



[C] NATIONAL MOTOR (OKADA) RIDERS UNION NATIONAL SECRETARIAT

CONSTITUTION AND BYE LAWS

ARTICLE 1

1. The name of the union will be called “(c) NATIONAL MOTOR (OKADA) RIDERS UNION OF GHANA”
2. The logo of the union shall be a motorcyclist carrying a pillion rider



ARTICLE 2: PREAMBLE The motto of the **union** shall be
“**SAFETY, SAFETY TO YOUR DOOR STEPS**”

1. To foster brotherly love, togetherness, fairness and unity among the union Theme: safety and welfare for riders nationwide.
2. To assist and improve upon the welfare of the rider's family and the (union) organization.
3. To construct, create ideas for riders and membership growth, upliftment, commitment, physically and spiritually.

ARTICLE 3: MEMBERSHIP

Every man shall upon being a regular or committed and registered member of the union.

- a. Any person who is in the business of motor riding and is of a sound mind, and is prepared to abide by the rules and regulations of the union can register as a member.
- b. A member who persistently remains dormant, or clearly expresses loss of interest and therefore consistently refuse to participate in union activities shall be given a period of 3 months to conform, failure which he or she shall be excluded and the membership certificate withdraw

ARTICLE 4: DUES

In furtherance of Article 4 clause 1 and 3 of the National Motor Riders Union, the union shall raise its funds through

1. The payment of monthly dues as may be decided from time to time
2. Donations made by individuals and co-operate bodies to support the scheme
3. The weekly due schedule programme and other contribution and fines

ARTICLE 5: EXECUTIVE COUNCIL

The management and administration body of the union shall be known as Executive Council and shall comprise of the following

1. The President (Chairman)
2. The Vice-President (Vice Chairman)
3. The Executive Secretary
4. The Organizer
5. The Treasurer
6. Two Other Members as Planning Committee
7. P.R.O / Assist
8. Coordinator
9. Potter
10. Director of Operations
11. All Co-Executives

ARTICLE 6: THE DISCIPLINARY COMMITTEES

1. The management committee of this policy shall be entrusted into these hands of elected representatives of the union which shall include at least one member from each department in good standing. The committee shall be looked upon to discharge their duties in fairness and honesty. And this board shall be neutral and its power shall supersede all position.
2. This board shall consist of 5 members, trustees shall be appointed by the council, vetted and voted for.
The total number of the board shall not exceed five, but shall always be an odd number.
3. The chairman of the disciplinary committee and its members shall be called to order by the policy implementation committee in case of mismanagement of power.
4. The chairman shall hand over any misconduct by any executive to the disciplinary committee in a written form.

RESPONSIBILITIES

- They shall carry the duty of putting disciplinary measures in place for all to abide by.
- They shall bear the final say in every decision making in case of misconduct, the two leaders shall appoint two persons within the National Executive and one outsider to investigate and put their Recommendation in writing to their Appointers/Nominators.

ARTICLE 7: TERM OF OFFICE / WORKING

The term of office of the management committee shall not exceed four (4) years, for a term and one may be re-elected based on the following:

Any person who wants to be an Executive member shall be subjected to satisfactory conduct and performance. All Executive shall be elected and others shall be appointed in case of improper performance.

ARTICLE 8: BANK ACCOUNTS

All dues shall be lodge in the union's bank account except an imprest which shall be decided upon by the leadership of the union to meet consequences.

ARTICLE 9: SIGNATORIES

Signatories to the account shall be the persons occupying the following positions in the union

1. The President (Chairman)
2. The Treasurer
3. The Secretary
4. Any Trusted Executive Member.

ARTICLE 10: PENIAL PROVISIONS

All persons connected to the account of the union shall discharge their duties with honesty, sincerity and openness. Anyone found to have misused or embezzled or aided the misuse or embezzlement of money belonging to the union shall be made to refund the total amount.

Such member shall, in addition be relieved of his position. In the event that the culprit leaves the union without putting any mechanism in places for the refund of the money after all efforts to retrieve have failed, he shall be reported to the appropriate person or body for the refund of the money with interest at the prevailing bank lending rate no matter the position.

ARTICLE 11: POLICY IMPLEMENTATION COMMITTEE

This committee shall implement all policy that will improve the welfare of the union.

