

CONSTITUTION

PEST AND VECTOR CONTROL ASSOCIATION OF GHANA (PEVAG)

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PREAMBLE

Pest and Vector Control Association of Ghana was incorporated as a company limited by guarantee in 2020 to serve as lead advocacy group for players in the Pest and vector control industry Ghana.

ARTICLE ONE (1): NAME OF THE ORGANISATION AND STATUS

- 1.1 The name of Organisation is PEST AND VECTOR CONTROL ASSOCIATION OF GHANA herein after referred to as PEVAG.
- 1.2 The PEVAG is registered as a company limited by guarantee at the Registrar Generals Department with registration number CG033702020

ARTICLE TWO (2): MISSION AND VISION

2.1 VISION

To create environmentally healthy and safe communities for improved quality of life for all

2.2 MISSION

To provide policy advocacy, educational enrichments and professional networking platform for all companies and institutions in Ghana with operations in Pest and Vector control as well as disinfection activities thereby maintaining and improving the quality of life for all.

ARTICLE THREE (3): AIM AND OBJECTIVES

3.1 AIM

The aim of this association is to among others bring together the various industry players, ensure harmonization/standardization, help improve their operations, and solidify the efforts of the state authorities to combat the increasing spate of pest and vector infestation.

3.2 OBJECTIVES

The objectives of PEVAG are to:

1. To be the lead voice and provide policy advocacy in the area of pest and vector control in Ghana through engagement with government, institutions, legislators, communities etc.
2. To keep members informed, protect and promote their common interests.
3. To promote co-operation and exchange of Information between its members
4. To promote local and international affiliations and business networking for its members
5. To foster standardization of operations among members in the country
6. To provide capacity building and technical support to members to improve their skills and efficiency in providing services in the best environmentally friendly and safe manner.
7. To provide public education on the increasing menace of pest and vector invasion in cities and towns in Ghana, and the urgent need for control
8. To enter into arrangement with government or agencies, whether municipal, local or otherwise that may seem conducive to the Association's objectives
9. To develop proposals for resource mobilization for the association and its members
10. To support/promote scientific research in pest and vector control, etc.

ARTICLE FOUR (4): MEMBERSHIP

4.1 MEMBERSHIP

- a. PEVAG's membership would primarily consist of companies, institutions, individuals, and state regulatory bodies whose activities relate mainly to the field of pest and vector control.
- b. Membership will be extended to include university faculty and other members of the research community and industry representatives throughout Ghana.
- c. Also, Non-Governmental Organization (NGOs), Faith-Based Organization (FBOs), Community-Based Organizations (CBOs), etc. working and championing the course of clean and safe environment, as well as agriculture shall also be admitted as members.
- d. Also, the association will seek affiliation's and networking with other national, and international bodies of interest.

4.2 CATEGORY OF MEMBERSHIP

The Association shall have the following categories of members:

- i. **Ordinary Members:** This shall comprise of members (as indicated in 4.1a, 4.1b, and 4.1c above) who are subscribers to the PEVAG's constitution and ideals and such other persons as the NEC would recommend and be admitted by members in a general meeting. They shall have full voting rights on any resolution at general meetings and be responsible for working towards the achievement of PEVAG's objectives.
- ii. **Associate Members** – This shall comprise of individuals, institutions, and organizations whose core mandate is not to provide Pest and Vector control services but have an interest in pest and vector control activities. These are members who would not have a vote on any resolution at general meetings. A person can apply and be approved by the President and the Executive Committee to become an Associate Member.
- iii. **Honorary Members/Advisory Members:** These are persons on whom honorary membership is conferred and who have shown a strong interest in pest and vest control activities. Such members will have no vote at general or annual general meetings.

4.3 APPLICATION FOR MEMBERSHIP

- i. All applications for membership shall be either through the completion of the membership application which shall be reviewed and approved by the Executive Council.
- ii. All applications for membership shall be received and approved by the Executive council by a vote of simple majority at a meeting.
- iii. Subscribers of whose applications have been approved shall be informed in writing and the conditions of membership indicated.
- iv. Benefits and privileges of members shall commence after the payment of admission fee and first annual subscription following the written acceptance of an application.
- v. Membership of the PEVAG shall not be transferable and shall cease on the liquidation of the corporate entity.

