

**SPEECH THERAPISTS AND AUDIOLOGISTS’
ASSOCIATION OF GHANA (STAAG)**

CONSTITUTION



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CONSTITUTION OF THE SPEECH THERAPISTS AND AUDIOLOGISTS' ASSOCIATION OF GHANA (STAAG).

ARTICLE 1.0 INTERPRETATION

In the interpretation of this Constitution and unless contrary to or excluded by the subject or context:

- 1.1. Any word herein signifying:
 - 1.1.1. The singular shall include the plural and vice versa;
 - 1.1.2. The masculine shall include the feminine and the neuter;
- 1.2. **"The Professional Body"** shall be referred to as the Speech Therapists and Audiologists Association of Ghana (STAAG);
- 1.3. "President" shall mean the National President of the Professional Body, elected from time to time by Clause 9 of this Constitution;
- 1.4. "Constitution" shall mean the Constitution of The Professional Body for the time being in force, as contained in this document;
- 1.5. "The Council" means the Allied Health Professions Council (AHPC);
- 1.6. "CPD" shall mean the Continuing Professional Development policy of the Professional Body;
- 1.7. "Executive Committee" means Executive Committee members elected as per articles 12 and 13 of this Constitution;
- 1.8. "General meeting" shall mean any general meeting of the Professional Body or any adjournment thereof, including an annual general meeting, convened in terms of Article 18 as the case may be.
- 1.9. "Member" shall mean a person, at the relevant time, is a properly admitted Member in any one of the classes of Membership stated in Article 7 of this Constitution as
 - 1.9.1. "Member in good standing" means a person who is not in breach of this Constitution and not in arrears exceeding 6 months;
- 1.10. "The Office" shall mean the registered office for the time being of the Professional Body;

- 1.11. "The Country" shall mean the Republic of Ghana;
- 1.12. "Register" shall mean the register of members kept by the Professional Body as provided for in this Constitution.
- 1.13. "Audiologist or Speech and Language Therapist" shall refer to a graduate with a minimum qualification of BSc Hearing and Speech Science degrees. Other qualifications shall include a Master's (MSc / M.A) degree in Audiology, Speech and Language Therapy, and Hearing Therapy and be licensed by the Council. Clinical Doctorate in Audiology or Speech and Language Therapy shall also be accepted, in case of a Ph.D degree in Audiology or Speech and Language Therapy or their related areas, the holder must bear a previous clinical qualification in Audiology or Speech and Language Therapy degree.

ARTICLE 2.0 NAME

The Professional Body shall be known as the **"Speech Therapists and Audiologists Association of Ghana"** (hereinafter called 'the Professional Body'). It shall have the abbreviation STAAG.

ARTICLE 3.0 PURPOSE

The foremost purpose of this Professional Body is to develop and promote the practice of Speech and Language Therapy, and Audiology as independent professions. The Professional Body provides the opportunity to facilitate a united front, professional trademark to include but not limited to the provision of various support to its members and the Country, public accountability, and representation of the profession at the level of all identified and recognized stakeholders' forums/meetings or discussions. To set the standard of the practice of Speech and Language Therapy, and Audiology as well as regulate the persons who practice these professions.

ARTICLE 4.0 VISION STATEMENT

To maximize the functioning levels of clients with hearing and communication disorders, swallowing difficulties, and all associated behaviors, vestibular and associated balance among clients.

ARTICLE 5.0 MISSION STATEMENT

To engage members of the Professional Body to have CPD training through seminars/webinars, workshops on state-of-the-art clinical practices, conduct research, and stimulate healthy discussions on habilitation and rehabilitation processes among professionals which can promote policy formulation for educational development.