1. The management committee of this policy shall be entrusted into these hands of an appointed of the representatives of the union which shall include at least one member from each department in good standing. The committee shall be looked upon to discharge their duties in fairness and honesty. And this board shall be a committee for a group that reviews and helps ensure compliance with policies and guidelines are met.

RESPONSIBILITIES

A policy implementation committee may;

1. Review current policies
2. Develop new policies
3. Ensure compliance with local, state and federal laws and guidelines.

ARTICLE 12: BENEFITS DETAILS

The following events shall qualify a member of a donation

1. Marriage
2. Birth / Outdooring / Naming Ceremony
3. Investiture as Traditional or Religious Rule
4. Hospitalization
5. Bereavement
6. Obituary of a Member

BENEFITS

All this benefit must be made from branch, excepts death and any other important donation will be made by the national. Example hospitalization which must also be seen through;

1. *Death*

- a. Of a spouse or child, a total donation of GH¢1,500.00 shall be made to the contributor.
- b. Of a Parent, GH¢1,000.00 shall be paid as donation to the bereaved member. They must be made from various branch.

2. *Marriage:*

The sum of GH¢1,500.00 shall be paid to the contributor who gets married. In this provision “Marriage” is defined as any approved marital relationship between a man and a woman.

3. *Birth:*

A contributor shall be given an amount of GH¢1,500.00 on giving birth. This shall however be enjoyed once every two (2) years and shall be applied a week after giving birth.

4. *Hospitalization:*

In the event that a member is hospitalized or bedridden for more than seven (7) days, a total amount of GH¢500.00 shall be paid to his recuperating.

5. *Investiture:*

A total amount of GH¢1,000.00 shall be paid to a member who is enstooled, enskinned, crowned or outdoor as a traditional ruler or ordained or appointed as a religious leader.

6. *Death of a member:*

In the event of the death of a member, a total amount GH¢1,500.00 shall be paid to surviving spouse and child or children.

ARTICLE 13: QUANTUM OF BENEFIT

This policy is subject to reflect the economic realities of the time. The decision to amend shall rest with not less than half of member and every charge must be vote for.

1. All former branch / zonal / regional executives shall receive (Share) 10% monthly allowances from the branch / zonal / regional based on the income of the monthly dues in their structures of power.
2. All former national executives shall benefit 10% from all income of the union monthly.
3. All former executives shall attend all important meetings organized by the union, improving the core values of the union.
4. All elected executives shall receive 15% from the monthly income (Dues) in their structures of power.
5. All invitation to the former executives must be make official by the union.

ARTICLE 14: IMPLEMENTATION

The chairman have the power to initiate anything that will improve the union. And also this must of benefit to the union which all appointed committees must be vet and approved by trusted committee. The disciplinary committee been the overall power of elected position must also approve any appointed person by the chairman.

ARTICLE 15: APPLICATION REQUIREMENTS

1. Anyone who brings application to be a member must wait for the executives to see through this person's records to know whether he is qualified to join.
2. All claims shall be supported by an application. Through branch membership and all executive from various branch must apply and became National Executive.

ARTICLE 16: DUTIES AND WORKING PRINCIPLES

All members shall load according to step by step process and no one is allowed to take two people at the station.

Nobody is allowed to cross anyone if it is not his or her turn, or he must consult the one ahead on the roll, he shall be allowed to carry someone if he is given the opportunity. Anyone who go contrary to that will be find.

ARTICLE 17: LOADING PROCESS

All members shall take the same amount discussed at the station or the national. Anyone reported for taking more or less from the customers to destroy our price will face the law.

ARTICLE 18: CRIMINAL ACT

Anyone caught or seen in any criminal act, the union will not take responsibility for anything that go against the mother constitution which is the law of Ghana will also be dismissed.

ARTICLE 19: CODE OF CONDUCT AND DISCIPLINARY CODE

Every member of the union shall comply with and apply the following

1. Ensure the unity and cohesion of the union at all times
2. Defend the name as well as its decision
3. Faithfully implement all lawful decision of the union.
4. Show loyalty to the union at all times and in particular ensure that any confidential matter of the union.
5. Pay union subscription fee and dues regularly.
6. Every position should be respected and every one must call Executive member with respect and the young must also respect their elderly people.

ARTICLE 20: UNION DISCIPLINE

1. The discipline of an association member shall be exercised by the functional Executive Council of the Union on the recommendation of the Disciplinary Committee.