4.4 CONDITION OF MEMBERSHIP

Corporate Legal Personalities eligible for membership must:

- i. Be registered with the Register General Department (RGD) of Ghana.
- ii. Be licenced by the Environmental Protection Authority (EPA)
- iii. Complete a PEVAG Membership Application Form to which shall be attached copies of the RGD and EPA registration and licence respectively.
- iv. Undertake to abide by the rules and regulations governing the PEVAG

4.5 TERMINATION OF MEMBERSHIP

- i. A member may resign its membership by notice in writing to the NEC.
- ii. The National Executive Council may in its discretion exclude from membership of the PEVAG any member if the subscription payable to the PEVAG by any such member is unpaid by 31st December of each year.
- iii. The NEC shall exclude from membership any member whose continued membership would in the opinion of the NEC, be detrimental to the interest of the PEVAG or to the furtherance of its objectives. However, such an exclusion of membership shall only be affected after the member has been given a hearing before the disciplinary committee.
- iv. A member who resigns is excluded in accordance with article 4(i) shall forfeit any claims to a return of any money paid to PEVAG in respect of admission fees or annual subscription or other payments.
- v. A member excluded from membership of PEVAG may appeal against the decision of the NEC to the General Meeting of PEVAG. A two-thirds majority of members present at the general meeting shall have the power to annul the exclusion subject to any condition(s) which the meeting may deem fit.

4.6 NOMINATION OF MEMBERS

- i. Every company, or organisation or individual which is a member of PEVAG may from time to time appoint, remove and replace, in accordance with these regulations; one (1) nominee to exercise on its behalf all the powers of membership conferred on such members by this Constitution.
- ii. Any such appointment, removal and replacement shall be made in writing in accordance with such rules as may be prescribed from time to time by the NEC and shall take effect when received by the Executive Secretary.

4.7 CERTIFICATION OF MEMBERSHIP

Every member shall be entitled to a certificate of membership of the PEVAG

4.8 ANNUAL MEMBERSHIP SUBSCRIPTIONS

- i. All members shall pay an annual subscription of Six Hundred Ghana cedis (GHS 600.00) for membership of the PEVAG

- ii. The NEC shall revise the Annual Membership Subscription to be paid by any member or category of members each year and the time or times at which Annual Subscriptions shall be payable.

ARTICLE FIVE (5): GOVERNANCE STRUCTURE

The PEVAG Shall be organized at the National, Zonal, Regional, and District Levels across Ghana

5.1 NATIONAL EXECUTIVE COUNCIL

The Association shall have a National Executive Council (NEC)

5.2 MEMBERSHIP OF NEC

- a. The members of the Executive Council shall be determined by members in general meeting and in accordance with the constitution of the PEVAG.
- b. Each position of authority is complementary with its required responsibility and as such at the NEC shall comprise:
 - i. National President
 - ii. 1st National Vice-President
 - iii. 2nd National Vice-President
 - iv. 7 Executive Members
 - v. 3 Zonal Coordinators representing the Coastal, Middle, and Northern Zones
 - vi. Executive Secretary/Director (Ex-officio)

5.2.1 Appointment of NEC members

Membership of the NEC shall be determined by members of the association at a general meeting in accordance with the regulations and constitution of PEVAG.

5.2.2 Powers of the NEC

The NEC shall be the highest decision-making body of the PEVAG, and have the authority to make rules and guidelines for regulating the association's membership, functions, activities, and general conduct at the National, Zonal, regional and district levels.

5.2.3 National Executive Committee of the National Executive Council

The National President, 1st and 2nd National vice presidents, 2 executive members, and the Executive secretary shall constitute the National Executive Committee of the National Council. The National Executive Committee shall be responsible for coordinating the activities of the PEVAG in between NEC meetings or in emergencies and shall be required to report decisions taken to the NEC for ratification.

5.3 ZONAL COUNCILS

- 5.3.1 The PEVAG shall be organized into three (3) Zones namely: Coastal (Western North, Western, Central, Greater Accra, and Volta Regions); Middle (Ashanti, Eastern, Bono, Bono East, and Ahafo regions), and Northern (Northern, Savannah, Oti, North East, Upper East, and Upper West Regions), which shall operate under the National Executive Council
- 5.3.2 The Zonal Councils shall comprise of:
- i. Zonal Coordinator
 - ii. Deputy Zonal Coordinator
 - iii. 3 Zonal Executive Members
- 5.3.3 The Zonal Council shall coordinate the activities of PEVAG within their jurisdiction and be the link between the NEC and the regional councils. The Zonal Councils shall provide regular reports to the NEC.