ARTICLE 6.0 AIMS

- 6.1. To bring together Audiologists and Speech and Language Therapists. Those who work in the speech and hearing healthcare field would also be brought together to discuss issues of mutual interest.
- 6.2. To raise awareness of the Speech and Language Therapy and Audiology professions in the country.
- 6.3. To define, determine, and promote the standards of training and professional qualification in Speech and Language Therapy, and Audiology in the country.
- 6.4. To promote multidisciplinary cooperation by maintaining and developing links with other professional bodies in the country and internationally.
- 6.5. To develop ethical standards for its members for the practice of Audiology and Speech and Language Therapy in the country.
- 6.6. To produce a Journal covering Speech and Language Therapy and Audiology related activities.
- 6.7. To liaise with other relevant national and international organizations to promote the practice of Audiology, Speech, and Language Therapy.

ARTICLE 7.0 MEMBERSHIP

Membership categories of the Professional Body shall include:

7.1 Full Member

- 7.1.1 Complete an application form and pay the required fees set by the Professional Body or otherwise as determined by the executive committee.
- 7.1.2. Agree to abide by the code of ethics of The Professional Body.
- 7.1.3. Be licensed, or eligible to be licensed, by the Council to practice as an Audiologist, Speech and Language Therapist in the country.
- 7.1.4. Attend meetings of the Professional Body.
- 7.1.5 Entitlement to vote at meetings of The Professional Body.
- 7.1.6. Be eligible to hold office in The Professional Body.
- 7.1.7 Be eligible to serve on committees of The Professional Body.

7.2 Student Member

- 7.2.1. Shall complete an application form and pay the required fees set by the Association for Student Members.
- 7.2.2. Agree to abide by the code of ethics of The Professional Body.
- 7.2.3. Be enrolled in an accredited Audiology or Speech and Language Therapy programme.
- 7.2.4. May attend meetings of The Professional Body.
- 7.2.5. Shall not be entitled to vote at meetings of The Professional Body.
- 7.2.6. Shall not be eligible to hold any office in The Professional Body.
- 7.2.7. After graduating, the student shall apply to change his/her membership status to full member and pay the required fees.
- 7.2.8. May serve on committees of the Professional Body if the mandate of the committees relates to student matters.

7.3. Associate Member

- 7.3.1. Complete an application form and pay the required fees set by the Professional Body.
- 7.3.2. Agree to abide by the code of ethics of The Professional Body.
- 7.3.3. Be working as an Audiologist and Speech and Language Therapist.
- 7.3.4. May attend meetings of The Professional Body.
- 7.3.5. Is not entitled to vote nor hold office at meetings of The Professional Body.
- 7.3. 6. May serve on committees of The Professional Body.

7.4. Honorary Member

- 7.4.1. A voting member may nominate a person to be an Honorary Member in recognition of that person's contribution to the professions of Speech and Language Therapy or Audiology in the country and beyond.
- 7.4.2. By a simple majority of voting members honorary membership may be conferred on any nominated person.
- 7.4.3. May attend meetings of The Professional Body

- 7.4.4. Shall be exempted from payment of annual dues.
- 7.4.5. Shall not be eligible to vote at meetings.
- 7.4.6. Shall not be eligible to hold any office in The Professional Body.
- 7.4.7. May serve on committees of The Professional Body.
- 7.4.8. Agree to abide by the code of ethics of The Professional Body.

7.5. Retired Member

- 7.5.1. Is not a practicing Speech and Language Therapist or Audiologist.
- 7.5.2. Does not intend to re-enter the workforce as a Speech and Language Therapist or Audiologist.
- 7.5.3. Complete an application fee and pay the required reduced fee set for retired members.
- 7.5.4. May attend meetings of The Professional Body.
- 7.5.5. Shall be eligible to vote.
- 7.5.6. Shall not be eligible to hold any office in The Professional Body.
- 7.5.7. Shall agree to abide by the code of ethics of The Professional Body.

7.6. Membership Application.

- 7.6.1. Determination of membership of the Professional Body rests solely on the Executive Committee.
- 7.6.2. Membership applications shall be in writing to the Professional Body either in a physical form or an electronic form. A prescribed form by the Professional Body shall be available for the applicant to fill.
- 7.6.3. Issuance of membership number and certificate shall be deemed to mean that such a member is fully admitted into the Professional Body. and is bound by the Constitution and policies of the Professional Body unless otherwise stated.
- 7.6.4. Membership shall commence upon receipt of the confirmation by the Executive Committee and subsequent assigning of membership number.
- 7.6.5. At any General Meeting of the Professional Body, on the recommendation

of the Executive Committee, any Audiologist/Speech and Language Therapist may be elected as an Honorary Member or any person may be elected an Honorary Associate Member of the Professional Body.