2. The functional Executive Council may suspend a member for a period not exceeding six months if in its opinion such suspension is in the interest of the union.
3. Where the functional Executive Council suspends a member, in accordance with clause 1 of this article it shall be within three (3) months from date of suspension refer the matter for adjudication by the disciplinary committee.
4. The functional executive council may renew the suspension for five consecutive months.
5. A member on suspension shall not enjoy any privilege of the union during time of suspension.
6. Any member who drinks too much or an abusive drug whiles riding, will be suspended, and will be made to pay fine.

ARTICLE 21: MEETING

The first Chairman and Vice (and all first Executive) shall become the founders of the union after they step down willingly or unwillingly. After them, anyone who takes over as a Chairman must take advice and respect the first chairman and its executives as the founders and the strong bone for the union.

This law has become the chief in power anything that is done contrary to this law seal will face the law. Anyone who involve in any practice or causes anything against the road and transport regulatory shall be punish by the committee, for instance, be made to face the law, be suspended, shall be reported to the police etc. The Chairman or President has the full responsibility to check and direct all executive to commence their duties fairly and honestly.

ARTICLE 22: ORGANIZATION STRUCTURE

- a. The union shall have 16 regional branches – namely, Upper East, Upper West, Northern, Brong Ahafo, Ashanti, Eastern, Volta, Tema, Accra, Central, Savannah, Oti, Bono, Western North and Western: agree to create branches in all the 16 region for administrative purpose
- b. Every Regional branch shall form as many zonal units in as many towns as possible in order to ensure that the union is represented in the least 2/3 (two-three) of the district in a region.

ARTICLE 23: STRUCTURE & FUNCTIONS NATIONAL LEVEL

- i. The supreme authority or highest decision making day of the union are the National Delegates Congress, which shall be convened once in every four (4) years to deliberate on important policy issues. It will also be an occasion for the election of the National Chairman, Vice Chairman and all Executives.
- ii. National Congress shall consist of five elected delegates from each region in addition to the National Executives Council (NEC).
- iii. In-between the national delegates congress, the body that will act and take decisions at the highest level as administrative authority of the union is the National Executive Council. Which shall consist of;
 1. The Board Chairman
 2. The Vice Chairman
 3. The Treasurer
 4. The Training Coordinator
 5. The 16 Regional Chairman
 6. The General Secretary (Non- Voting Staff)
 7. The National P.R.O
 8. All National Executive
- iv. The body that will implement decision of the National Executive Council shall be the National Executive Committee, which shall consist of;
 1. The National Chairman

2. The National Vice Chairman
3. The National Organizer
4. The National Secretary
5. The National P.R.O

v. The functions of the National Executive council shall be;

1. To consider all suggestions, proposals and information from the zones through the regions, to promote the interest of the union.
2. To hold executive meetings at least 2 times in a year and to hold emergency meetings when necessary.
3. To appoint sub-committees with specific terms of reference to discharge specific duties when necessary.
4. To appoint or replace a council member in the event of death, resignation metal incapability fraud or suspension by the union.
5. To organize Di-annual conference involving the general membership for purpose of interaction, renewal of commitment, open forum and outlining of the CNMORU policy direction as are as our relationship with other stakeholders and civil society is concerned.

b. REGIONAL LEVEL

- i. There shall be regional councils comprising o the regional executive committee and 2 representatives from each zonal unit. They will be linkages to play a facilitating role for flow of information to the general members, to ensure compliance of association policies as directed by the National Executive Council (NEC).
- ii. Every regional branch shall have an executive committee comprising of:
 1. Chairman
 2. Vice Chairman
 3. Treasurer
 4. Training Coordinator
 5. Seven (7) Other Zonal Chairpersons
 6. Secretary & Organizer (NON-Voting STAFF)
 7. Regional P.R.O
- iii. The general administrative authority of the union in a region is vested in the regional executive committee. They have obligation to recommend to the NEC for approval to replace an executive member in the event of death or registration also to suspend a member for acts detrimental to the interest of the union.

c. ZONAL LEVEL

Every Zone shall have an executive committee comprising of

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer
5. Organizer
6. The Zonal P.R.O
7. Five (5) Others

ARTICLE 24: DUTIES OF OFFICE HOLDERS a.

