

**CONSTITUTION,
BY LAWS, STANDING
ORDERS AND CODE
OF ETHICS
OF**

**THE ASSOCIATION OF
HEALTH SERVICES
ADMINISTRATORS - GHANA**

(AHSAG) - 1997

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PREAMBLE

Whereas we Health Services Administrators realize the need to come together as professional group do hereby make, enact, and adopt this constitution for ourselves in the name of God.

November 1997

ARTICLE 1. The Name of the Association:

The name of the Association shall be “ASSOCIATION of HEALTH SERVICES ADMINISTRATORS, (GHANA)” – (AHSAG), hereafter known as the ASSOCIATION.

ARTICLE 2. Recognition:

The Association shall exist as a Professional Body Incorporated under the NRC Decree 143 (Professional Bodies Registration).

ARTICLE 3. Registered Office:

The registered office of the Association shall as may be determined by the National Executive with sectors/branches in the regions of Ghana.

ARTICLE 4. Mission of the Association:

The mission of the Association is to be the professional membership society for Health Services Administrators; to meet its members’ professional, educational and leadership needs, to promote high ethical standards and conduct and to advance hospital and health service management excellence.

ARTICLE 5. Objects:

The Objects for which the Association is organized shall be as follows:

- i. To bring together persons concerned with or interested in Hospital and Health Service Administration as a unified body.
- ii. To seek better conditions of service and promote the continuing education and dignity of its members.
- iii. To provide a medium through which new ideas in Hospital and Health Services Management can be discussed, developed and researched.
- iv. To develop and promote professional standards of competent training and a code of ethics for Health Services Administrators.
- v. To co-operate and liaise with health institutions and other relevant bodies concerned with management and the improvement of health of the people of Ghana.
- vi. To establish and maintain good relations with similar Association and Institutions within and outside the Country.
- vii. To improve facilities for the study and research into Hospital and Health Services Administration and its problems and to collect and educate the public, its members and institutions to better understand the issues, principles and practice of Health Services Management including the special role of educational experience.

- viii. To represent the professional interest of Health Services Administrators in the development and implementation of public health policy in concert with other appropriate organizations.
- ix. To provide a method for awarding people and recognition of persons who have provided meritorious services to the Association and to the advancement of the Profession.

ARTICLE 6. Membership:

Membership shall consist of three categories – Active/Full, Student and Honorary/Live.

- (1) Active/Full Membership: This shall be open to persons with at least a diploma/degree in Hospital or Health Service Administration from a recognized institution or university or any other qualification acceptable
 - Must be engaged in a responsible Health Service Management position or a Health Service Management related position which could provide experience to qualify him/her for a health service management position
 - Members in this category shall enjoy all rights and privileges of the Association including eligibility to vote and to hold office.
- (2) Student Membership: This shall be open to any student in Hospital/Health Service Administration/Management either in the country or overseas leading to a qualification acceptable to Active/Full membership of the Association.

They shall enjoy all other benefits of the Association except the right to vote during meetings and elections and/or elected to Executive office.

ARTICLE 7. Applications and Admissions:

- i) Applications for membership shall be submitted to the Association and upon the recommendation of an active member of the Association.
- ii) An admission fee to be determined by the Association shall be paid on admission
- iii) The requirements for continued membership shall be as follows:
 - a) Regular payments of monthly subscriptions, fees and levies as may be determined by the Association from time to time.
 - b) General conduct conducive to the interest and image of the Association.

ARTICLE 8. Subscriptions:

- Members shall pay such annual /monthly subscriptions as the Association at an Annual Conference shall determine by ordinary resolution from time to time.
- The subscription shall be due and payable on admission to the membership and thereafter on the first day of January in each or on such other date as the resolution shall provide.
- The National Executive shall have the power to impose penalties including suspension of any member for default in payment of subscription fees.

ARTICLE 9. Termination of Membership:

A member of the Association shall cease to be a member:

- a) If such member is dismissed from the service through misconduct or during a period of interdiction;
- b) If in the opinion of the Disciplinary Committee he/she does anything which is likely to bring the Association into disrepute or in conflict with the Code of Ethics.
- c) If such a member resigns by giving a notice in writing of his/her resignation addressed to the President/General Secretary of the Association and approved by the Executive Committee.

ARTICLE 10. Appeals:

- i) Where a member is aggrieved by a decision of the Executive Committee, he/she shall have the right to appeal to the Annual General Meeting/Conference of the Association against the decision.
- ii) A member's appeal may be dismissed when two-thirds (2/3) members present at that meeting vote in favour of the decision of the Executive.
- iii) The decision of the General Meeting /Conference shall be final.

