops' Conference and the Ghana Pentecostal Council.

4.2 **Church Members**

- a. Christian Churches who are members of 1 above
- b. Christian Churches who are not members of 1 above but who are recognised by the constituent assembly.

4.3 **Institutional Members**

The hospitals and clinics institutionalised independent rural health programmes, health related training institutions owned by the church members and who fulfil the criteria for membership.

4.4 **Associate Members**

Christian Churches and/or organisations, which do not fall within **4.1 - 4.3** above but share in the vision and mission of CHAG.

Notwithstanding the provisions of this article the Constituent Assembly may revoke the membership of a member who deviates from the said vision and mission of CHAG.

ARTICLE 5 REGISTRATIONS AS NOT-FOR PROFIT ORGANIZATION

5.1 CHAG is a not-for-profit Non Governmental Organisation and shall continue to be registered under the Trustees (incorporated) Act 1962, (Act 106), and other relevant laws of Ghana affecting its status. Except as otherwise determined at a meeting of the Constituent Assembly the work time and services provided **by** CHAG's Trustees shall be purely gratuitous and shall not be compensated for by any remuneration or other benefit in money or money's worth.

CHAPTER II

ORGANIZATION AND STRUCTURE

ARTICLE 6 ORGANISATIONAL STRUCTURE

CHAG shall have the following organisational structure

- 6.1 Constituent Assembly
- 6.2 General Assembly
- 6.3 Board of Trustees
- 6.4 Board of Directors
- 6.5 Technical Steering Committee
- 6.6 Secretariat

CHAPTER III

MANAGEMENT

ARTICLE 7: CONSTITUENT ASSEMBLY.

7.1 Composition

The constituent assembly of CHAG shall be the highest decision making body and shall compose of 11 members as follows:

- 7.1(a) Three representatives each of the three constituent members, two (2) of whom shall be members of the respective Councils or Conference and one (1) of whom shall be a health professional,
- 7.2(b) The Chairman of the Board of Directors who shall be an ex-officio member without voting rights, and
- 7a.3 The Executive Secretary of CHAG who shall be the secretary to the Assembly without voting rights.

7.2 Functions

The Constituent Assembly shall perform the following functions.

- 7.2(a) To review and approve policies proposed by the CHAG Board.
- 7.2(b) To ensure that the vision, mission and core values of CHAG are upheld at all times

7.2(c) To determine the membership criteria and status of member churches.

7.2(d) To appoint the Board of Directors and Board of Trustees.

7.2(e) The Assembly shall have the power to delegate any of its functions.

7.3 Tenure of Office

7.3 (a) The term of office of members of the Constituent Assembly shall be four (4) years. A member shall be eligible for re-appointment for only one other term of four years.

7.3(b) The Chairpersons shall be elected by the assembly from among the constituent members and shall be on rotational basis.

7.4 Vacancy

If a vacancy occurs in the course of the term of a member through resignation or incapacity or death, the appointing body concerned shall fill the vacancy to complete the term of that member.

7.5 Meetings of the Assembly

7.5(a) The Assembly shall meet at least once a year. The date, time and venue of the next Assembly shall be fixed at each meeting of the Assembly.

7.5(b) A Special/Emergency Meeting of the Assembly may be called by the Chairman at his/her own discretion or upon the written request by three (3) members of the Assembly, one of whom shall be a constituent member.

7.5(c) The Quorum for an assembly meeting shall be five (5) and shall include a chairperson, and one representative each of the constituent members.

ARTICLE 8: GENERAL ASSEMBLY.

CHAG shall have a General Assembly. The General Assembly shall be a forum for registered members of CHAG to share fellowship, exchange ideas, share information and make recommendations concerning future growth, development of CHAG and health care in Ghana.

8.1 Composition

8.1(a) Each registered member shall have one representative.

8.1(b) The National Coordinator for each Church Health Service.

8.1(c) Members of the Constituent Assembly

8.1(d) Members of the Board of Directors

8.2 Functions

The CHAG General Assembly shall:

8.2(a) reflect on the mission, vision and core values of CHAG.

8.2(b) discuss and make recommendations on relevant issues and policies on health service delivery.

8.2(c) review the performance of CHAG in relation to its objectives.

8.2(d) receive the CHAG Annual Report

8.3 Meetings of the General Assembly

The CHAG General Assembly shall meet once every two years.

It shall be the responsibility of the CHAG Secretariat to organize the General Assembly Meetings.

ARTICLE 9: BOARD OF TRUSTEES.

9.1. Composition

9.1(a) There shall be a Board of Trustees consisting of the Chairperson and one other member of the Constituent Assembly, the Chairperson and one other member of the Board of Directors and the Executive Secretary of CHAG.

9.1(b) The other representatives of the Constituent Assembly and of the Board of Directors shall be appointed by the respective bodies and shall not come from the same denomination as the Chairperson of the respective bodies

9.2 Chairperson

The Members of the Board of Trustees shall elect their own Chairperson.