NATIONAL LEVEL

- i. The National Board Chairman presides over meetings of the national executive council and the national executive committee and the bi-annual conference. He pursues the programmes and policies of the union as defined by the constitution. He has authority to undertake transactions or agreement in the interest of the union, with the NEC.
- ii. The Vice President shall act for the president in his absence. iii. The national treasurer is responsible for financial transactions. iv. The national training coordinator is the head of the technical committee responsible for training matters, and the conduct of examination and issuance of certificates to deserving candidates who have been trained by members of the union and also organize in service training programmes for regional training coordinators.

b. REGIONAL LEVEL

- i. The original chairman presides over meeting of the regional executive committee and the regional council. He has authority to pursue and implement policies and programmes of the association as directed by the national executive council.
- ii. The regional vice chairman will act for the chairman in his absence.
- iii. The regional training coordinator shall ensure the successful implementation of training and exams programmes as directed by NEC, through the national training committee.

c. ZONAL LEVEL

- i. The zonal chairman presides over meeting of the zonal executive committee and general meetings at the zone. He together with the zonal secretary shall represent the zone on the regional council.
- ii. The zonal vice chairman shall act for the chairman in his absence.
- iii. The secretary shall take minute at meetings and keep records of all correspondence at the zone (All zones shall operate bank account).
- iv. The organizer shall be responsible for membership drive at the zone
- v. Zonal training coordinator is responsible for membership drive at the zone
- vi. Zonal training coordinator is responsible for training activities at the zone as directed by the National Training Committee.

ARTICLE 25: ELECTION PROCEDURE

Eligibility of members to be nominated for elective position in the UNION will be as follows

a. ZONES

Any member whose membership span a period of (2) years or more with good record of due Obligation, payment of tax and license fees. Election at the zone shall be conducted by the regional office of the national electoral commission, but where this is not possible, the regional chairman will conduct such election.

b. REGIONAL LEVEL

Any chairperson of a zone, and the existing office-holders in the region shall qualify for election. Delegates to a regional election shall consist of three (3) zonal representative: - i.e., chairman, vice chairman, secretary, in addition to the Regional Executive Committee. Election at the regional level shall be conducted by the national electoral commission, but where this is not possible; the national president shall conduct such election.

c. NATIONAL LEVEL

Any chairperson of a region, together with the existing national president, vice president, treasurer. Election at the national level shall be conducted by the National Electoral Commission. They will declare results and provide a report to the union.

d. The issue of a winner of any election in the union shall be by a simple majority.

ARTICLE 26: TENURE OF OFFICE

- a. The tenure of office for any elected member at the zone, region, or national levels shall be four years of two terms.
- b. The chairman of a zone who is elected regional chairman forfeits the previous position and bye-election shall be conducted to fill that vacancy within 30 days.
- c. When a regional chairman is elected to the high office of national president or national vice president, he ceases to hold the previous post and a bye-election shall be conducted to fill the vacancy within 30 days.
- d. The union may upon a special resolution re-elect a member whose term of office had expired to serve another term as a result of proven competence and exceptional performance, or because of other circumstance that in the opinion of the members will serve the best interest of the association, at the zonal level only.
- e. At the national and regional level, no re-election after 2 terms of service shall be considered.
- f. The union shall conduct vote of no-confidence on an inefficient serving officer by 2/3rd of the general assembly.

ARTICLE 27

The quorum of any meeting shall be $\frac{2}{3}$ (two-thirds) of members present and eligible to vote

ARTICLE 28: VOTING RIGHT & PROCEDURE

- a. National officers and regional officers have automatic voting rights
- b. Fully paid up members shall be eligible to vote at any meeting
- c. All voting shall be by secret ballot
- d. Voting by proxy is not acceptable
- e. Administrative staff have no voting rights

ARTICLE 29: FUNDS

The funds of the union shall be derived from any of the following:

- a. Registration fees and membership dues.
- b. Regional levies and other
- c. Examination registration fees
- d. Miscellaneous income as initiated by the NEC, Regional Executives, and Zonal Executives

ARTICLE 30: APPLICATION OF FUNDS

- a. The funds shall be invested where possible in treasury bill
- b. Procurement of properties and other union expenditure
- c. Programmes, functions & entertainment
- d. Donations

ARTICLE 31: ACCOUNTS & AUDIT

The executive committee at the various levels of the union shall ensure that proper books of accounts are kept to reflect the financial transaction of the union. Income and expenditure accounts and balance sheet should be presented every six months and audited on annual basis.