5.4 REGIONAL COUNCILS

- 5.4.1 The PEVAG shall set up Regional Councils in all the Regions of Ghana. As much as possible the regional councils shall correspond to the administrative regions of Ghana. The regional council shall comprise:
- i. Regional Chairperson
 - ii. Regional Secretary
 - iii. Regional Treasurer
 - iv. 2 Regional Executive Members
- 5.4.2 The Regional Councils shall coordinate the activities of the PEVAG at the regional level. They shall monitor activities of members in the regions and report regularly to the NEC. Also, they shall coordinate the activities of the district councils

5.5 DISTRICT COUNCILS

- 5.5.1 The Regional Council in collaboration with the National Council shall set up district councils (when appropriate) of the PEVAG with its regions which shall comprise:
- i. District Chairperson
 - ii. District Secretary
 - iii. District Treasurer
 - iv. 2 District Executive Members
- 5.5.2 The District Councils shall coordinate the activities of the PEVAG at the District level. The district Chairperson shall attend regional meetings and shall submit report regularly to the regional council.

5.6 ELECTION OF EXECUTIVE COUNCIL MEMBERS

- 5.6.1 Any person who wishes to aspire to the position of the National, Zonal, Regional or District Council shall be a member in good standing who shall be endorsed by two other members in good standing.
- 5.6.2 Elections shall be held within the following periods:
- a. The election of the National Executive Council Members shall be held every two years at the Annual General Meeting of members.
 - b. The election of the Zonal Executive Council Members shall be held every two years within each Zone and shall be conducted at least three (3) months before the Annual General Meeting in the same year, and minutes of the meeting at which the elections were held and results submitted to the National Secretariat.
 - c. The election of the Regional Executive Council Members shall be held every two years within each Region and shall be conducted at least two (2) months before the Zonal Council Elections
 - d. The election of the District Executive Council Members shall be held every two years within each district and shall be conducted at least one (1) months before the Regional Council Elections
- 5.6.3 The election of all office holders shall be by a simple majority of all paid up members present and voted.
- 5.6.4 The Election of Zonal and Regional Council members shall be witnessed by a member the NEC or a representative thereof. Within 30 days after the election names of all the elected officials shall be forwarded to the NEC for ratification. The NEC shall have 30 days to ratify the results, failure upon which the results shall stand.
- 5.6.5 The election of district officers shall be witnessed by the regional officers within their region. Within 30 days after the election names of all the elected officials shall be forwarded to the NEC for ratification. The NEC shall have 30 days to ratify the results, failure upon which the results shall stand

5.7 DUTIES OF NATIONAL EXECUTIVE COUNCIL MEMBERS

5.7.1 National President

- i. Shall preside over all meetings of the PEVAG, that is, both executive and general meetings.
- ii. The National President shall pronounce decisions of members on any issue.
- iii. He/she shall review the yearly scheme of work for the consideration and endorsement of the Executive Council and the general membership.
- iv. He/she shall be a signatory to the PEVAG bank accounts.
- v. He/she shall see to it that the spirit and letter of the Constitution are carried out.

5.7.2 National 1st Vice President

- i. Shall perform the duties of the Chairman in his/her absence and assist in the performance of his/her duties.

- ii. Shall have oversight responsibility over the finances of PEVAG
- 5.7.3 National 2nd Vice President**
 - i. Shall perform the duties of the Chairman in his/her absence and in the absence of the 1st vice president.
 - ii. Shall assist the National president in the performance of his/her duties, have oversight responsibility over technical matters relating to the PEVAG
- 5.7.4 National Executive Members**
 - i. Shall attend all meetings of the NEC and Support the other executives in all activities.
 - ii. Shall perform specific duties that may be assigned to them from time to time.

5.8 ZONAL EXECUTIVE COUNCIL MEMBERS

- 5.8.1 Zonal Coordinator**
 - i. Shall coordinate and monitor the activities of all members at the zonal level
 - ii. Shall preside over all meetings at the PEVAG Zonal level
 - iii. Shall be responsible for the preparation of a yearly Zonal workplan which shall be submitted to the NEC
 - iv. He/she shall ensure that the spirit and letter of the PEVAG constitution are carried out at the Zonal level.
 - v. Shall represent the zone at the National Executive Council.
- 5.8.2 Deputy Zonal Coordinator**
 - i. Shall perform the duties of the Coordinator in his/her absence and assist in the performance of his/her duties.
- 5.8.3 Zonal Executive Members**
 - i. Shall attend all meetings of the Zonal Executive Council and Support the Coordinator and deputy in all activities.
 - ii. Shall perform specific duties that may be assigned to them from time to time.