7.6.6. The Professional Body shall maintain a register of members of the Professional Body.

ARTICLE 8.0. MEMBERS IN GOOD STANDING

A member would be considered to be in good standing if the member is:

- 8.1. Not in default of dues for a period not exceeding 6 months.
- 8.2. Is not in violation of any code of ethics of The Professional Body.

ARTICLE 9.0 SUSPENSION AND TERMINATION OF MEMBERSHIP

Membership of the Professional Body shall be terminated or suspended in any of the following instances:

- 9.1. By resignation and or submission of a written letter to The Professional Body.
- 9.2. A full member whose name is removed from the Register of the Allied Health Profession Council for disciplinary reasons shall automatically lose membership.
- 9.3. **Expulsion** – a member may be expelled or suspended for unethical conduct or misconduct, which discredits the Professional Body. In this case, the Ethics committee shall probe and forward findings to the Council of Elders for necessary actions.
- 9.4. The member has contravened the code of conduct or policies of The Professional Body through actions, omissions, or in any other way.
- 9.5. The power to expel a member shall rest with the Executive Committee which may authorize the President to appoint a committee of three (3) to hear complaints and grievances against a member in consultation with the Council of Elders.
- 9.6. A member shall receive one month's notice in writing of any complaint made against the said member. The notice shall specify the charges against the member and advise the member of the time and place of the hearing, which shall be held before the Executive Committee or a committee to hear the complaint.

- 9.7. If the hearing is held before a committee, the committee shall report its findings in writing to the Executive Committee and Council of Elders which shall then decide whether to expel, suspend or censure the member.
- 9.8. Expulsion, suspension or censure of a member shall require a two-thirds (2/3) majority of all Executive and/or Council of Elders.
- 9.9. A member whose membership has been terminated shall remain liable for all sums that may, at the date of termination of his membership, be due by him to The Professional Body and shall not be entitled to any refund of any monies already paid nor have any claim against The Professional Body.
- 9.10. A member in arrears exceeding 12 months shall be suspended.

ARTICLE 10.0. REGISTER

The Professional Body shall maintain a Register of Members which shall contain the following information:

- 10.1. Full name
- 10.2. Biodata; which shall include; mailing address; date of birth, official and residential address, place of work, and next-of-kin.
- 10.3. Original date of membership and withdrawal from the Professional Body.
- 10.4. Educational qualification especially relating to Speech and Language Therapy and Audiology.
- 10.5. Membership classification – professional designation such as a Speech and Language Therapist or Audiologist, and full membership, associate etc
- 10.6 Exchange information with the registrar with companies (ORC).

ARTICLE 11.0. FEES

- 11.1. The Executive Committee shall recommend to membership, the fees for each category of members.
- 11.2. The membership may vote to approve or reject the fees recommended by the Executive Committee.
- 11.3. Once approved by the membership, the approved fees are deemed as annual fees until a resolution at a membership meeting changes them.

- 11.4. Payment of dues shall be made on at least monthly, quarterly, bi-annual, and or annual basis. Apart from a monthly basis, payment shall be made at the beginning of each period.

11.5. Non-Payment of Fees.

- 11.4.1. A member who fails to pay the prescribed membership or other fees by the due date must pay the penalty for late payment prescribed by the Executive Committee.
- 11.4.2 If a member does not pay a membership or other fee within the time limit as agreed by the Professional Body, that member is deemed to be struck from the registry and must reapply for membership in The Professional Body and meet the current registration standards.

