



Ghana

Defence for Children International Ghana
(DCI Ghana)

Statute



Ghana

This Statute was adopted by the General Assembly of DCI Ghana on 19th August 2018 and came into force immediately.

Preamble

Acknowledging that Defence for Children International Ghana is the national section of the DCI global child rights movement. It became a DCI section during the International General Assembly of DCI held in Dakar in 1997. It is officially registered and active in Ghana since 1996.

Reaffirming that DCI Ghana will exclusively focus on the protection and promotion of the rights of children in Ghana and by extension Africa in general

Cognizant that Child Rights situation in Ghana is still below minimum regional and international standards and strong advocacy is required by national organisations to influence improvement of the situation

1.0 ARTICLE ONE: IDENTITY

1.1 Article 1.1 NAME:

The name of the organization shall be Defence for Children International-Ghana, hereinafter “DCI- Ghana or Defence for Children Ghana.”

1.2 Article 1.2 LOCATION:

The headquarters of DCI Ghana shall be located in Kumasi, Ghana, with branch offices in other parts of Ghana as and when necessary

1.3 Article 1.3 MOTTO:

The motto of DCI Ghana shall be “Together in Action for Children”

1.4 Article 1.4 LOGO:

DCI Ghana shall adopt the logo of the parent organization Defence for Children International.

2.0 ARTICLE TWO: FOCUS

2.1 Article 2.1 VISION:

A Ghana where children’s rights are fully known and respected by all

2.2 Article 2.2 MISSION:

DCI Ghana operates to defend the rights of the child by advocating for and disseminating policies that protect the rights of children, building the capacities of child protection institutions and structures at national, district and community levels as well as empowering children for their self-protection and overall development

2.3 Article 2.3 AIMS AND OBJECTIVES:

1. To influence the development, enforcement and implementation of policies that protect the rights of children
2. To foster sustainable cooperation and solidarity with government, UN and other agencies on children's rights
3. To generate public knowledge and interest on the rights of the child
4. To highlight child rights violations at national and international level in order to promote accountability and access to justice for the victims
5. To facilitate the rehabilitation and reintegration of children from prisons, child victims of abuse and other vulnerable children

2.4 Article 2.4 FUNDING:

Defence for Children International-Ghana is a non-governmental, non-political and nonprofit making organization. DCI-Ghana shall be funded by membership subscriptions and donations from charitable organizations/foundations. Funds received and utilized by DCI Ghana shall be accounted for through financial reports, which shall be audited and made available to the membership and public.

2.5 Article 2.5 VALUES:

- We are professional
- We are radical and sensitive to child rights issues
- We treat all child related cases with confidentiality and equality
- We are concerned with the welfare and protection of all children

2.6 Article 2.6 GUIDING PRINCIPLES:

- Best Interest of the child
- Non-discrimination
- Non-stigmatization
- Participation of children
- Gender equality

3.0 ARTICLE THREE: ORGANISATIONAL STRUCTURE

3.1 Article 3.1 ORGANS: Defence for Children Ghana shall operate through the following organs:

- a) General Assembly
- b) Executive Council of the General Assembly
- c) Secretariat (Staff)
- d) Adhoc Committees set up for specific assignments e.g Electoral Committee

3.2 Article 3.2 GENERAL ASSEMBLY: The General Body shall be comprised of the following:

3.2.1 General Assembly (GA)

The General Assembly of DCI Ghana shall comprise people who have registered with the organization as members. These are people who believe in the principles and mission of DCI Ghana (consistent with the UNCRC and ACRWC) and are willing to contribute their voluntary service and resources towards DCI Ghana to be able to meet her aims and objectives. The size of the General Assembly of DCI Ghana shall not exceed 25 members with fair gender representation. No gender (male or female) shall be less than 10 of the total membership. The General Assembly meets once every year. However, the Executive Council and ad-hoc committees set up by the General Assembly shall be meeting as and when necessary as agreed by the executive council and management of the organization.