9.3. Vacancy

If a vacancy occurs in the course of the term of a member through resignation, or incapacity or death the respective body concerned shall fill the vacancy to complete the term of that member.

9.4 Functions

9.4(a) All properties of CHAG and the income arising therefrom shall be vested in the Trustees in trust for the Constituent Members who shall apply the same solely for the objects of CHAG, the carrying out of its functions or the remuneration of employees or other persons for services rendered to CHAG.

9.4(b) The work, time and services provided by CHAG's Trustees shall be purely gratuitous and shall not be compensated for by any remuneration.

ARTICLE 10: BOARD OF DIRECTORS.

CHAG shall have a Board of Directors, which shall be responsible to the Constituent Assembly.

10.1 Composition.

10.1(a) Members of the **Board** shall be appointed by the Constituent members from experienced and qualified professionals whose services are relevant to CHAG.

10.2 Appointment of Members

The appointment of the members of the Board of Directors, who shall have one (1) vote, shall be as follows:

- (a) Nine (9) representatives appointed by the Ghana Catholic Bishops' Conference
- (b) Five (5) representatives appointed by the Christian Council of Ghana; and
- (c) One (1) representative appointed by the Ghana Pentecostal Council.

- (d) One (1) senior clergy/religious representative each appointed by the Christian Council of Ghana and the Ghana Catholic Bishops' Conference respectively.

So however that one and the same person shall not be appointed to serve in two or more organs of CHAG.

10.3 Officers of the Board

10.3(a) The Board shall have a chairperson

10.3(b) A Vice- chairperson
who shall all be elected from among the members of the Board

10.3(c) a Secretary, who shall be the Executive Secretary of CHAG, who shall be an ex-officio member of the Board.

10.4 Tenure of Office

The tenure of office shall be three (3) years, but a member is eligible for re-election for only one other term of three (3) years.

10.5 Vacancy

If a vacancy occurs in the course of the term of representation through resignation or incapacity or death the Constituent Member concerned shall fill the vacancy to complete the term of that member.

10.6 Meetings of the Board

10.6(a) The Board shall meet at least three times a year. The date and place of the next meeting shall be fixed at each meeting of the Board.

10.6(b) A Special or Emergency Meeting of the Board may be called by the Chairperson at his/her own discretion or upon the written request by four members of the Board.

10.6(c) The QUORUM of a meeting shall be seven (7) and shall include the Chairperson or the Vice-Chairperson and one (1) from any constituent church.

10.7 Functions

THE BOARD shall perform the following functions:

- 10.7(a) To formulate policies for the approval and adoption of the Constituent Assembly.
- 10.7(b) To approve the annual work plan of CHAG.
- 10.7(c) To approve programmes and projects of CHAG with the Government of Ghana as well Development Partners.
- 10.7(d) To ensure the implementation of approved policies and programmes by the Secretariat
- 10.7(e) To be responsible for the supervision and monitoring of the CHAG Secretariat
- 10.7(f) The Board shall recruit, or dismiss senior members of staff of the Secretariat.
- 10.7(g) To approve and monitor CHAG Budget.
- 10.7(h) To cause the accounts of CHAG Secretariat to be audited and presented to the Constituent Assembly.
- 10.7(i) To present annual report on CHAG activities to the Constituent and General Assemblies at their general meetings.
- 10.7(j) To approve the Conditions of service of staff of CHAG Secretariat.

10.8 Committees

The Board of Directors shall set up the following committees:

- 10.8(a) Standing Committee
- 10.8(b) Finance Committee
- 10.8(c) Projects and Programmes Committee
- 10.8(d) Policy and Advocacy Committee

ARTICLE 11 TECHNICAL STEERING COMMITTEE

There shall be a Technical Steering Committee

11.1 Composition

11.1(a) All national health coordinators

11.1(b) One representative for each twenty or less institutions of the respective member churches.

These representatives shall be health professionals with responsibility for programme planning and implementation within their respective health services.

11.2 Functions

11.2(a) To provide inputs in the design of the projects and activities of CHAG in line with the objectives of CHAG.

11.2(b) To endorse the annual plan of work, activities and projects of CHAG

11.2(c) To facilitate the implementation of projects, programmes and activities of CHAG.

11.3 Meetings

The Technical Steering Committee shall meet twice a year.

ARTICLE 12 SECRETARIAT

12.1 The Secretariat

CHAG shall have a Secretariat, which shall be provided by the Board and approved by the Constituent Assembly. The Secretariat shall have staff that will be responsible for carrying out the roles and responsibilities of the secretariat.

12.2 Functions

The Secretariat shall have the following roles and responsibilities:

12.2(a) to ensure that the vision, mission and core values form the basis for all CHAG activities.

12.2(b) to ensure that the objectives of CHAG are achieved.

12.2(c) to provide technical and administrative support to CHAG member institutions.

