

CONSTITUTION FOR THE GHANA ASSOCIATION FOR RADIATION PROTECTION (GARP)

CONSTITUTION

ARTICLE 1 NAME

The name of the Association shall be **Ghana Association for Radiation Protection** which may be referred to in abbreviated form as **GARP**.

ARTICLE 2 VISION AND MISSION STATEMENTS

2.1 The Mission Statement

GARP is the Professional Association for Radiation Protection in Ghana. It promotes excellence in the practice of Radiation Protection by providing benchmarks of good practice and enhancing professional competence and networking. It promotes the application of the highest standards of professional conduct, skills and knowledge for the benefit of individuals and society.

2.2 Vision Statement

GARP is recognized by its members, stakeholders and the public as the voice of the radiation protection profession in the enhancement of radiation protection culture and practice in Ghana and Sub-Saharan Africa.

ARTICLE 3

OBJECTIVES AND PURPOSES

3.0 OBJECTIVES AND PURPOSES

3.1 The Association is a professional, non-profit organization whose objective and purpose is to advance Radiation Protection by promoting knowledge, information, and research and provide networking opportunities for professionals in the field (or related fields).

3.2 Association activities include encouraging research in radiation science, developing standards, and disseminating radiation safety information. Association members are involved in understanding, evaluating, and controlling the potential risks from radiation relative to the benefits.

3.3 The activities of the Association are those appropriate to the accomplishment of the objective including:

3.3.1 Promoting cooperation and communication among people engaged in Radiation Protection activities,

- 3.3.2 Providing for the dissemination and exchange of information through scientific and professional meetings, education, and publications,
- 3.3.3 Encouraging scientific, professional, and public education, promoting scientific research,
- 3.3.4 Encouraging and supporting the development and use of radiation protection standards and recommendations
- 3.3.5 Pursuing other activities appropriate to radiation safety.
- 3.4. The Association shall carry out its activities in such a manner as to be benevolent, educational, scientific, and without monetary profit to its organizers or members.
- 3.5. It may own and acquire land, contract for and erect buildings, and own or acquire personal property, records, rights, statistics, or any other property which in the opinion of the membership shall be necessary to carry out the purposes for which the Association is organized.
- 3.6. No member shall at any time, either upon dissolution of the Association or in any other event, be considered to be the owner or entitled to any extent to any of the assets, funds, or property of the Association.
- 3.7. All assets, funds, and property of the Association shall be exclusively and forever devoted to fostering activities which contribute to the knowledge of radiation effects, radiation protection techniques, and practices. This provision, however, does not prevent the payment of reasonable compensation to such members of the Association as may render services to the Association

ARTICLE 4

MEMBERSHIP

4.1: Qualification for Membership

- 4.1.1 The membership shall consist of persons who meet the criteria of membership as listed in Section 4.2.
- 4.1.2 Membership shall become effective upon approval by the Executive Committee of the Association based on a completed application form and payment of appropriate membership dues.

- 4.2: The membership of GARP is exclusively the Full Member and Associate Member.
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procedures for election to membership, the dues requirement for each subdivision or class of membership, and any special qualification, duty, right, or privilege applicable to each subdivision or class shall be set out in the rules of GARP (see Article 16.1, Section 1).

- 4.3: Each class within the Full member subdivision shall consist of persons who
- (i) have graduated from an accredited tertiary or equivalent institution or have recognized scientific, technological, or professional qualification or, in exceptional cases, have equivalent training
 - (ii) are regularly engaged in one or more appropriate aspects of radiation protection or, in appropriate cases, have an interest and competence in one or more such aspects at acceptable levels of performance

The Full member is a voting member and shall have the right to hold effective offices and shall have the power to cast one vote on each issue brought to vote by membership.

- 4.4: The associate member shall have no voting right. Subdivision shall consist of Corresponding member, Affiliate Member, Honorary Members, and Student Members.