The role of the GA is as follow:

- Elect the Executive Council of the GA
- Develop and approve statute of the organization
- Support advocacy and awareness raising initiatives of the organization
- Promote the principles and objectives of the organization
- Promote peaceful coexistence among its members and between members of DCI Ghana and other groups

3.2.2 Executive Council of the General Assembly (Board)

The General Assembly shall elect the Executive Council of DCI Ghana through democratic process described in 3.2 (e) below. The Executive Council is also the Board of DCI Ghana and their status is voluntary. All positions (apart from the executive director) of the executive council shall be voluntary and unpaid. The general responsibilities of the executive council shall be:

1. Providing political leadership and overall governance of the organization, defining the vision of the General Assembly of DCI-Ghana
2. Responsible for overall governance of DCI-Ghana- playing the role of the Board
3. Facilitating and coordinating the development and implementation of programmes and activities of the General Assembly of DCI-Ghana
4. Approve policies for DCI Ghana
5. Recruitment of Executive Director of DCI Ghana. The Executive Director of DCI Ghana shall consult the Executive Council particularly the President when recruiting other staff of the organization
6. Supervising and evaluating the work of the Executive Director of DCI Ghana
7. Enhancing collaboration and partnership between DCI-Ghana and other agencies and networks at national and international levels aimed at resource mobilization and capacity building of DCI Ghana

3.2.2.1 Composition of the Executive Council

The Executive Council shall consist of 5 elected members and 1 appointed member. They include:

1. President (elected)
2. Vice President (elected)
3. Treasurer (Elected)
4. Organizer (elected)
5. Child Participation Officer (Elected)
6. Executive Director (Appointed)

3.2.2.2 Duties of members of the Executive Council

President

1. Ensures execution of general mandate of the EC/Board as described in 3.2 (b)
2. Shall act as the chair of the Executive Council (board) and shall chair all meetings of the EC/Board
3. Set the agenda of EC/Board meetings in consultation with the Executive Director
4. Call meetings of the General Assembly and Board/EC in consultation with the Executive Director.

5. Share leadership responsibilities with the vice president including assigning specific responsibilities to her/him
6. Signatory to the accounts of the general assembly

Vice President

1. Shall act as chief assistant to the President and shall assume the role of the president in the absence of the president
2. Perform duties assigned to her/him by the president
3. Serve as signatory to the account of the GA

Treasurer

1. Serves as financial secretary of the General Assembly and manage all finances of the General Assembly
2. Ensures prudent financial accountability of the GA and keeps all financial records of the GA
3. Responsible for internal audits of the secretariat (NGO) wing of the organization
4. Develops and publish annual financial report of the GA
5. Serves as signatory to the account(s) of the GA

Organizer

1. In charge of events (including fund raising events) organized by the GA
2. Ensure the work and successes of the general assembly of DCI Ghana
3. Responsible for membership mobilization of the GA
4. Assist in mobilizing stakeholders including other organisations, community leaders and other important individuals and groups in support of DCI-Ghana's activities

Child Participation Officer

1. Coordinate children's participation in decision making and activities of the general assembly
2. Put safety measures in place for the participation of children in GA programmes

Executive Director

1. Serve as the secretary to the GA and the Board/EC
2. Responsible for minutes of all meetings of GA and EC/Board
3. Shall serve as the head of the secretariat (NGO arm of the organization) and the link between the GA and staff of the organization
4. The Executive Director shall be responsible for governance and administration of the secretariat (NGO wing) of the organisation and shall direct overall implementation of programmes and policies of the organisation.
5. He/she shall provide leadership for the overall functioning of the organization (Secretariat/NGO wing) and serves as principal supervisor of all staff in the performance of their duties.
6. The Executive Director shall submit updated report on the activities of DCI Ghana at every Executive Council meeting and to donors as per agreement with each donor. Annual reports shall be available to the GA and the public
7. The Executive Director shall be a signatory to all project accounts of DCI-Ghana. The position of Director shall be a paid staff position and shall be employed through standard recruitment procedures set up and implemented by the EC/Board
8. The Executive Director shall represent DCI Ghana at important meetings at national and international levels.

3.2.3 Criteria for membership

1. Individuals that have passion for children and are also actively involved in the work of children's rights;
2. Must be individuals that have moral and an outstanding character in the community;
3. Individual must have paid a registration fee and monthly/annual subscription as prescribed by the DCI – Ghana General Assembly;
4. Individuals should express interest as applicants to become member. Application shall be done in writing and reviewed and approved by the Executive Council of the General Assembly.

3.2.4 Loss of membership into the General Assembly

Membership can be lost through the following:

- Abuse of a child;
- Misappropriation of DCI-Ghana's funds;
- Resignation
- Violation of DCI-Ghana's code of conduct.
- Action that brings the name of DCI-Ghana in disrepute.

