

UDS Staff Welfare Association

A. ESTABLISHMENT

By consensus Staff of the University for Development Studies, Tamale (UDS) hereby establish for themselves a FUND to be known as and called UDS Staff Welfare Association (herein after referred to as *UDS Staff Welfare Association*).

B. OBJECTIVE

The aim/objective of the Association is to augment the Welfare needs of its members.

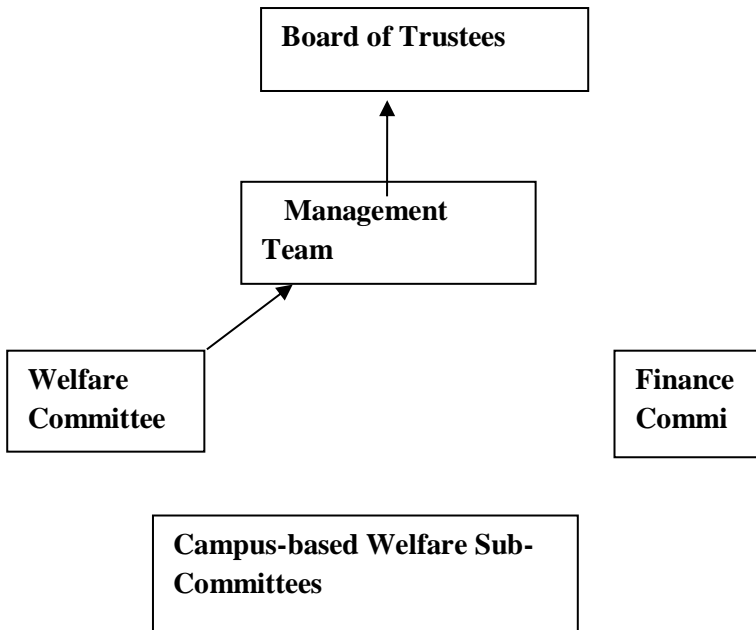
C. MEMBERSHIP

Membership of the Association shall be composed of all regular staff of UDS on its payroll.

E. STRUCTURE OF THE ASSOCIATION

The structure of the Association shall be made up of the General Assembly; Board of Trustees; Management Team; Finance Committee; Welfare Committee, and the Campus-based Welfare Sub-Committees.

E (i) ORGANOGRAM



E. (ii) General Assembly

1. The General Assembly is the Assembly of all UDS Staff who contribute into a pool called "the Fund".
2. The authority of the Association shall be vested in the Members through the General Assembly who exercise their power(s) through voting at Annual and Special General Meetings.

E (iii) Annual General Meetings

1. The Annual General Meeting shall be held once every year within the 1st Quarter of the following year.

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2. The Members shall be informed of the Annual General Meeting through Circulars and Notices.
3. The Management Team shall organise the meetings on Campus levels.

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4. Ratify Welfare and Financial issues proposed by the Management Team.
5. Ratify approval(s) made by the Board of Trustees on transactions carried out on behalf of the Association
6. Conduct any other Business.

E (v) BOARD OF TRU1oc0 G[C]7(o)-19(n)20(duc)

- v. *Representative from Legal Office - Member*

E (vi) Duties

The duties of the Board of Trustees shall include:

- i. Play advisory role to all committees;
- ii. Interface between committees and University Management;
- iii. To hold periodic meetings to discuss
- iv. Periodic review of policy to meet current challenges;
- v. To hold and manage the assets of the Association in Trust;
- vi. Act in the best interest of the Association,

E. (vii) Meetings

Unless otherwise necessitated the Board shall meet twice a year

E. (viii) Quorum

A membership of three (3) including either the Chairman or Vice shall form a quorum at any meeting of the Board.

F. MANAGEMENT TEAM

The Management Team shall have a membership of seven (7) comprising:

- i. The Chairman of the Welfare Committee and two (2) others
- ii. The Chairman of the Finance Committee and two (2) others
- iii. Head of the Welfare Unit as the Secretary

F. (i) Duties

- i. Shall ensure the day to day running of the Association;
- ii. Approval or otherwise of recommendations/requests by Campus Conveners from members;
- iii. Review of welfare issues;
- iv. Periodic review of policy to meet current challenges;
- v. Liaising with Campus Conveners in dealing with issues from the Campuses;
- vi. Act as interface between Board of Trustees and the Campus Conveners;
- vii. Propose levels of Honourarium for

F. (ii) Meetings

The Management Team shall meet every two months and the meetings shall be chaired by the Chairman of the Welfare Committee.

F. (iii) Quorum

The Quorum of a meeting of the Management Team shall at least be four (4) members present.

F. (iv) Decision(s)

- i. The decision(s) of the Management Team shall be by simple majority.
- ii. The Chairman shall have a casting vote in the event of a tie.