5.9 DUTIES OF REGIONAL EXECUTIVE COUNCIL MEMEBRS

- 5.9.1 Regional Chairperson**
 - i. Shall preside over all meetings at the regional level
 - ii. Shall be responsible for the preparation of a yearly Regional workplan which shall be submitted to the NEC.
 - iii. Shall coordinate and monitor the activities of all members at the regional level
 - iv. He/she shall ensure that the spirit and letter of the PEVAG constitution are carried out at the Regional level.
 - v. Shall be a signatory to PEVAG Regional Account
- 5.9.2 Regional Secretary**
 - i. Shall record minutes of both Regional Executive and General Members meetings.

- ii. Shall receive and reply to and generally deal with all Correspondence of the PEVAG at the regional level.
- iii. Shall be responsible for all arrangements of PEVAG's programmes at the regional level.
- iv. He/she shall keep a register of members at the regional level.

5.9.3 Regional Treasurer

- i. Shall receive and pay all monies of the PEVAG into its Bank Accounts.
- ii. Shall keep all books of Accounting as shall be deemed necessary, prepare regional accounts for submission to the NEC.
- iii. Shall collect dues from members at the regional level
- iv. Shall be responsible for keeping proper accounts and a record of all dues received by the PEVAG and pay all monies into the PEVAG's Regional Bank account.
- v. Shall prepare quarterly and annual finance reports and supporting documentation, bank reconciliations for presentation to Executive Council and members.
- vi. Shall be a signatory to PEVAG Regional Bank Accounts.

5.9.4 Regional Executive Members

- i. Shall attend all executive meetings at the regional level
- ii. Shall support the other executives in all activities at the regional level.

5.10 DUTIES OF DISTRICT COUNCIL MEMBERS

5.10.1 District Chairperson

- vi. Shall preside over all meetings at the district level
- vii. Shall be responsible for the preparation of a yearly district workplan which shall be submitted to the NEC.
- viii. Shall coordinate and monitor the activities of all members at the regional level
- ix. He/she shall ensure that the spirit and letter of the PEVAG constitution are carried out at the district level.
- x. Shall be a signatory to PEVAG Regional Account

5.10.2 District Secretary

- v. Shall record minutes of both district Executive and General Members meetings.
- vi. Shall receive and reply to and generally deal with all Correspondence of the PEVAG at the district level.
- vii. Shall be responsible for all arrangements of PEVAG's programmes at the district level.
- viii. He/she shall keep a register of members at the district level.

5.10.3 District Treasurer

- vii. Shall receive and pay all monies of the PEVAG into its Bank Accounts.

- viii. Shall keep all books of Accounting as shall be deemed necessary, prepare district accounts for submission to the NEC.
- ix. Shall collect dues from members at the district level
- x. Shall be responsible for keeping proper accounts and a record of all dues received by the PEVAG and pay all monies into the PEVAG's district Bank account.
- xi. Shall prepare quarterly and annual finance reports and supporting documentation, bank reconciliations for presentation to Regional Council and members.
- xii. Shall be a signatory to PEVAG district Bank Accounts.

5.10.4 District Executive Members

- iii. Shall attend all executive meetings at the District level
- iv. Shall support the other executives in all activities at the District level.

5.11 MEETINGS OF EXECUTIVE COUNCILS

5.11.1 National Executive Council

- i. The National Executive Council (NEC) members shall meet at least once every quarter to plan activities and meetings for the PEVAG.
- ii. The Executive Secretary shall take minutes of their meeting
- iii. They may assign responsibilities to sub-committees to carry out specific duties
- iv. They shall call General Meetings of members and set the Agenda

5.11.2 Zonal Executive Council

- v. The Zonal Executive Council (ZEC) members shall meet at least once every quarter to plan activities and meetings for the PEVAG at the zonal level.
- vi. The Secretary shall record and keep minutes of their meetings
- vii. They may assign responsibilities to sub-committees to carry out specific duties

5.11.3 District Executive Council

- viii. The District Executive Council (ZEC) members shall meet at least once every quarter to plan activities and meetings for the PEVAG at the district level.
- ix. The Secretary shall record and keep minutes of their meetings
- x. They may assign responsibilities to sub-committees to carry out specific duties

5.12 COMMITTEES OF THE NATIONAL EXECUTIVE COUNCIL

5.12.1 The NEC may delegate any of their powers to committees consisting of such members of their body as they think appropriate, and appoint such committees' chairs.