3.2.5 Children's representation DCI Ghana shall establish children's wing of the organization through child rights clubs in schools and communities. These groups shall be organized to make meaningful participation in decision making of DCI Ghana at both political and programme levels

3.2.6 Meetings and Quorum

The DCI Ghana General Assembly shall meet on a yearly basis, or as necessary. The quorum for meetings of the General Assembly shall be a minimum of 15 registered members present in a meeting.

Article 3.3 ELECTORAL PROCESS

The officers except the Executive Director shall be elected for the term of four years. The election shall be done through voting by the General Assembly. A simple majority of the votes cast shall carry the day. Officer(s) may be re-elected for two terms.

A 3-member Electoral Committee shall be elected by members of the GA during the GA. Interested GA members for election to the Electoral Committee shall nominate themselves or be nominated by someone else. Members of the electoral committee shall elect/select the returning officer from the committee

The Electoral Officers (committee) in functioning within their role shall always act in a respectful, neutral, and honourable manner.

If the Electoral committee fails to discharge their functions in a way that results in unfair elections or an unfair process of elections the committee can be dissolved and be replaced by a new committee provided that (a) Members of the committee are permitted to speak before the General Assembly in defence of the accusation or evidence, (b) The removal process is supported by not less than 15 of GA Members. The duties, obligations, and responsibilities of the Electoral Committee shall include the following:

- (a) working with the Executive Director or secretariat to ensure that all announcements and information about elections are distributed to all GA Members in a timely manner
- (b) implementing and executing all election processes that are consistent with provisions of this statute in a fair and honourable manner
- (c) announcing all elections, candidates, and results

- (d) responding and remedying any challenges and accusations of any kind in the election process
- (e) recruiting or assigning any persons not running for a position on the Executive Council to be his assistants
- (f) ensuring that all provisions in this statute pertaining to elections are complied with

And all other duties, obligations, and responsibilities associated with executing a fair, accurate, and timely election

The conduct of elections shall be through secret ballot. Interested candidates can be nominated by someone or can nominate themselves. Any nomination for a position of Executive Council shall have a seconder after which members shall vote by secret ballot. Each member shall be entitled to only one vote.

Article 4.0 SECRETARIAT

The Secretariat is the NGO arm of the organization and shall be responsible for the designing and implementation of child rights programmes of the organization. The secretariat shall comprise administrative and project offices. The administrative offices are permanent whilst the existence of project offices is determined by the availability of projects. The offices shall include:

4.1 Executive Director

The Executive Director shall act as Chief Executive of Defence for Children International, Ghana. The Executive Director shall be responsible for governance and administration of the Secretariat and shall direct overall implementation of programmes and policies of the organisation. He is responsible for fund raising and signs partnership agreement with donors and other partners on behalf of the organization. Please see 3.2 d above for further details.

4.2 Programmes Manager

1. The Programmes Manager shall act as the head of programmes of the Secretariat.
2. The Programmes Manager shall be the principal assistant to the Executive Director and may assume directorship in the absence of the director.
3. S/he shall coordinate and lead the designing, planning, budgeting, implementation, monitoring, evaluation and reporting of the programme and provide guidance to ensure that the results and recommendations are consistent, complementary, and in line with the expected programme objectives as directed by the executive director

4. The Programmes Manager shall organize meetings of the various components to promote research, development, and capacity building activities and child rights advocacy tools for the organisation. He/she shall develop overall programme implementation plan and overall M&E Framework of the plan for the organization on annual basis
5. In consultation with the Executive Director, he/she shall develop partnerships with national and regional stakeholders for strategic collaboration to contribute to DCI-Ghana's objectives in promoting child rights; enable and support partner organisations to practise and facilitate district and national collaboration, partnerships, and networking;
6. Ensure that the role and participation of children, especially girls are effectively integrated within the programme.
7. He/she may be a signatory to the accounts of DCI-Ghana. The position of the Programmes Manager shall be a paid-up staff position and shall be employed through standard employment procedures.