ARTICLE 32: OPERATION OF BANK ACCOUNTS

- a. The accounts of the union shall maintained in current account determined by the National Executive Committee or the Regional Executive Committee as the case may be
- b. Signatories to the National Account shall be the President, Treasurer, and one NEC trusted Member.
- c. The Accounts of the other regional and zonal branches shall be operated by the Chairman, Treasurer and one other executive member.

ARTICLE 33: ADMINISTRATIVE STAFF

- a. The union shall employ an Administrative Staff to be headed by the General Secretary. The staff shall perform Accounting, Secretarial and Organization Duties at the national office and in the various regional offices (staff is engaged under specific condition of service).
- b. The general Secretary shall organize NEC meting and other functions on the instruction of the National Board Chairman. He shall keep records of all proceedings of the union, as well as records of financial transactions at the national office.
- c. Staff at the regional office shall perform similar functions on the instruction of the Regional Chairpersons.
- d. There shall be a yearly action plan draft by the NEC.
- e. All yearly incomes and programmes must be account for as annual review.

JOB DESCRIPTION FOR OFFICERS AT POST

CHAIRMAN / PRESIDENT

The chairman is the Chief Executive Officer of the branch, who is mandated by the majority of the entire membership to exhibit the charisma according to his previous satisfactory performance which inspires the members to vote him/her into this office.

The Chairman will also serve as the auditor of the rest of the positions by supervising monitoring and assessing to make sure that other roles in different positions are in the line according to the constitutional level.

1. The Chairman is the preceding officer to assign for any developmental function in line of the articles captured in the constitution.
2. The Chairman is accountable to the properties of the group during his/her term in office.
3. The Chairman has the final say in terms of documentary and implementation.
4. The Chairman shall consult the executives in subject of approval.
5. The Chairman has the right to form a sub-committee for a particular function on assignment to execute some duties if the need arises.
6. The Chairman is the delegator, and can delegate anybody he or she so wishes and they fits to undertake an assignment effectively and efficiently to the benefit of the association. Also the constitution has made provisions for the vice to act in the absence of the Chairman same as he or she will perform. Therefore, the chairman shall perform in the knowledge of the vice and act in respect of his or her position as assistance to secure work load.
7. The Chairman must have a little knowledge about other offices so that answer question on behalf of.
8. Chairman is the spokesman of the group in and out in terms of right or wrong.

HOW TO CONDUCT A MEETING

The Chairman shall be asked by letter or announcement from the secretary to write or authorize for the organizer to schedule a meeting based on excusive consultation.

The day of the meeting. the Chairman shall do a presentation giving the outline of the meeting.

The purpose of the agenda of the meeting.

He or She shall ask the Secretary to read the previous minute proceeded in the previous meeting.

After the house accepts the minute, then the job assigned is called out of the minute, then the Chairman has to address the one alter the other, those done. and the awaiting ones process. The Chairman has to look for the three component of the business.

1. ACHIEVEMENT: What they have done successfully
2. CHALLENGES: The problem they face in doing the success and the unsuccessful
3. THE WAY FORWARD: The strategy to use in confronting his ahead to tackle

By so doing, the use will contribute to the issues at hand in which the Chairman record for the works ahead.

Now, if there is a new Job or assignment to be undertaken, then the chairman must bring them in to add to the remaining ones for proper (effective and efficient) performance.

FACTS TO CONSIDER

1. The chairman must be a listener to learn from what is currently transpiring.
2. The chairman/president must do away with the keeping of the union's money or funds so that he or she can be discipline in monitoring the finance and the property (assets) the association.
3. He or She must be honest, Submissive, tolerant, patience, compassionate, determined vocal thus he or she must act professional and above show love to everybody who is a member.
4. The chairman/president must know the constitution and the policies of the Mother Union and discharge his or her duties accordingly as it is in the obedient code.
5. The chairman/president shall be accountable in every year both in the financial and policy drive.
6. The higher office shall mandate the auditing platform to present the financial position to record. Example, Zones shall report to districts and then to regional.
7. They shall draw the action plan for the year and act accordingly.

BRANCH VICE CHAIRMAN

The vice chairman is a chairman associate, second in command, whose action must correspond similarly to that of the Chief Executive Officer in charge when the duty assigned has to be discharged on account of the union authorize by the executive officer.

And in the absence of the Chief Executive Officer, the Vice Chairman is responsible account for every transaction in question.