5.12.2 Any committee so formed shall in the exercise of the powers so delegated conform to any rules that may be imposed on it by the NEC in accordance with this constitution.

5.12.3 Unless determined otherwise or revised at any time the NEC may wish, the standing committees of the NEC are:

- i. National Executive Committee
- ii. Finance Committee
- iii. Technical Committee
- iv. Ethics and Disciplinary Committee
- v. Arbitration and Conflict Resolution Committee

5.12.4 A committee of the NEC may meet and adjourn as it deems appropriate. Questions arising at any meeting shall be determined by majority votes of members present, and in the case of equality of votes, the chairman shall cast a second vote. If at the meeting of any committee the chairman is not present, members present may choose any member present to chair the meeting.

5.13 TERMS OF OFFICE OF ELECTED OFFICERS

- i. The terms of office of the President and Vice-Presidents shall not be more than two terms of two years, except that the Vice-Presidents and other executives are eligible to seek election to higher positions.
- ii. The National President after serving one term of office shall be eligible for election in any other election year, provided that the president does not hold office for more than two terms.
- iii. The elected National Council members shall take office from the 1st of January in the ensuing year following a handing over in December of the election year.

5.14 RESIGNATION/ REMOVAL/VACATION OF EXECUTIVE COUNCIL MEMBERS

- i. Any officer who is guilty of gross misconduct and inefficiency, who does not show any improvement for the better, after three reprimands or warnings, is subject to removal by 2/3 majority of members present and voting.
- ii. An officer may resign from his/her position by giving two months' written notice to the Executive Council of intention to resign. The position shall be deemed to have been vacated on the expiration of the notice period.
- iii. A member of the NEC shall vacate office if he/she:
 - a. Without the consent of members of PEVAG in a General Meeting holds any position of profit under PEVAG
 - b. Becomes of unsound mind
 - c. Resigns from office by written notice to the NEC
 - d. Shall absent him/herself from NEC meetings for more than six months without the permission of the NEC during the period.

ARTICLE SIX (6): MEETINGS AND PROCEEDINGS

6.1 NATIONAL EXECUTIVE COUNCIL

- i. The NEC may hold meeting for the dispatch of business, adjourn and otherwise regulate its meetings as deemed fit, provided that the NEC shall meet at least once every quarter unless such a meeting cannot be held due to circumstances beyond the control of members.
- ii. Questions arising from any meeting of the NEC shall be determined by majority of votes. In the event of an equal vote, the president shall cast a second vote.
- iii. Meetings of the NEC may normally be summoned by the Executive Secretary in consultation with the National President.
- iv. The quorum necessary for the transaction of business of the National Council may be fixed by the NEC and unless so fixed shall be at least 40% of members.
- v. The National president or in his/her absence, a vice president shall chair meetings of the NEC, but if no such president or vice-president is available, the members may choose a member to chair the meetings.
- vi. The NEC may from time to time and at any time by the power of attorney appoint any company, firm or person or body of persons, whether nominated directly by the NEC to be attorney of the PEVAG on for such purposes and with such powers, authority and discretion, not exceeding those vested in or exercisable by the NEC under this regulations and for such a period and subject to such conditions as they may think fit.
- vii. A resolution in writing signed by all the members of the National Council for the time being present in Ghana and entitled to receive notice of a meeting of the council shall be valid and effectual as if it had been passed at a meeting of the NEC duly convened and held.
- viii. All cheques, promissory notes, drafts, bills of exchange and other negotiable instructions and all receipts for monies paid to the PEVAG shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be in such a manner as the NEC shall from time to time by resolution determine.