ARTICLE 12.0. EXECUTIVE COMMITTEE

To maintain fairness, the Professional Body shall ensure that both the President and Vice President do not belong to the same profession unless otherwise stated. The Vice President position shall not be elected for. There shall be an Executive Committee composed of the following appointments;

12.1. President: The President shall;

- 12.1.1 Be the Chief Executive Officer of The Professional Body
- 12.1.2 Unless prevented by illness or other sufficient cause, preside over **all meetings** of the Executive Committee, general and annual meetings.
- 12.1.4 Be the approving authority with respect of all financial matters and budgets.
- 12.1.5 Sign all correspondence on behalf of the Professional Body and may sometimes delegate such tasks.

12.2. Vice President: The Vice President shall;

- 12.2.1 Assist the President in the discharge of his/her responsibilities.
- 12.2.2 Perform any duties of the President in his absence.
- 12.2.3 Perform any other tasks/duties assigned by the President.

12.3. General Secretary: The Secretary shall;

- 12.3.1 Oversee and supervise the work of the National Secretariat
- 12.3.2 Minutes of all meetings are accurately recorded, kept, and presented.
- 12.3.3 Make available a report covering the activities of the Association for the year to the Annual General Meeting.
- 12.3.4 Where appropriate, deal with all correspondence and transact other business as assigned specifically by the President.
- 12.3.5 Liaise with **all committees** and originate external correspondence only on their behalf.
- 12.3.6 Be responsible for compiling and serving each committee with their mandate after it has been agreed by the Executive Committee.
- 12.3.7 Maintain duplicate copies of all correspondence, committee mandates and any documents deemed official.
- 12.3.8 Maintain and update all social media handles of the Professional Body.

12.4. Vice Secretary: The Vice Secretary shall;

- 12.4.1 Assist the secretary to oversee and supervise the work of the secretariat.
- 12.4.2 Perform duties/tasks assigned by the General Secretary.
- 12.4.3 Perform all duties of the Secretary in his/her absence.
- 12.4.4 Perform any other tasks assigned by the President.

12.5. Organising Secretary: He/She shall be responsible for;

- 12.5.1 Organisation of all the Professional Body programmes and all meetings which shall include venues and other items required.
- 12.5.2 Shall be the chairperson of the organizing committee for the annual general meetings and any such committee for main STAAG programmes otherwise such subcommittees shall report to their committee chairperson.
- 12.5.3 Shall have a supervisory role over all sub-organising committees.

12.5.4 Perform any other tasks as the President required

12.6. Treasurer and Financial Officer. The treasure shall;

12.6.1 Receive and disburse, under the directions of the Executive Committee, all sums of money belonging to the Professional Body and shall issue receipts for all sums of money received by him/her and preserve vouchers for all sums of money paid by him/her.

12.6.2 Be responsible to the Executive Committee and the members that proper books of account including electronic records of all sums of money received and paid by the Professional Body are written up, preserved, and available for inspection.

12.6.3 The financial secretary shall keep records of all financial transactions of the Professional Body. Records on membership dues shall also be kept by him/her. He/she shall at all times present the state of finance to the executive committee upon request. He/she shall also present a financial statement at the annual general meeting of the Professional Body.

12.6.4 Shall have supervisory responsibilities over all financial sub-committees.

12.6.5 Shall be the custodian of all sponsorship funds including that of committees and with the approval of the executive committee disburse such.

12.6.6 Perform any other tasks as the President required

12.7. Public Relations Officer (PRO). The PRO shall;

12.7.1 Be the spokes person of the Professional Body and also serve as a link between the Professional Body and the media houses.

12.7.2 Grant an interview on behalf of the Professional Body to the outside community with the approval of the President.

12.7.3 Team up with the General Secretary to release correspondence or present the Professional Body's stand on issues relating to Audiology, Speech, and Language Therapy practice in the country and professionals in these fields.

12.7.4 Any other tasks as assigned by the President

ARTICLE 13.0 ELECTIONS

The election of the executive shall be done every 2 years. There shall be an Ad hoc electoral committee comprised of 3 members. Each of the two professions shall present one member whilst the executive shall appoint the third member who may or may not be a Professional Body member to form the Ad hoc committee. The committee shall be formed at least **6 weeks** before the election.