4.4.1 **Honorary Member** shall be a person having distinctive accomplishment in Radiation Protection or science or radiation safety at hospital or industries or research or public service and those allied pursuits beneficial to the Radiation Protection profession.

4.4.2 **Corresponding Member** – this class of membership shall be made available to persons who are qualified in all respects for professional membership and are residing and practicing Radiation Protection in other countries. Entrance to this class of membership shall be by invitation of the Association or by nomination of two of its members.

4.4.3 An **Affiliate** should be a person who is capable of and interested in rendering service to the field of Radiation Protection; and whose work should be so related to applications of Radiation Safety that admission to this grade will contribute to the welfare of the Association.

4.4.4 **Student Member** shall be a student regularly enrolled and working towards a degree in an approved Radiation Protection curriculum, or leading to an award of degree in Radiation Protection or related field of study in an accredited institution.

- 4.5 Application for membership shall be by covering letter and a membership form to the General Secretary of the Association setting out sufficient particulars for the Executive Committee, sitting as an Admissions Board, to decide for which class of membership, if any, the applicant is eligible.

- 4.6 Admission of new members shall be announced at the General Meeting immediately following their acceptance by the Executive Committee.

- 4.7 A member may resign on giving written notice, such notice to take effect from the date of the Executive Committee Meeting following the receipt of such notice.
- 4.8 The Disciplinary Committee, shall be appointed at general meeting and empowered to judge any breach of discipline, infringement of rules or any form of misconduct of a member. .
- 4.8 Any member may be expelled from membership if the Disciplinary Committee so recommends and if a general meeting of the Association shall resolve by a two-thirds of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the Association, or that he has contravened any of the provisions of the constitution of the Association. The Disciplinary committee shall have the power to suspend a member from his membership until the next general meeting of the Association. Following such suspension, but notwithstanding such suspension, a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered.
- 4.9 Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him at any time.
- 4.10: Membership in GARP ceases when the member no longer meets the qualifications for membership set out in the constitution of the rules of GARP for the subdivision or class in which membership status has been granted.

ARTICLE 5 SUBSCRIPTION

- 5.1 There shall be an annual dues payable by members. The dues shall be proposed by the Executive Committee subject to approval by the General Assembly.
- 5.2 Notices shall be sent to members advising that subscriptions are due. Any member whose subscription falls more than six months in arrears after such notice will cease to have voting powers. If the arrears lapse for twelve months, the member's name may be removed from the list of members after a second notice has been sent.
- 5.3 The fees are subject to review as and when the need arises.

ARTICLE 6 OFFICE BEARERS

- 6.1 The office bearers of the Society shall be:
- (i) **The President**
 - (ii) **The Vice-President**
 - (iii) **The General Secretary**
 - (iv) **The Assistant Secretary**
 - (v) **The Organizer**
 - (vi) **The Assistant Organizer**

(vii) **The Treasurer**

(viii) **The Assistant Treasurer**

all of whom shall be **fully paid-up members** of the Association and shall be elected at the end of their tenure at the General Meeting

- 6.2 All office bearers shall hold office for a period of **3 years** from the date of election but shall be eligible for re-election for only one additional term.
- 6.3 Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- 6.4 Office bearers may be removed from office in the same way as is laid down for the expulsion of members in this constitution and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.
- 6.5 Executive Committee may appoint a full member to act in a vacant executive position until next general meeting.