6.2 NATIONAL GENERAL MEETINGS

- i. There shall be one Annual General meeting every year to discuss and deliberate on issues patterning to the PEVAG and such other extra-ordinary General meetings as shall be required.
- ii. Attendance at meetings shall be obligatory for all members. Where a member is unable to attend a meeting, he/she shall inform the PEVAG Executive Secretary in writing or any other convenient way, at least two (2) weeks prior to the meeting. Members can vote by proxy

- iii. The Quorum required for a general meeting business shall be that a quarter of duly registered members should be present, and at least 2 NEC members.
- iv. During the election of Officers, the quorum shall not be less than fifty 50% percent of the members and two thirds (2/3) majority present, and voting shall decide the question.
- v. The powers of members in a General meeting shall be:
 - a. To elect National Executives if it is the year of elections
 - b. To adopt any bye-law or regulation
 - c. To approve nominations for the conferment of Honorary Membership
 - d. To take or approve all key decisions and resolutions concerning PEVAG.

6.3 NOTICE OF GENERAL MEETINGS

- i. Notice of General Meetings shall be communicated to members in the manner hereinafter prescribed
- ii. Notice of meetings which are to be held to consider any special business shall state the general nature of the business.
- iii. Annual General Meetings and Extra-Ordinary General meetings shall be called by twenty-one (21) days' notice in writing at the least. Such notice should be exclusive of the date it is posted or served or deemed to have been served.
- iv. Only the NEC is empowered to call an extra-ordinary General Meetings on a seven (7) days' notice for the purpose of discussion a specific subject of urgent nature. Such emergency extra-ordinary meeting can only be called after a resolution to that effect has been passed by the NEC, and such a resolution shall not be subject to review or to change.
- v. The Notice for all General Meetings shall specify the place, date, and time of the meeting and shall be given to every member and auditors of PEVAG.
- vi. An accidental omission to give notice to a member or no-receipt of notice of a meeting by any member entitled to receive notice shall not invalidate the proceedings at that meeting. The date of posting shall be considered as the date on which the notice shall have been deemed to have been served.
- vii. An extra-ordinary meeting may be convened by requisition of PEVAG members representing not less than one-fifth of the total voting rights of all members having the said date a right to vote at the General Meeting.
- viii. Such a requisition must state the purpose of the meeting and must be signed by the requisitioners and deposited at the PEVAG's Registered Office and may consist of several documents in like form each signed by one or more requisitioners.
- ix. If the NEC does not within 21 days of the deposit of the requisition proceed to convene a meeting, then the requisitioners themselves may convene a meeting, but any such

meeting convened shall be held after the expiration of sixty (60) days from the date of the deposit of the requisition.

- x. A meeting convened by requisition shall be conducted in the same manner as that in which extra-ordinary meetings are to be convene by the NEC, that is, a 21 days members in writing to all members of PEVAG entitled at that time to receive notice of meetings and notice shall state the nature of the special business to be conducted.

6.4 QUORUM FOR MEETING

- i. The quorum for a general meeting to be legally constituted for any business shall be a quarter of duly registered members shall be present and at least 2 NEC members.
- ii. During a year or time of the election of officers, the quorum shall not be less than fifty percent (50%) of members and at least two-third (2/3) majority of members present and voting shall decide the question.

6.5 PROCEEDINGS AT GENERAL MEETINGS

- i. The President or in his/her absence the 1st vice president or in his absent the 2nd vice president or his absence a member of the NEC shall preside over all PEVAG general meetings.
- ii. Not business shall be conducted at any general meeting unless a quorum is present at the time the meeting proceeds to begin business, save as herein otherwise provided that a third of the members shall form a quorum.
- iii. If within half an hour from the time appointed for a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved. In any other case, it shall stand adjourned until the same day in the following week at the same time and place as the NEC may determine, and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the members present shall form a quorum.
- iv. The chairman of a meeting may, with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting form time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall given as in the case of an original meeting. Save as aforementioned, it shall not be necessary to give any notice of the adjournment or the business to be transacted at an adjourned meeting.
- v. At any General meeting, a resolution put to the vote of the meeting shall be decided by show of hands unless a poll is demanded before or on the declaration of the results of the show of hands:
 - a. By the chair or

- b. By not less than 50% of members present or by their proxies. Unless a poll is so demanded, a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by majority or lost, any entry to that effect in the book containing the minutes of the proceedings of PEVAG shall be conclusive evidence of the fact.
- vi. Except as provided in the clause above, if a poll is duly demanded it shall be taken in such a manner as the chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was conducted.
- vii. In the case of equality of votes whether by hands or poll, the chair of the meeting at which the show of hands takes place, or at which the poll is demanded shall be entitled to second vote.
- viii. Proceedings at meetings convened by requisition shall be conducted in the same manner as described above for a general meeting.
- ix. Any reasonable expenses incurred by the requisitionists due to the failure of the NEC duly to convene a meeting following receipt of a properly lodged notice of requisition shall be repaid to the requisitionists of the meeting by the PEVAG provided that there is a quorum present at the meeting which they convened in default of the NEC.