ARTICLE 11. National Executive:

There shall be a National Executive comprising the following:

- President
- Vice-President

- Hon. General Secretary
 - Assistant General Secretary
 - Financial Secretary
 - Treasurer
 - Welfare Officer
 - Public Relations Officer
 - The Director, Health Administration and Support Services and /or Chief Health Services Administrator (Ex-officio)
 - Two ordinary members at large
- ii. The National Executive shall be responsible to the Association for the day-to-day administration of the Secretariat activities of the Association and prepare the agenda for General Meetings/Annual Conferences.
- iii. The National Executive shall hold office for two (2) years and shall be eligible for re-election. The Executive shall meet at least four (4) times in a year. Upon a written request from seven (7) qualified members of the Association to the National Executive, it shall have the power to convene a special meeting within Fourteen (14) days of the receipt by the Secretary of such a request. At such a meeting the business for which it has shall be on.
- iv. Any member of the Executive who proceeds on Study Leave beyond one year shall cease to be an Executive member. If the Study Leave is within a year the Executive shall nominate a member to act in his/her capacity.
- v. **Responsibility**
- The National Executive shall develop mechanisms/strategies for the achievement of the objectives of the Association.
 - The Executive shall as a matter of course draw up and present a Programme of Action during the first three (3) months of assumption of office.

ARTICLE 12. Election of National Executive:

- The National Executive shall be elected at an Annual General Meeting/Conference.
- Elections shall be held every two (2) years.
- Any member of the Association who is qualified may stand for elections to the National Executive (he/she should have served his/her housemanship/National Service).
- Such a member shall be nominated by a member and seconded by at least two (2) members.
- Any member who is in arrears of subscriptions, fees and levies for twelve (12) months shall not be entitled to stand for election or vote at elections.

- The out going Executive shall be dissolved by the President immediately before elections. They shall within a period of thirty (30) days hand over to next Executive.
- Elections of the National Executive shall where possible be conducted/supervised by the National Electoral Commission.

ARTICLE 13. Duties of Officers:

i) President

- Shall preside over all meetings of the Association.
- Shall be responsible for the efficient running of the Association.
- Shall have casting vote at all meetings except during elections.
- Shall endorse all meetings minutes.
- Any other functions as may be directed.

ii) Vice President

- Shall assist and advise the President.
- In the absence of the President the Vice-President shall preside over all meetings of the Executive and the Association.
- Shall perform any other function as may be assigned.

iii) Hon. General Secretary

- Shall be responsible for the National Secretariat and keep imprest.
- Shall in consultation with the President convene meetings
- Shall record and keep minutes of all meetings of the Association.
- Shall be responsible for all correspondences and general organization of the Association.
- Shall prepare and present Annual and other Reports for consideration of the Executive and Annual General Meeting/Conference
- Shall in consultation with the President liaise with other organizations and similar bodies
- Shall perform any other duties to be directed by the Executive.

iv. **Assistant General Secretary**

- Shall assist the General Secretary in the discharge of his/her duties and act as such in his/her absence.

v. **Financial Secretary**

- Shall be responsible for the collection of financial contributions from members of the Association and shall pay such to the Treasurer.

vi. **Hon. Treasurer**

- Shall be responsible for the proper keeping of the accounts of the Association and shall pay such monies as shall be approved by the Executive Committee.
- Shall present financial statements/reports/budget to the Executive/Annual General Meetings/Conferences of the Association.

vii. **Public Relations Officer (PRO) / Publicity Secretary**

- The PRO shall organize and publicize the activities of the Association.
- Shall maintain liaison with the press.
- Responsible for newsletters, communiqués and resolution.
- Shall disseminate information to protect the good image of the Association.
- Maintain liaison with the President and the General Secretary.

viii. **Welfare Officer**

- Shall represent the Association on welfare matters of members including benefits, loans, insurance, funerals, weddings, etc and arrange for appropriate donations and present to members.
- Shall investigate and recommend to the Executive in reported cases of abuse, neglect or humiliated members.

ix. **Ordinary Members**

- Shall serve on the Committee and may be assigned any duties.
- Shall represent the concerns of the membership and shall be assigned any special duties

ARTICLE 14. Standing Committees:

The Association shall appoint the following Standing Committees to assist in the realization of its aims and objectives:

a) **Disciplinary and Ethics Committee**

- Review and evaluate periodically the code of ethics and make recommendations for its observance.
- Review and recommend action to the Executive all allegations brought forth regarding breaches in the code of ethics.
- Develop ethical policy statements to serve as guidelines of ethical conducts.
- Prepare/submit report of observations, accomplishments and awards to outstanding members.
- Monitor professional conduct of members.
- Shall be guided in the performance of its duties by the Association's code of ethics.

b) **Marketing and Publicity Committee**

- Shall develop a strategy and appropriate communication materials to promote the Association to attract new members and encourage active participation of its members.
- Shall recommend policy requiring the Association's role to the Executive.
- Publish newsletter of the Association.

c) **Finance Committee**

- Auditing.
- Budgeting.
- Business Practices and Strategies
- Financial Reporting.
- Investments Planning and Insurance.
- Funds Raising Activities.

d) **Education and Programme Committee**

- To draw up programme contents/synopsis for Annual Conferences, workshops and seminars.
- Notify members in advance of such programmes.