- 13.1 The Electoral Committee shall circulate to members through its Secretariat, the nomination forms and electoral rules **4 weeks before the elections** at the Annual General Meeting or otherwise
- 13.2 Members wishing to contest elections at the Annual General Meeting shall submit nomination forms duly completed to the Secretariat or Electoral Committee at least **three (3) weeks** before the elections' date.
- 13.3 Any member wishing to be nominated for the position of President of the Professional Body must have served **at least one full term** as a member of the Executive Committee.
- 13.4 Members of the Electoral Committee shall be at least three and shall be non-Executive Committee members. They shall not be candidates for election and shall be members in good standing. The committee shall elect one of its members as Chairman.
- 13.5 The Electoral Committee shall approve nominations, and conduct the elections by the electoral rules and regulations of the Professional Body.
- 13.6 The electorates shall be members in good standing as prescribed in article (5) of this constitution
- 13.7. **Bye-Elections.** Bye-elections shall be held in the event of any one of the following circumstances;
 - 13.7.1. In the event of the resignation of any executive committee member
 - 13.7.2. Loss of life of an executive committee member
 - 13.7.3. **Impeachment of any executive committee member:** This shall be applied to any executive committee member who contradicts/breaches the constitution and unethically conducts himself/herself irresponsibly bringing the Professional Body into disrepute. **Impeachment procedure**
- 13.8 **Conduct of Bye-Elections.** This shall be conducted in like manner as the general election.

13.9 Voting

- 13.8.1 At all meetings, voting shall be by show of hands unless otherwise stated by the provisions of this constitution.
- 13.8.2 Notwithstanding the provision in Article 10 (5) above, members qualified and present at any meeting may decide by simple majority to request a secret ballot on specific issues.
- 13.8.3 All issues at meetings shall be decided by a simple majority of valid votes counted except for specific issue(s) on which specific provisions have been made in this constitution.
- 13.8.4 At elections, more than 50% of the total valid vote counted as acceptable by the Electoral Committee would be required for the election of any national or divisional officer. In the event of more than two contestants vying for one position, there shall be a run-off for the top two if none of them obtains more than 50% plus 1 of the valid votes counted. In the case of an unopposed candidate, such a candidate must attain at least 50% plus 1 of the total valid votes.
- 13.8.5 Voting by proxy shall be allowed at executive and other committee meetings where necessary, prior and appropriate notification shall be given on the specific issue(s). However, voting by proxy shall not be the case at the General Meetings and Annual General Meetings.
- 13.8.6 In the event of an equality of votes, the Chairman for any such meeting shall have a casting vote.
- 13.8.7 At all elections, voting shall be by secret and direct ballot and the result determined by the provisions in Article 10 of this constitution.

ARTICLE 14.0. AMENDMENT OF THE CONSTITUTION

The constitution which is a binding document shall be reviewed or amended based on the following;

- 14.1. The constitution shall be amended or reviewed as a result of matters arising and agreed to by 2/3 of the members present at annual meetings.
- 14.2. The constitution shall be amended or reviewed every 2 years if no such review has taken place within the same period.

ARTICLE 15.0. COUNCIL OF ELDERS

There shall be a council of elders who shall serve as advisors to the executive. Their roles shall include the following;

15.1. Assist the executive in forming an Ad hoc committee for **conflict resolution** and **disciplinary issues**.

15.2. The Ad hoc committee shall consist of 3 members.

15.3. The Council of Elders shall be responsible for swearing in of elected executives.

15.4 Composition and Determination of Council of Elders. The Council of Elders shall consist of the Immediate Past President and two non-executive members of The Professional Body representing each side of the two professions.

ARTICLE 16.0 COMMITTEES

There shall be both standing and Ad hoc committees. All committees shall plan or execute their activities **in consultation with and approval from the Executive Committee**. For the involvement of the general membership, all committees shall seek suggestions and opinions of the general membership.