ARTICLE SEVEN (7) ADVISORY BOARD

- i. The PEVAG shall have an Advisory Board made up of persons with specific expertise and influence as well as other stakeholders.
- ii. The Executive Secretary of the Association will support and report to the Board in its duties and shall report on major actions promptly after the meeting.

7.1 PURPOSE OF THE ADVISORY BOARD

The Board is multi-stakeholder group that is to provide advice and broad strategic direction and policies relating to the Association working with the Executive Secretary and NEC. The Board shall be committed to the mission, goals and policies of the association, and expected to champion its cause to the best of one's ability.

7.2 APPOINTMENTS AND TERMS

The Executive Secretary in consultation with the National President shall invite people to join the board by Appointment Letters. Members shall serve on the board for a one-year renewable term. A non-executive member of the Advisory Board may be re-appointed for additional one-year term based on satisfactory performance.

A member of the board may resign from his/her position at any time through writing given the board one-month notice. When a vacancy occurs due to resignation, the Board may take the decision to replace the vacant position.

7.3 BOARD COMPOSITION

The board members of the association shall include:

- I. Representative of a Private Company - (Senior management level ONLY)
- II. Representative of AGI (Senior Management level)
- III. Representative of Academic Body – (Senior Management Level)
- IV. Representative of Sector NGO- CONIWAS/ESPA
- V. Representative of Regulating body - (EPA, GSA, FDA)
- VI. Representative of Management – Executive Secretary/Director
- VII. Representative from the Agric Sector (Senior Management level)
- VIII. National President of PEVAG
- IX. External legal person
- X. Representative from the community (traditional leader, chief etc.)
- XI. One other member from a strategic group or individual

7.4 ROLES AND RESPONSIBILITIES:

- i. Exercise management oversight of the executive director/secretary and the operations of the association, approve annual budgets, review operating and financial budgets, audit for compliance with internal policies and external requirements, review performance against goals.
- ii. Accountable for the overall financial governance of the association. The Board must approve the budget, monitor financial performance against the budget, ensure auditors are appointed annually and reports from the auditor are reviewed.
- iii. Strategic Planning – use the goals from the strategic planning session as a guide for budgeting and other priorities.
- iv. Represent the association to the larger community, and help to raise funds to sustain it
- v. Review and approve the policy guides annually.
- vi. Monitor and strengthen the associations programs and services.
- vii. Avoid any conflicts of interest and situations that would compromise the principles of the organization or lead to the perception of compromise.
- viii. The Board may delegate any of its duties to sub-panels established by it.
- ix. Any other duty that the board may deem necessary

7.5 THE BOARD CHAIR

The Advisory Board shall have a chair who shall be appointed by management before the first board meeting. In the absence of the appointed Chair in a meeting, the Board members will appoint a Chair for the duration of the meeting.

7.6 MEETINGS AND QUORUM

The Board shall meet at least once every quarter or as required by the Chair whenever the need arises. Besides physical, meetings may be held virtually.

The quorum necessary for the transaction of business meeting shall be at least more than 50% of the members of the Board present.

7.7 NOTICE AND CONDUCT OF MEETINGS

- i. Unless otherwise agreed, the notice of each meeting confirming the venue, time and date as well as an agenda of items to be discussed (and supporting documents when applicable), will be sent to each member of the Board and any other person required to attend, no later than five working days before the date of the meeting.
- ii. Any member of the Board who has a material interest relating to any decision to be made by the Board must declare his/her interest before the item relating to that decision is discussed and would not be entitled to vote on that decision. The Chair will have the final ruling on whether or not the member is entitled to vote.