G. COMMITTEES

The Association shall have two (2) Committees namely:

- i. Finance Committee

ii. Welfare Committee

H. FINANCE COMMITTEE

The Finance Committee shall have a membership of six (6) comprising:

- i. Rep. from Finance Directorate-
Chairman
- ii. UTAG - Member
- iii. GAUA - Member
- iv. FUSSAG - Member
- v. TEWU - Member
- vi. Ladies Club - Member
- vii. Representative from Welfare Unit-
Secretary (**without voting rights**)

H. (i) Duties

The duties of the Finance Committee shall

2. Ensure all staff contributes monthly to the Association;
3. Ensure all payments are credited to the Bank Account;
4. Reconcile Bank Statements monthly / quarterly;
5. Recommend Investment Projects to the Management Team;
6. Advise on financial matters to the Management Team;
7. Periodic advice the Manag^{19(vi 152.23(h)20(e)4}

8. Keep two (2) separate registers: one for applications on claims by members, and the other for approved claims paid to members;
9. Facilitate hire purchase of items for its members.

H. (ii)

I. WELFARE COMMITTEE

The Welfare Committee shall have a membership of ten (10) comprising:

- | | | |
|--------------|---|----------------|
| <i>i.</i> | <i>Representation from Tamale -</i> | <i>Member</i> |
| <i>ii.</i> | <i>Representation from Wa-</i> | <i>Member</i> |
| <i>iii.</i> | <i>Representation from Navrongo -</i> | <i>Member</i> |
| <i>iv.</i> | <i>Representation from Nyankpala-</i> | <i>Member</i> |
| <i>v.</i> | <i>Representation from UTAG-</i> | <i>Member</i> |
| <i>vi.</i> | <i>Representation from GAUA-</i> | <i>Member</i> |
| <i>vii.</i> | <i>Representation from FUSSAG-</i> | <i>Member</i> |
| <i>viii.</i> | <i>Representation from TEWU-</i> | <i>Member</i> |
| <i>ix.</i> | <i>Representation from Ladies Club-</i> | <i>Member</i> |
| <i>x.</i> | <i>Rep. from Welfare Unit-</i> | <i>Member-</i> |
| | <i>Secretary</i> | |

I. (i) Duties

The duties of the Welfare Committee shall include but not limited to:

1. Organise staff to attend weddings/amaria;
2. Organise presentations to member(s) who

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In the event of a tie in voting, the Chairman shall have a casting vote.

NOTE

The Chairman to the Welfare Committee shall be elected at its very first meeting and this shall be facilitated by the Member-Secretary.

J. TENURE OF OFFICE

1. The tenure of office for both the Chairmen of Finance and Welfare Committees/Conveners shall be three (3) years subject to re-election for another term.
2. All positions shall be held for three (3) years subject to re-election for another term.

K. CAMPUS-BASED WELFARE SUB-COMMITTEES

There shall be Campus-based Welfare Sub-Committees chaired by the Campus Conveners/Representatives.

K. (i) Composition

The Campus-based Welfare Sub-Committees shall comprise all Campus Conveners, a representative each from Faculties, Schools, Library and Unions and Associations whichever applicable.

K. (ii) Duties of Campus-based Welfare Sub-Committees

1. Hold periodic and emergency meetings on campuses to discuss issues of staff welfare;

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L. IMPREST

Imprest shall be made available to the Conveners to expend and report accordingly to the Management Team.

M. BENEFITS

The entitlements of Members shall include:

S/No.	ITEM	DETAILS	BENEFITS
1	Birth	A member who gives birth to a child shall receive	(i). Three Hundred Ghana Cedis *1 J 522022+0 This benefit is limited to three (3) births only.
2	Bereavement		
	i. Death of a Member	a. One Thousand Ghana Cedis *1 J 3.222022+	(i). Shall be

(ii). A bus
shall

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		Schnapps or its equivalent.	
	ii. Death of Spouse	Five Hundred Ghana Cedis *1 J 72202+	<u>(i). Shall be given to the member.</u>

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			shall enjoy this benefit only once.
		b. Fifty Ghana Cedis *1 J 72022+	(i). Shall be given for prayers.
	iii. Death of Child	Five Hundred Ghana Cedis *1 J 722022+	(i). <u>Shall be given to the member.</u> (ii). A bus shall also be fuelled and made available to staff members who may wish to attend the burial/funeral. This is without prejudice to the University providing a bus.

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6	Admission at Hospital/ Recognised Traditional Healer	Would receive an amount of Two Hundred Ghana Cedis ₵ 200.00 once in a year.	A member on admission beyond a week.
7	Marriage	Shall receive Five Hundred Ghana Cedis ₵ 500.00	(i). A member who marries (ii). The package shall be enjoyed once

8.0 OTHER ACTIVITIES

- i. The UDS Welfare Committee shall facilitate the organisation of medical/health screening for all members once a year in the University Health Facility funded by the University;

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UDS Staff Welfare Association
membership starts from the date of
assumption of duty.

POLICY REVIEW

This policy shall be subject to a review every
three (3) years.