16.1. CPD Committee

This shall be a committee consisting of 3 to 5 members and shall be responsible for the Continuing Professional Development (CPD) of members of the Professional Body. Their role shall include;

16.1.1. Planning and organization of professional development of all members of the Professional Body.

16.1.2. Being responsible for the recommendation of professional courses, and resource personnel and also take input from members as well.

16.1.3. Ensuring that members get the necessary CPD points for any recommended professional education/courses taken.

16.1.4. Assisting members in the event of challenges during the renewal of professional license with the Council.

16.1.5. Serving for a tenure of 2 years and a further 2 years extension of duty when duly elected or mandated.

16.1.6. Performing any other task as the executive may deem appropriate.

16.2. Media Relations and Publicity Committee.

There shall be a media relations and publicity committee whose membership shall consist of 3 or 5 members. Their responsibilities shall include;

16.2.1. Educate the public on Speech and Language Therapy and Audiology related matters in the country.

16.2.2. Work with the President to communicate The Professional Body's position on matters relating to Speech and Language Therapy and Audiology in the country.

16.2.3 Have the Public Relations Officer as its Chairman.

16.2.4 Serve for a tenure of 2 years and a further 2 years extension of duty when duly elected.

16.2.5. Perform any other task as the executive may deem appropriate.

16.3. Journal of Speech-Language Therapy and Audiology News Board

There shall be an editorial board to work on the Journal for Speech-Language Therapy and Audiology news. The Editor-in-chief shall be a member with a strong academic and research background, shall be appointed by the Executive committee and shall head the editorial board. Their functions shall include;

16.3.1. Soliciting for articles on Speech and Language Therapy and Audiology related.

16.3.2. Compiling and editing of solicited articles for publication.

16.3.3. Highlighting Speech and Language Therapy and Audiology-related activities in Ghana in the Journal.

16.3.4. Responsible for hosting the Journal electronically.

16.3.5. Serve for 2 years and renewable for a further 2 years extension of duty when duly elected or maintained.

16.3.6. Performing any other task as the executive committee may deem appropriate.

16.4. Academic Advisory Committee

There shall be an Academic Advisory Committee whose membership shall be made up of 5 members. Shall serve for 2 years and tenure shall be renewable for a further 2 years. Responsibilities shall include;

- 16.4.1. Liaising and providing advisory assistance to academic institutions who intend to introduce Speech and Language Therapy and Audiology.
- 16.4.2. Recommending lecturers from The Professional Body to the academic institutions.
- 16.4.3. Performing any other task the executive may deem appropriate such as liaising with GTEC on accreditation issues etc

16.5 Ethics Committee

There shall be an Ethics committee whose membership shall be made up of 3 members. The committee shall be tasked to compile their working document and submit it to the executive committee for approval.

16.6 Task Force Committee

There shall be a task force for the Professional Body. Their roles shall include the following:

- 16.6.1 Shall be responsible for identification and gathering information on unqualified and non-registered professionals.
- 16.6.2 The Vice President shall be the Chairperson of this committee.
- 16.6.3 Shall also be responsible for identification and keeping records of unapproved Audiology, and Speech and Language Therapy facilities/centers.
- 16.6.4 Shall work hand-in-hand with HeFRA and AHPC in making appropriate reports and or petitions.
- 16.6.5 Shall provide appropriate details on these unqualified or non-registered professionals and facilities or centers through STAAG to HeFRA, AHPC and law enforcement agencies for necessary action.
- 16.6.6 Carry out any other task as the executives may deem important in relation

to the practice of non-qualified and licensed members. who do not belong to the Professional Body.

- 16.6.7. Shall have a tenure of 2 years which shall be renewed for a further 2 years extension of duty when duly elected or mandated.

16.7. Ad hoc Committees deemed fit by the Association and or Executive. World Hearing Day Committee, World Voice Day Committee, World Autism Day Committee, and others as deemed fit.