ARTICLE 7 DUTIES OF OFFICE BEARERS

- 7.1 **President** – The President shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Executive Committee and at all general meetings.
- 7.2 **Vice-President** – The Vice-President shall perform any duties of the President in his absence.
- 7.3 **General Secretary** – The General Secretary shall deal with all the correspondence of the Association under the general supervision of the Executive Committee. In cases of urgent matters where the Committee cannot be consulted, he shall consult the President or if he is not available, the Vice-President. The decisions reached shall be subject to ratification or otherwise at the next Executive Committee meeting. He shall be responsible for keeping minutes of all meetings and for the preservation of all records of proceedings of the Association and of the Committee.
- 7.4 **Assistant General Secretary** – In the absence of the General Secretary, the Assistant General Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him by the Secretary or Executive Committee whether the Secretary is present or not.
- 7.5 **Organizer**- Shall perform all the duties related to organization of the meetings, national, regional and international workshops. He shall issue notices convening all meetings of the Executive Committee and all general meetings of the Association. He shall work in collaboration with other members of the Executive Committee and perform any other duties assigned.
- 7.6 **Assistant Organizer** - In absence of the Organizer, the Assistant Organizer, the Assistant Organizer shall perform all the duties of the Organizer and any other duties assigned. .

- 7.7 **Treasurer** – The Treasurer shall receive and shall also disburse, under the directions of the Executive Committee, all moneys belonging to the Association and shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid by him/her. The Treasurer is responsible to the Executive Committee and to the members that proper books of account of all moneys received and paid by the Association are written up, preserved and available for inspection.
- 7.8 **Assistant Treasurer** – The Assistant Treasurer shall perform such duties as may be specifically assigned to him by the Treasurer or by the Executive Committee and in the absence of the Treasurer shall perform the duties of the Treasurer.

ARTICLE 8 FISCAL YEAR

- 8.1 The Fiscal Year shall be from January 1 through December 31.

ARTICLE 9 PROGRAM YEAR

- 9.1 The Program Year shall be from October 1 through September 30.

ARTICLE 10 THE EXECUTIVE COMMITTEE

- 10.1 There shall be an Executive Committee of the Association.

10.1.1 **Executive Committee** is composed of the elected officers of the Association, the immediate Past President, and chairpersons of all standing committees. It shall have authority to make policy decisions for the Association provided they are not in conflict with the Constitution; to carry on the business of the Association; to receive and approve applications for membership; and to establish rules and approve or disapprove reports, resolutions, or actions of officers and committees. The Executive Committee shall be the Governing Body of the Association. The Executive Committee shall meet a minimum of four (4) times per year and may have emergency meetings when necessary.

ARTICLE 11 ETHICS

The Association and its members shall be governed by the Code of Ethics of the Ghana Association for Radiation Protection.

ARTICLE 12 VIOLATIONS

Violations of the Code of Ethics, or of the Constitution and Rules shall be reported in writing to the President or Secretary, who in turn shall present the matter to the members of the Executive Committee for preliminary investigation. If, in their judgment, the issues warrant further investigation, it shall be referred to the Disciplinary Committee. The Disciplinary

Committee shall submit its report to general meeting after which two-thirds of members present at the meeting shall vote to confirm or reject the recommendation.

ARTICLE 13 – VOTING

- 13.1 A Full member may be nominated to stand for office, vote, hold office, propose a rules or an amendment to the constitution.
- 13.2 A quorum for Association action shall be one Executive Committee member and one-third of the members on record.
- 13.3 Decisions shall require a majority of vote of a quorum at a formally scheduled general meeting. Members may also vote by electronic voting or proxy.

ARTICLE 14 – GENERAL MEETINGS

14.1 There shall be two classes of general meetings – Annual General Meetings and Extraordinary General Meetings.

14.2 Annual General Meetings

14.2.1 The Annual General Meeting (AGM) shall be held not later than November in each year. Notice in writing of such Annual General Meetings, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meetings not less than 14 days before the date of the meetings.