4.3 Project Officers

1. Project Officer(s) shall serve as main assistants to the Programmes Manager.
2. Each of the DCI-Ghana field offices shall have a project officer; who shall manage project's activities to achieve the project goals.
3. Project Officers shall be responsible for designing, planning and day to day implementation of projects in the field under the instruction and supervision of the programme manager.
4. Hence s/he shall develop project implementation plan with corresponding budget and M&E framework for the project with the support of the programmes manager
5. They shall also monitor relevant challenges faced by project staff, partners and by the project during implementation and initiate strategies to ameliorate the challenges.
6. They shall supervise field/social workers, volunteers and interns at their work places.
7. Project Officers shall compile field report and submit to the Programmes Manager in accordance with the reporting schedule presented to the Programmes Manager.
8. They shall submit monthly report to the Programmes Manager
9. Project Officers shall be paid-up staff

4.4 Finance Officer

1. He/she is responsible for financial management of the NGO arm of DCI Ghana.
2. S/he must ensure that there is an effective financial accounting system (including accounting system, procedures, forms, financial regulation, cost norm, etc) in place and use it for timely management of finances of the organisation
3. Provide regular update of financial status of the organization to the Executive Director and Programmes manager

4. He/she shall suggest changes or improvement on financial system to the Executive Director
5. S/he shall also prepare budget transfer (advance) to Program staff, follow up and check supporting documents for advance settlement or expense justification.
6. He/she shall perform other administrative duties as instructed by the Executive Director
7. He/she shall also develop organizational and project budgets of the organization
8. He/she will be a signatory to the accounts of DCI-Ghana. The position of Finance Officer shall be a paid-up staff position and shall be employed through standard employment procedures.

4.5 Legal officer

1. Whenever possible, DCI- Ghana will employ lawyer(s) to perform legal work including representation of children in contact with the law in the judicial system.
2. They will be hired on a part-time or contract or retention basis and will receive remuneration for their work.

4.6 Social /Field Worker(s)

1. S/he is a field worker that provides social and para legal services to children and young persons and their families.
2. Responsible for monitoring cases (Abuse/Violation/Offences) of children in communities and at the criminal justice system (Police/DOVSU and Court) and regularly update their supervisors.
3. Must document all cases monitored in line with the organization's guidelines and templates developed for case management and documentation.
4. Responsible for the assessment of the needs (Social, Legal etc) of children in conflict or in contact with the law and provide necessary support (direct or indirect support) in the best interest of the child.
5. Responsible for facilitating family tracing, reunification and integration of children who have been separated from their families.
6. Social/field Workers shall consider the best interest of the child in their work
7. Shall submit weekly report to the project officer
8. Social/field worker shall be a full-time paid-up worker

4.7 Office Assistant

Office Assistant serves as the Administrative Secretary and performs both administrative and micro-financial duties under the supervision of their supervisors. Each office of DCI-Ghana may have an Office Assistant. Main duties and responsibilities of Office Assistant shall not be limited to:

- Manage office communication by controlling correspondence, emails and phone calls
- Receive and distribute all incoming correspondences
- Manage and update systems of files, records, library/resource centre
- Responsible for the management of petty cash.
- Compile and update service providers directory (Hotel, travel Agency, short term accommodation for external interns etc)
- Ensure that all internal correspondences are properly filed
- Maintain staff attendance register and way book for outgoing correspondence.
- Receive and gently attend to visitors accordingly.
- Responsible for the preparation of notices and memos for staff meetings and other relevant information.
- Ensure the upkeep of the office under their care.
- Ensure that utility bills are settled.
- Supervise security and other support staff assigned to the office.