- 16.7.1 Membership of these committees may either be elected or volunteers sought to serve on the committees.
- 16.7.2 Mandates for the various committees shall be provided by the executive committee through the secretary and each committee member appropriately served.
- 16.7.3 All committees are to present end of project work report to the secretary.
- 16.7.4 All committees are to seek sponsorship to lessen the burden on meager Association coffers.
- 16.7.5 Chairpersons of these committees shall either be appointed by the executive committee or otherwise elected by committee members.
- 16.7.6 All Ad hoc committees are to be set up at least 3 months to the day of observation/commemoration.

ARTICLE 17.0. TENURE OF EXECUTIVE

- 17.1. Every executive committee member has a tenure of 2 years which is renewable for a further 2 (4 years in total) years if elected.
- 17.2. Any executive committee member may move from one appointment to another only if elected.

ARTICLE 18.0 GENERAL MEETINGS

The Professional Body, by this Constitution, shall hold four types of general meetings of members and or executives. These meetings shall be categorized as follows; general meetings, special general meetings, annual general meetings, and executive meetings.

18.1. Special General Meetings (SGM).

- 18.1.1. The Executive Committee may, whenever deemed necessary, convene a general meeting to be known as a Special General Meeting.

18.2 General Meetings (GM).

- 18.2.1. There shall be 2 General Meetings in the year.
- 18.2.2. The 2 General Meetings shall be conducted in each of the first 2 quarters of the year

18.3. Annual General Meeting (AGM).

- 18.3.1. Annual General Meeting shall be conducted once every year.
- 18.3.2. It shall take place in the last quarter of the year. There shall be an agreed month in which to organize the AGM.

18.4. Executive Meetings.

- 18.4.1. There shall be executive meetings preceding any major meetings.
- 18.4.2. Further details to be determined by the President.

18.5. Notice of General Meetings.

Notice of AGM shall be given to Members of The Professional Body at least **8 weeks** and **4 weeks** in case of GM before the AGM, specifying the time, date, and address of the venue and shall include:

- 18.5.1. The agenda of the meeting, the minutes of the previous AGM or any subsequent Special General meetings;
- 18.5.2. Any motion received to be tabled at the meeting
- 18.5.3. A member of The Professional Body may introduce, at AGM, any matter not appearing in the notice of the meeting provided:
- 18.5.4. The Chairperson gives his or her consent; or
- 18.5.5. The remaining Members present to give their approval by passing a resolution by a simple majority.
- 18.5.6. Notice by The Professional Body to any member shall be through his electronic mail provided in the register or any online platform that groups The Professional Body.

18.5.7. Members shall duly acknowledge notices sent for general meetings upon receipt of the alert

18.6. Proceedings and Conduct of General Meetings.

The chairman of any meeting shall have the right to disallow or stop the intervention if the intervener does not keep to the point of intervention. At all meetings of the Professional Body, interventions shall apply. The following phrases shall be put to use; Point of Order, Point of Information, Point of Clarification, etc.

18.6.1 A point of Order shall always be given priority.

18.6.2 By definition

18.6.2.1 **Point of Order** means the intervention is to draw the meeting's attention to that discussion or a speaker has veered off the issue(s) at stake

18.6.2.2 **Point of Information** is an intervention to provide some important information to assist the issue (s) under discussion.

18.6.2.3 **Point of Clarification** is an intervention to seek some explanation. from the Chair or a Speaker at a meeting

ARTICLE 19.0 RIGHTS AND PRIVILEGES OF MEMBERS OF THE PROFESSIONAL BODY

19.1. Every member shall have the right to:

19.1.1. Display his /her membership to the public subject to the rules governing advertising by the Council if any.

19.1.2. Display any logos, symbols, or other distinctive signs of The Professional Body on stationary, online, and/or display signs in connection with the member's practice.

19.1.3. Attend any meetings of The Professional Body other than the meetings of the Executive Committee and other committees meeting unless invited thereto.

19.1.4. Nominate or propose new members using protocols contained in this Constitution.

19.1.5. Propose items on the agenda of the general meeting of members by this. Constitution

19.1.6. Have the right to nominate or propose members to be voted for to serve

on the Executive Committee or any other committees by this Constitution.

- 19.1.7. Have the right to vote and be voted for at any general meeting of the Professional Body by this Constitution.