- a. To take instruction from the chairman.
- b. To help precede the duties that confronts the chairman.
- c. To understand the policies of the association.
- d. To intercede between the members and the association.
- e. To protect the constitution and the policies of the Mother Union.
- f. To consult the chairman in all activities.
- g. The office of the vice chairperson is duly a job of the chairperson in disguise
- h. The Vice chairman stands as the second spokesperson for the union.
- i. The vice must be capable of discharging duties similarly in the context of the chairperson in any situation or occurrence, and report thereafter to the chairperson

SECRETARY

The position of the secretary is an elected position according to the constitution of the Union as a need and secretary have the responsibility to move the records and the reports daily as documented.

- The secretary by the order of the chairman shall write letter to Schedule meetings of other programs and make sure the information is communicated to members or stakeholders.
- In every gathering the secretary is assigned to diligently record and report in the next meeting was happened in the previous.

PROCEDURES FOR CONDUCTING THE MEETING

- In the meetings, the secretary is to record the thoughts of members thus their contribution (key points) and give them headings. e.g. Examination, Graduation
- EXAMINATION: The chairman has given the date and the registration fee for the upcoming.

FEES:

CLOSING DATE:

The day of next meeting shall be made known to the house later.

FACTS TO CONSIDER

- The secretary shall be the one to read and write the minute when it is needed for reference or anything amounting to it.
- The secretary must be regular at all meetings but in terms of lateness or absenteeism the assistant secretary shall step in from the directive of his or her superior.
- The secretary shall maintain the procedure of the union and shall report any individual to the chairman who want to go contrary to the laid down rules and regulations to be dealt with.
- The secretary shall perform his or her duties in accordance to the constitution based on the instruction or the chairperson.

TREASURER

The union has constitutionally located a position for a treasurer, which is the need for the union to call this office in to transact the financial account and keep the record of in and out of the associations fund and be accountable for any pin of fund.

For that matter, the treasurer shall be a signatory to the bank withdrawers and be responsible for the positions of the fund in the associations account.

The treasurer shall be able to record and identifies the expenditure of the financial routine concerning the union.eg.

DATE	INCOME	EXPENDITURE	BALANCE	SIGN
2/2/14	GH¢10.00	GH¢3.00	GH¢7.00	
4/12/14	GH¢11.00	GH¢2.00	GH¢9.00	

In so doing the chairman shall sign a portion and the treasurer also shall sign and describe the purpose on the document called P.V or Purchasing Voucher. This document shall be kept for any auditing purpose.

FACTS TO CONSIDER

- The treasurer shall be able to read and write.
- The treasurer shall be punctual and regular at every meeting.
- The treasurer is duly accountable for the association's funds but must see to it that all monies are kept in bank as the association's property or invest in viable business for the growth of the association.
- The treasurer shall keep the impress only for emergencies
- They shall have business mind to bring the ideas which will promote the financial standard to debate and implementation.
- The treasurer is not qualified to use the association without the approval of the chairperson.
- The treasurer must be ready to present the position conducive to the test of the members anytime, for the position is a risk for careless people.
- To be honest and humble because he or she is the trustee of the union.

ORGANIZER

The union gives respectable attention to the office of organizer that is why the constitution creates a portion to engage the organizers in the National level as staffs.

However, the same job is needed in the zonal and district level to propagate and organize function and allowed the duty of the organizer to package for new members to join the union.

WHAT IS THE DUTY OF THE ORGANIZER?

- The Organizer is responsible for all functions set up by the zone or district until the program is executed.
- The Organizer is a tool for the chairman to use at any time for the people to attend the particular event.
- He or she shall report to the chairman regularly due to the challenges facing the union day by day.
- He or she must be good to relate to the members, if possible know their plight and report to the chairman.

FACTS TO CONSIDER

- He or she must know how to communicate.
- He or she must be obedient to the policies of the union. He or she must be active.

SUB-COMMITTEES

The constitution gives power to the leader to assign delegates for specific task in which committee shall be formed to handle their job. So the committee shall report to the chairman at any time.

- The committee shall have a chairman, secretary treasurer if the need arises. And once the subcommittee belongs to the leader, then the chairman of that committee is to account to the mother elected chairman anytime he or she shall call on for it.
- The committee shall report to the mother executive at the leadership of the chairman
- The zonal shall have the following areas of operations depending on the membership strength.
Training, Welfare, Project Discipline or Interventions.