12.2(d) to represent CHAG at national and international fora.

12.2(e) to advocate, lobby and lead negotiations with government and other stakeholders.

12.2(f) to mobilise resources for CHAG's activities.

12.2(g) to keep members and all organs informed of the activities of CHAG.

12.2(h) to cause minute books to be kept.

12.2(i) to monitor adherence to membership criteria

12.3 Staff of the Secretariat

12.3(a) The CHAG Secretariat shall have three categories of staff: Management, Senior and Junior staff.

12.3(b) Respective staff shall have their roles and responsibilities detailed in their job description.

12.4 Recruitment

12.4(a) Staff of the CHAG Secretariat shall be recruited by public advertising and transparent recruitment procedures.

12.4(b) Staff shall be Christians without discrimination to sex or Christian denomination wherever possible.

12.4(c) Management staff shall be appointed by the Board.

12.4(d) Senior and Junior staff shall be appointed by the Executive Secretary.

12.5 Staff

12.5(a) Executive Secretary

The Executive Secretary shall be the Chief Executive of CHAG and be responsible to the Board of Directors.

The Executive Secretary shall have the minimum required professional qualifications, skills and competencies as described in the Human Resource Manual.

He shall be assisted by three managers as follows:

12.5(b) Manager, Policy and Advocacy, Information and Communication

12.5(c) Manager, Finance.

12.5(d) Manager, Health and Support Services

The roles and responsibilities of the Executive Secretary and staff shall be detailed in the Human Resource Manual

12.6 Tenure of Office

The Executive Secretary shall be appointed on contract for five years renewable on account of satisfactory performance.

12.7 Management Team

The Management Team is composed of the Executive Secretary and the three Managers of the Secretariat.

12.8 In the absence of the Executive Secretary, the Health and Support Services Manager shall act.

ARTICLE 13 FINANCES

13.1 The Board of Directors shall review and approve all sources of funding for CHAG.

CHAG shall source funds for:

13.1(a) Its core activities and

13.2(b) Special programmes

13.2 Sources of funding

13.2(a) Membership dues and contributions

13.2(b) Government funds

- 13.2(c) Income from fund-raising activities
- 13.2(d) Donations or grants from funding agencies and bodies.
- 13.2(e) Donations or grants from individuals, groups and corporations
- 13.2(f) Funds accruing from investment, and
- 13.2(g) Any other sources

ARTICLE 14 BANKERS

- 14.1 The Banker of CHAG shall be a reputable Bank recommended by the Secretariat and approved by the Board of Directors.
- 14.2 The Board of Directors shall approve the opening and closure of all accounts of CHAG.**
- 14.3 All funds received on the account of CHAG shall be paid into CHAG's accounts.
- 14.4 The signatories to all CHAG accounts shall be the Chairman and the Vice Chairman of the Board of Directors, the Executive Secretary and the Financial Manager of CHAG. The combination of signatories required for various levels of withdrawals shall be determined by the Board and reviewed and revised as needed.

CHAPTER IV GENERAL PROVISIONS

Article 15 THE SEAL

- 15.1** The Constituent Assembly shall adopt a common seal for use by CHAG on the recommendation of the Board of Directors.
- 15.2** The Seal shall be used only on the authority of the Board of Directors and every instrument to which the seal shall be affixed shall be signed by the Executive Secretary and shall be countersigned by the Chairperson of the Board of Directors or his accredited representative.

ARTICLE 16

DISSOLUTION OF CHAG AND DISPOSAL OF ASSETS

CHAG may be dissolved by a resolution of the Constituent Assembly or upon the withdrawal of one of the Constituent members.

Upon the dissolution of the Association the assets of the CHAG shall be shared 9:5 between GCBC and CCG and shall be utilized for purposes similar to those stated herein or any other charitable purposes.

ARTICLE 17

AMENDMENTS

Notice of a Proposal for an amendment to this constitution, shall be circulated to the members of the Constituent Assembly at least three (3) months before a general meeting.

Any amendments of this Constitution shall be made by two-thirds majority vote at a general meeting of the Constituent Assembly.

ARTICLE 18 INTERPRETATION

The Constituent Assembly shall have the responsibility of deciding on the meaning of any provisions of this Constitution and all such interpretation and decision of the Constituent Assembly as recorded in the relevant minute's book shall be final and binding on all members.

ARTICLE 19 ADOPTION

This Constitution was approved and adopted by the Constituent Assembly on day of in the year of Our Lord TWO THOUSAND AND FIVE (2005).

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GENERAL SECRETARY
CHRISTIAN COUNCIL OF GHANA

.....
SECRETARY GENERAL
GHANA CATHOLIC BISHOPS' CONFERENCE

.....
CHAIRMAN
CHRISTIAN COUNCIL OF GHANA

.....
PRESIDENT
GHANA CATHOLIC BISHOPS' CONFERENCE