ARTICLE 20.0 MEMBERSHIP BENEFITS

Full Association membership comes with the following benefits;

- 20.1 Access to a range of Continuing Professional Development (CPD) in-person and online.
- 20.2 Discounted CPD fee.
- 20.3 The CPD Journal (online) to help keep a record of CPD activity.
- 20.4 Connect with STAAG members from various cultural and linguistic backgrounds with wide-ranging practices to exchange opinions and ideas to further better and enhance client-centered care.
- 20.5 Join peers and colleagues Speech and Language Therapists and Audiologists in setting the standards of Hearing, Balance, Speech and Language Therapy practice, and health care.
- 20.6 Access to practicing tools and relevant resources needed to successfully serve clients and the community.
- 20.7 Connect with International professional peers and colleagues to exchange ideas and opinions and engage in collaborative research.
- 20.8 Free access to International peer-reviewed journals to enhance professional practice and equip members academically.
- 20.9 Provide free intermediary services between employers and members.
- 20.10. Provide members with necessary recommendations both in career and academic advancement.
- 20.11 Monthly or quarterly newsletter, with the latest Audiology, Speech and Language Therapy news in Ghana and the world, research, and perspectives from members.
- 20.12 Access to the Professional Body's website and activities.

20.13 Access to face-to-face annual networking mentorship activities.

ARTICLE 21.0. FINANCES

- 21.1. Sources of income for The Professional Body shall be derived from Members' registration fees and annual subscriptions, contributions, levies, grants, donations and such other sources as the Executive Committee determines.
- 21.2. No Member or any Executive Committee member shall be permitted in any way to borrow any amount from The Professional Body
- 21.3. The Professional Body shall operate a current account at a well-established Bank with high repute. The Professional Body's fund shall be kept in such current account and a deposit or investment account may be kept at the same Bank. Two out of three signatories shall endorse any cheque to withdraw from the account. These signatories shall comprise the President, Secretary and Treasurer. The same condition shall apply in the event of any electronic fund transfers. Any transaction document shall be kept as a supporting document for such a transaction and for auditing purposes.
- 21.4. Funds available for investment may only be invested with registered financial institutions. Consent of membership shall be sought in such case.

ARTICLE 22.0. ACCOUNTS

- 22.1 The Executive Committee shall cause proper accounting and other records to be kept for auditing.
- 22.2. The Executive Committee shall make available its financial statement to be audited at the expiration of tenure in office unless otherwise yearly
- 22.3. Statements of account shall be made available to members during the AGM.

ARTICLE 23.0. INDEMNITY

- 23.1 No member or Executive Committee member of The Professional Body will personally be liable for any of the obligations and liabilities of The Professional Body solely by their status as a member or Executive Committee member of the Professional Body;
- 23.2. No member or office-bearer will personally be liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the member or Executive Committee member is performing functions for or on behalf of The Professional Body.

ARTICLE 24.0 REMUNERATION

- 24.1. Executive Committee members may be remunerated through payment of travel, accommodation, and other expenses properly incurred in the performance of their duty. This may be determined at the AGM.
- 24.2. In the event of any member of the Professional Body being required to conduct work on behalf of the Professional Body using his or her own time and facilities, the Executive Committee may remunerate such member(s). This may be determined at the AGM.
- 24.3. Various committees shall be given light impress to work with. They may be given remuneration as may be determined at the AGM.

ARTICLE 25.0 NOTICES

- 25.1. A notice may be given by the Professional Body to any member/members. either by advertisement, personally, or through any electronic means
- 25.2. Notice of every general meeting shall be given in any manner authorized which shall include electronic mail, social media, and any other respected manner:
- 25.3. Any notice in writing shall be deemed to have been served at the time when the. letter containing the notice was posted either physically or using an electronic means and in proving the giving of the notice in writing, it shall be sufficient to prove that the letter containing the notice was properly disseminated

ARTICLE 26.0 ADOPTED

This constitution take effect from **15th August 2024**

-signed-

General Secretary

-signed-

President