4.8 Support Staff:

These shall include Drivers, Security and Cleaners

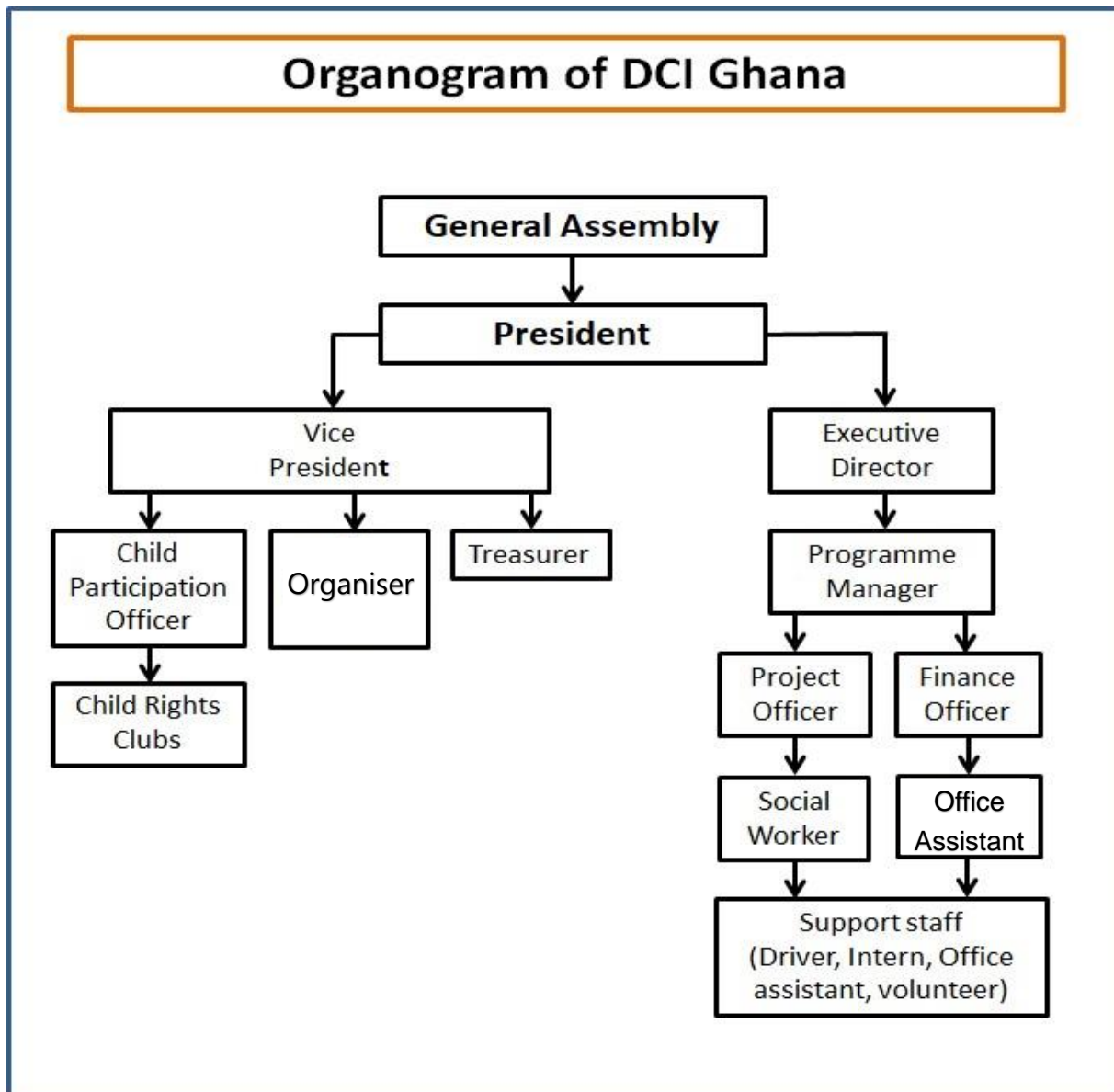
4.9 Other Staff

Additional positions shall be created based on the need of the organization and projects

4.10 Volunteers/ Interns

Volunteers are those who come to work with the organization for a period of time. These include interns who are usually students from tertiary institutions in Ghana or abroad who come to gain experience as part of their academic requirement. They are not paid monthly salaries but might be given stipend as a means of motivation.

Article 5.0 ORGANOGRAM



Article 6.0 RECRUITMENT PROCESS

DCI Ghana shall put in place staff recruitment procedures that shall be competitive, fair and consider fair equal gender representation. Hiring and firing of staff is the prerogatives of the Executive Director in consultation with the Executive Council. There shall be advertisement/notices made available either internal or external for any vacant position of DCI Ghana. Jobs are offered to the best performed candidate and correspondence shall be

sent to all unsuccessful candidates appreciating them for their interest in working with the organization and wish them good luck for future opportunity.

Article 7.0: IMPLEMENTATION AND INTERPRETATION

The Statute shall be interpreted in corroboration with other policies of the organization, which includes but are not limited to:

- 1) Child Protection Policy;
- 2) Gender Policy;
- 3) Finance Policy
- 4) Admin and Human Resources Policy;
- 5) Code of Ethics;
- 6) Any other policy that shall be adopted in future.

Article 8.0: AMENDMENT OF STATUTE

This statute came into effect on the 19th August 2018 by popular adoption in an Annual General Meeting (AGM) of members of DCI Ghana supported by the vote of twenty-three members of the General Membership. This statute is subject to amendment by two-thirds vote of the General Membership of DCI–Ghana at a meeting to be called for that purpose. The amendment provision when so approved shall become part of the statute of DCI–Ghana.

ARTICLE 9.0 BYE-LAWS

Bye-laws shall address the procedure matters of the organisation provided they do not contravene the provisions in this constitution in which case they shall be null and void.