FACTS TO CONSIDER:

- Sub-committee chairman is not mandated to rule the entire association, he or she is appointed by the choice of the elected chairman to assist in ruling. So any instruction given by the chairperson's demand respect in reportage to the one who appointed him or her.
- The committee shall keep record to present quarterly or yearly.
- The chairperson of that committee shall depend on his or her chairperson's recommendation and must not be selfish.
- He or she should not handle money so that he or she can sincerely audit the treasurer adequately.
- He or she shall be serviceable to the members and ready to attend to their needs
- The elected chairman for the union is the coach who shall dictate what to do by moving the association forward, he or she can choose to bring anybody into the sub-committee send out.
- Once the structure is there for every chairman to be elected for a term of four years. he or she is accountable within this year to the higher office of the union, according to the law governing the registration of the co-operate organization as a democratic entity.

PORTER

The porter must play the role of assisting every position carry out their duty fairly and accurately.

TRAINING CO-ORDINATOR (INSTRUCTORS)

The office of examination and training coordinator. The professionalism of the union based on skill development and certification, therefore the constitutionally the position to occupy this very area to move the union's objectives is highly recommended.

HOW TO PRECEDE THE TASK OF CO ORDINATING (INSTRUCTORS)

1. Training coordinator is the organizer.
2. He or she is the facilitator.
3. He or she must take instruction from higher office that is his or her chairman to direct what to do.
4. Zonal coordinator is a representative in the region and seeks technical advice from the regional coordinator, so that he or she might not act contrary to the policies governing.
5. The association in terms of training and examination coordination, the coordinator is head of training and examinations within the branches; to coordinate is to channel the information from the technical and training network of the high office, national through region to the members.
6. Once this office is necessary to occupy. It is also a responsibility for the office older day by day design his or her action plan proposal and submit it to the chairman or president to edit for implementation, every year the officer must have action plan either quarterly or year.

FACTS TO CONSIDER

- a. The training coordinator shall proceed in all technical aspect of the job determined by the sector. For that matter he or she must have knowledge to drawing.
- b. Patience and tolerance.
- c. Obedient and humble to learn from others.
- d. Must have submissive character in communication and information not selfish
- e. The training coordinator is the head of the technical and responsible for training issues and also organize the examinations and take records of the participants in order to report according to the transactions and the activities concerning to insurance and registration. document. To organize in-service training or olal texts programs for the people under his or her electoral

domain. E.g. National shall deal with the whole regions down to the branches regional coordinator shall deal within his or her branches under that region. Zonal shall deal with the members and their branch.

- f. Must always work in consultation with the Chief Executive Officer before Proceedings

P.R.O

The public relation officer shall response to all communication relating to the union and must give only information that will benefit and protect the interest of the union.

Any other position shall been see through and considered.

NATIONAL ROAD SAFETY OFFICER

The National Road Safety Officer Shall take responsibilities of the welfare and issues relating to traffic regulations and must also enforce the traffic regulations act and code of conduct among riders.

THE FINAL AMENDMENT OF THE CONSTITUTION

DATE SEPTEMBER, 2024

Drafted By: SETSOAFIA QUARSHIE PASCAL (NATIONAL P.R.O)

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APPROVED BY THE CONSTITUTION REVIEW COMMITTEE

1. EMMANUEL MAWUTORDZI (Chairman of the Committee)
2. SOLOMON AKPANABA (Committee Member)
3. SETSOAFIA QUARSHIE PASCAL (Committee Member)
4. RAZARK ABDUL RHAMAN (Committee Member)
5. MOHAMMED YAPEI (Committee Member)
6. JAMES MORGAN (Committee Member)

GENERAL APPROVAL BY ALL NATIONAL EXECUTIVE BOARD

1. MOHAMMED TIJANI (National Board Chairman)
2. SULLEY ADAMS (National Vice Chairman)
3. DAVID TEYE (National Discp. Chairman)
4. RAZARK ABDUL RHAMAN (National General Secretary)
5. SETSOAFIA QUARSHIE PASCAL (National P.R.O)

6. MUSTAPAH ABAS IBN CHAMBERS (National Organizer)
7. SOLOMON AKPANABA (National Co- P.R.O)
8. JAMES MORGAN (National Road Safety Officer)
9. ABRAHIM HAMZ (Deputy NRS Office)
10. CHRISTIAN AKPANGBA (National Treasure)
11. SULLEY SEIDU (National Adviser)
12. HENYO ADJETEY (National Officer for Operations)
13. MOHAMMED YAPEI (National Deputy Organizer)
14. HAFISU TAHIRU (National Coordinator)