14.2.2 The agenda for any Annual General Meeting shall consist of the following:

- (a) Confirmation of the minutes of the previous Annual General Meeting.
- (b) Consideration of the accounts.
- (c) Election of office bearers and the Executive Committee members (and Trustees where necessary in accordance with code of practice). There shall also be provisions for electronic voting and voting by proxy.
- (d) Appointment of auditors in accordance with Constitution and rules
- (e) Such other matters as the Executive committee may decide or as to which notice shall have been given in writing by a members or members to the secretary at least four weeks before the date of the meeting.
- (f) Any other business proposed by a Full member

14.3 Extraordinary General Meetings

14.3.1 An Extraordinary General Meeting of the Association may be convened to:

14.3.1.1 Consider a proposal to amend this constitution or any other governing instrument of the Society;

14.3.1.2 Address any other circumstance not provided for in this constitution.

14.3.2 An Extraordinary General Meeting shall be convened:

- 14.3.2.1 By majority decision of the Executive committee; or
- 14.3.2.2 Submission to the Executive Committee of the Association of a petition signed by not less than ten (10) members of the Association.
- 14.3.2.3 At the request of Disciplinary Committee for decisions to be taken on their recommendations on disciplinary issues.
- 14.3.3 No less than seven (7) days notice of an Extraordinary General Meeting (EGM) shall be given. The date and time of the EGM shall be notified to all members.

ARTICLE 15 – ELECTION OF THE EXECUTIVE MEMBERS

- 15.1 The Executive Members of the Association shall be elected at the Annual General Meeting.
- 15.2 The Auditor shall act as returning officer for the elections. Where the Auditor intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the Executive Committee.
- 15.3 All members of the Association shall be eligible for election to the Executive Committee.
- 15.4 Candidates for each position on the Executive Committee of the Association must be proposed and seconded by members of the Association at the AGM
- 15.5 Full members of the Association shall be entitled to vote in the election of the Executive Committee.
- 15.6 The election of members of the Executive Committee shall take place by secret ballot at the AGM where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position. There shall also be provisions for voting by proxy.

ARTICLE 16 – ADMINISTRATION

- 16.1:** The Rules of GARP augment the Constitution of the Association. The Rules include matters which are the responsibility of the Executive Committee either as a matter of law or as may be required and documented by the Executive Committee to provide for the orderly administration of GARP affairs; and they shall be constructed to expedite administrative matters. The enactment or amendment of a rule requires the approval of a majority of the members of the Executive Committee then in office except as otherwise provided for in Article 17, Section 1, below. Once enacted a rule is effective until amended by due process and the procedure governing the method of enactment, amendment, and documentation shall be set out in the Rules.
- 16.2:** The Executive Committee shall establish Committees such as (i) a Rules Committee, (ii) a Program Committee, (iii) a Nominating Committee, (iv) a Membership Committee, and (v) such other committees and administrative posts as may be

required for the efficient administration of GARP affairs. The roles of such committees shall be defined in the Rules.

16.3: The members of committees and other persons assistant to administrative posts are appointed by the President with the approval of the Executive Committee except as provided for in Section 16.7 and 16.8 below. The President, as the principle administrative officer of GARP, shall provide the Executive Committee with the names of an appropriate number of nominees for each appointment that requires approval of the Executive Committee.

16.4: Unless a specific exception is made by the Executive Committee the term of an appointed post shall not extend through more than four General Meetings of GARP unless revised and renewed by the Executive Committee that will be in office following the fourth year of the tenure of appointment.

Committee chairmen are appointed for a one-year term each and a committee chairman may be reappointed. The Executive Committee may terminate the tenure of appointment of a committee chairman, committee member, or person assigned to an administrative post for just cause after due process.

16.5: The Rules Committee consists of three members; each must be a Voting Member of GARP; no Executive Committee member shall be eligible to serve on the Rules Committee; and all decisions of the Committee require agreement between at least two of its members.

The primary function of the Committee is to interpret the provisions of the Constitution and the Rules of GARP when requested in writing (i) by a member of the Executive Committee or (ii) in a petition bearing the signatures of at least ten percent of the Voting Members of GARP.

On receipt of a written request, as set out above, the Committee shall render a decision within sixty days after receipt of the written request. When the Committee has rendered a decision in accordance with these provisions, it shall be the responsibility of the Executive Committee to effect compliance forthwith.

A secondary function of the Committee is to assist the Executive Committee in reviewing and drafting changes in the Constitution and Rules of GARP.