- General arrangements for the Annual Conferences.
 - Shall seek to promote education, research and consultancy.
 - Shall study and review Health Services Administration education curriculum and manual for training of houseman, Health Service Administration and make recommendations where necessary.
 - Liaise with the School of Administration and other training schools on the training of Health Services Administrators.
- e) **Welfare Committee**
- Shall consist of at least five (5) qualified members.
 - To review and recommend welfare benefits to the Executive/Association.
 - To make or recommend arrangements for bereaved/distressed members.
 - Liaise with the Ethics and Disciplinary Committee in resolving grievances of members.

ARTICLE 15. Sector Branches:

- i) There shall be Sector branches of the Association whose Executive shall consist of the following:
- Chairman.
 - Secretary.
 - Treasurer.
 - Ordinary Member.
- ii) Their duties shall correspond with that of the National Executive (i.e. be responsible for the administration at the Sector level.
- They shall submit reports on their activities to the National Executive/Annual Conferences.
 - Members of the National Executive who are resident in the Sector shall where possible attend meetings of the Sector Branch.

The terms of reference and duration of all committees shall be prescribed by the National Executive and all such committees shall be deemed to be committees of the Executive.

ARTICLE 16. Accounts and Audit:

- i) The National Executive Council (NEC) shall cause proper books of accounts to be kept and an Income and Expenditure Accounts and Balance Sheet to be prepared, audited and published.
- ii) An Auditor shall be appointed by the Executive and his/her duties regulated.

ARTICLE 17. Filling Vacancies of Officers:

- i) Vacancies occurring in the Executive shall be filled as follows:
 - a. Where an incumbent serves more than half the term of his/her office, the assistant shall complete the term in an acting capacity.

ARTICLE 18. Annual Conference/General Meeting:

There shall be an Annual Conference/General Meeting once in every year, which shall be the highest body of the Association.

- It shall receive and consider policies, financial reports and annual reports of the Association.
- It shall also discuss and review all matters related to the constitution.
- It shall ratify all decisions and actions of the National Executive.
- It shall dissolve the National Executive in situations of Vote of No Confidence in the Executive.

ARTICLE 19. Emergency General Meeting:

- Upon a written request from twelve (12) paid up members of the Association, an emergency General Meeting of the Association shall be convened within Fourteen (14) days of the receipt by the Secretary of such a request.
- At such meetings only the business for which the meeting has been convened shall be discussed.

ARTICLE 20. Quorum:

One-Third (1/3) of the membership shall form a quorum at Annual General Meetings.

ARTICLE 21. Voting:

- i) Only fully paid up members shall have voting rights at meetings.

- ii) The President shall have casting vote.
- iii) Members shall have one vote.
- iv) Decisions other than that affecting an amendment of the constitution shall be decided on simple majority.

ARTICLE 22. Finances:

- a) The Income of the Association shall include:
 - Admission/Registration fees, dues and subscriptions.
 - Revenues generated from any business venture or consultancy work in which the Association may work.
 - The National Executive may invest the Association in any venture.
 - The Finance Committee, The Treasurer and the Financial Secretary shall be responsible for the administration of funds and shall be responsible to the National Executive and the Annual Conference.
 - The Association shall maintain a Bank Account with any recognized bank approved by the Executive.
 - The Account may be fixed, deposit or current in the name of the Association.

ARTICLE 23. Signatories to the Association's Accounts:

The signatories to the Association's Accounts shall be the following:

- a) National President.
- b) Hon. General Secretary.
- c) National Treasurer.

The Presidential and any of the above signatories shall be valid for any financial transaction(s)

ARTICLE 24. Financial Year:

The Financial Year of the Association shall commence on the first (1st) of January of the year and end on the thirty-first (31st) December of the same year.