16.6: The President, with the approval of the Executive Committee or upon his own initiative if provided for in the Rules of GARP, may appoint members of GARP to participate on committees and/or discussion groups that are formed by other organizations.

16.7: The Executive Committee may designate spokesmen to represent GARP on matters of policy which may be developed by the Executive Committee on behalf of GARP. Designated spokesmen may discuss such policy matters (i) with individuals, (ii) with the representative of various news media, (iii) at public gatherings, and/or (iv) with various agencies of government; but, no one shall presume to represent or speak for GARP on such policy matters without first obtaining the written authorization of the Executive Committee. However, nothing in this clause shall be constructed so as to

prevent a member of GARP from expressing his personal views on any subject either public or privately.

- 16.8:** All pertinent propositions for and against a resolution submitted to the membership for membership approval shall be presented to the membership in such a manner as to enable a member to weigh his decision carefully.

ARTICLE 17–AFFILIATIONS

- 17.1:** GARP may affiliate with other organizations, whether domestic or international, when approved by (i) two-thirds of the members of the Executive Committee in office and (ii) a majority of the Voting Members polled by letter or electronic ballot. Affiliation in this context means that GARP becomes a member, associate, or affiliate of another organization. Administrative procedures evolved by the Executive Committee concerning this relationship as associated with obligations, duties, rights, and privileges resting upon GARP as a body politic, or upon the members of GARP as individuals, shall be set out in the Rules of GARP and all such Rules shall be approved by the Voting Members of GARP by a letter or electronic ballot prior to becoming effective.
- 17.2:** The Executive Committee may establish reciprocal working relationships with any local, national, or international organizations and activities whose objectives and activities closely relate to radiation protection matters. Such relationships (i) shall not obligate the membership as a whole although individual members may participate on a voluntary basis, (ii) may obligate GARP as a body politic, and (iii) may be extended or discontinued at the discretion of the Executive Committee.

ARTICLE 18 – TRUSTEES

- 18.1** All land, buildings and other immovable property and all investments and securities which shall be acquired by the Association shall be vested in the names of not less than three (3) trustees who shall be members of the Association and shall be appointed at an annual general meeting for a period of three years. On retirement such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.
- 18.2** The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported by the trustees to the Executive Committee which shall authorize expenditure of such moneys as it thinks fit.

ARTICLE 19 – AUDITOR

- 19.1** An auditor shall be appointed for the following year by the Annual General Meeting. All the Association's accounts, records and documents shall be opened to the inspection of the Auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date

which shall not be less than six weeks and not more than three months before the date of the Annual General Meeting. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Society in what respect they are found to be incorrect, unvouched or not in accordance with the law.

- 19.2 A copy of the Auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the Annual General Meeting is sent out. An Auditor may be paid such honorarium for his duties as may be resolved by the Annual General Meeting appointing him.
- 19.3 No auditor shall be an office bearer or a member of the Executive Committee of the Association.

ARTICLE 20 – FUNDS

- 20.1 The funds of the Association may only be used in accordance with the objectives of the Association.
- 20.2 All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him/her in the name of the Association in any bank or banks approved by the Executive Committee.
- 20.3 All cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and President or vice-President of the Association.
- 20.4 The Executive Committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.

ARTICLE 21 – AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the Association must be approved by at least two-thirds of full members at the AGM.

ARTICLE 22 – DISSOLUTION

- 22.1 The Association shall not be dissolved except by a resolution passed by a vote of two-thirds of the members. The quorum at the meeting shall be as shown in Article 13.2. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

- 22.2 Provided, however, that no dissolution shall be effected without prior permission in writing to the Registrar Generals Department, obtained upon application to him made in writing and signed by three of the office bearers.
- 22.3 When the dissolution of the Association has been approved by the Registrar Generals Department, no further action shall be taken by the committee or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association. Subject to the payment of all the debts of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed and in according with section 3.7

ARTICLE 23 – EFFECTIVE DATE

This constitution is effective from **2016**.