ARTICLE 25. Amendments:

- i) The constitution or any part thereof may be amended, altered or additions made thereto by resolutions carried by two-thirds (2/3) majority present and voting at an Annual General Meeting.
- ii) Notice of such resolution shall be sent to members by the General Secretary at least four (4) weeks before the Annual General Meeting to be put on the agenda.
- iii) In exceptional cases, resolutions not submitted within the stipulated time shall be entertained. In such cases, however, the proposal should have been considered by the Sector branch.

STANDING ORDERS

1. The business of the Annual Conference/General Meeting shall be taken in the order as they appear on the agenda unless otherwise decided by the Conference.
2. Notes of motion and business items from the Sectors/Chapters shall be sent to the National Secretariat not less than four (4) weeks before the Annual General Meeting at which they are to be discussed.
 - i) Such motions and business items shall be placed on the agenda in the order in which they are received by the Secretariat.
 - ii) Emergency motions may be included after the opening of the Conference subject to the consent of the majority of members present.
3. The mover of any motion but not the seconder shall have the right to explain the motion. No other delegate shall be allowed to speak more than once on the same motion unless permission is given to do so or point of order to the President.

Remarks made must be strictly confined to explanation or point of order. The motion shall be moved immediately the mover has replied.
4. If any amendment to a motion is carried, it shall display the original motion and become the substantive motion; thereupon the motion may be moved.
5. Except on point of order, no member shall interfere with any member who is on his/her feet and addressing a meeting.
6. The decision of the presiding officer on point of order shall be final.
7. In the event of a voting being equal, the President may give a casting vote.
8. No resolution passed by the Annual General Meeting or National Executive shall be amended or rescinded at the same meeting at which it was passed except at the next Annual General Meeting/Conference.

9. Any member of the Conference/Meeting must rise from his or her seat and address the chair and when any member is called to order, he or she shall resume this seat until the point is decided. Speeches and motions shall be limited to a maximum duration of three (3) minutes.
10. The President as the presiding officer over all meetings shall have control over same and shall discipline members including expulsion of any member from the meeting who misconduct himself/herself at the meeting.
11. The General Secretary shall at all appropriate times have the right to speak on any subject on demand from the National Council of the Annual Conference.

CODE OF ETHICS

INTRODUCTION

In accordance with Article five (5) of the constitution of AHSAG it is part of the objectives of the Association to maintain standards of professional conduct and to encourage the appropriate professional attitudes for its member.

A Health Services Administrator has many areas of responsibility, which may differ in factual content in different functions and different levels of management.

However, certain basic principles and some fundamental obligations form part of managerial code of ethics whether he/she is employed in the private or public sector, and irrespective of his/her functional sphere.

- a) The responsibility towards the employers/owners/proprietors.
- b) The responsibility towards employers, colleagues and supervisors.
- c) The responsibility towards patients, individuals, the government and the community at large

A Health Services Administrator must never knowingly fail in any of these responsibilities or knowingly mislead any of these groups.

- i) No action of a Health Services Administrator in his/her profession should be such that his integrity or loyalty may be questioned. In fact, a Health Services Administrator should regulate his/her actions in such a manner as to uphold the Association as a symbol of truth, honesty, integrity, reliability and service to the community and the country as a fountain of knowledge and inspiration for all aiming at the Health Service Management/Administration Career.
- ii) *It is therefore incompatible with this code for professional Health Services Administrators to offer or accept favours in order to obtain or grant anything.*
- iii) *Equally, when recognizing, promoting or awarding personnel, Health Services Administrators should apply only objective criteria such as qualifications and merits.*

The elimination of any malpractices in Health Services Administration is best obtained by the application of professional regulations on voluntary basis.

CODE OF ETHICS

1. *I shall be honest, faithful and just, and shall not act in any manner derogatory to the honour, integrity or dignity of the Association.*
2. *I shall use my knowledge and skill in Health Services Administration and render professional service and advice, which reflect my best judgement.*
3. *I shall not injure maliciously directly or indirectly, the reputation or employment of another Health Services Administrator.*
4. *I shall faithfully observe and fulfil all my obligations.*
5. *I shall not abuse my position or power, nor accept illegal gratification of any sort.*
6. I shall express my opinion on Health Services Administration or other matters in a frank, open and straightforward manner.
7. I shall not criticise a colleague's work without his knowledge nor malign or injure his professional reputation.
8. My professional advice shall be based on full knowledge of the facts and honest conviction and I shall not write articles or advertise in self-laudatory language or in any manner derogatory to the dignity of the profession.
9. I shall help my colleagues in upholding and doing what is right, and shall not associate with those who indulge in unethical practices.
10. I shall decide matters of common professional interest by mutual consultation and I shall strive individually and collectively to enhance the prestige of my profession and conduct myself in accordance with this Code of Ethics and shall not be divisive.