ARTICLE EIGHT (8): NATIONAL SECRETARIAT AND EXECUTIVE SECRETARY

8.1 NATIONAL SECRETARIAT

- i. The PEVAG shall have a National Secretariat which shall be located in Accra to facilitate the work of the association.
- ii. The National Secretariat shall be headed by the Executive Secretary/Director.
- iii. The Executive Secretary may be assisted by other staff engaged by PEVAG who shall include but not limited to:
 - a. Administrator
 - b. Office Assistant
 - c. Operations Officer/Director
 - d. Finance/Accounts Officer/Director
 - e. Research Officer(s)
 - f. IT Office(s)
 - g. Public Relation Officer/ Media Expert
 - h. Driver(s)

- i. Cleaner(s)
 - j. Security Officer(s)
- iv. The NEC in consultation with the Advisory Board may approve the appointment of external consultants or experts to work with the secretariat whenever necessary.
- v. The National Secretariat shall coordinate and manage the various industry sectors and stakeholders of the PEVAG.

8.2 EXECUTIVE SECRETARY

- i. The PEVAG shall have an Executive Secretary/Director, appointed by the NEC for such terms, at such remuneration and upon such conditions as it may deem fit.
- ii. The Executive Secretary/Director shall be the Chief Executive of the PEVAG National Secretariat and the Secretary of PEVAG NEC.
- iii. The Executive Secretary/Director shall be a full-time employee of the PEVAG

8.3 RESPONSIBILITIES OF EXECUTIVE SECRETARY

- i. Shall be in charge of the PEVAG National Secretariat
- ii. Work on the advice and direction of the PEVAG Advisory Board, the NEC and its Committees and facilitate their work.
- iii. Prepare an annual budget for the secretariat for submission to the NEC before the close of the year.
- iv. Shall serve in the position of Secretary to the NEC and Advisory Board and in that position perform the following functions:
 - a. Record minutes of both NEC and General Meetings, and Advisory Board meetings
 - b. On behalf of the NEC, he/she shall prepare and submit an annual report to members at the Annual General Meeting.
 - c. Receive and reply to and generally handle all correspondence of PEVAG after conferring with the NEC and Advisory Board.
- v. Shall liaise with the National president and Advisory Board Chair, and undertake all such lawful activities assigned to him/her
- vi. Be responsible for all arrangements for programmes drawn up by the NEC or its Committees, and the Advisory Board.
- vii. Keep a register of all members at all levels of the PEVAG and bring to the notice of the general meetings the names of members who have absented themselves from meetings for four consecutive times.
- viii. Shall monitor and support the PEVAG Councils at the Zonal, Regional, and District Levels.

ARTICLE NINE (9): FINANCE

9.1 ANNUAL SUBSCRIPTIONS

- i. Annual subscriptions of membership shall be at the rate decided by the NEC and approved by members at an Annual General meeting and shall be payable yearly.
- ii. The initial annual membership subscription shall be Six Hundred Ghana Cedis (GHS600.00)
- iii. The NEC shall be empowered to revise the annual membership subscription rate from time to time.
- iv. Any member in default of payment of annual subscription by the beginning of the second quarter of the year shall be:
 - a. Notified in writing of the default and requested to pay the amount due
 - b. If the subscription is not paid by the 1st June of that year, the member shall not be allowed to attend meetings or benefit from any programme or activity of PEVAG.
 - c. If the default persists after 31st December of that year a recommendation will be made to the National Council for the name of the member to be removed from the list of members at its first meeting the following year; provided that such a member would have been given two additional notices.
- v. Annual subscriptions shall be collected at the Regional level and/or district level and forwarded to the National Secretariat.

9.2 USE OF FUNDS

- i. The funds of PEVAG shall be deposited in the approved Bank account and the signatories shall be made up of the following:
 - a. At the National Level – The President, the Executive Secretary, and any other member of the NEC
 - b. At the Regional Level – The Regional Chairman, The Treasurer, and Secretary.
 - c. At the District Level – The District Chairman, The Treasurer, and Secretary.
- ii. Subscriptions shall be disbursed in the manner approved by the NEC.

9.3 AUDITING OF FUNDS

- i. The PEVAG NEC shall approve and engage the services of an external Auditing firm/ Auditor to audit the books of the PEVAG.
- ii. Auditing shall be conducted annually to reconcile the income and expenditure of PEVAG.

ARTICLE TEN (10): RIGHTS AND PRIVILEGES OF MEMBERS

- i. Every registered member of the PEVAG in good standing shall have the following rights and privileges:
 - a. To attend any meeting, activities or conventions organized by the PEVAG and its subsidiaries.
 - b. To participate in deliberations, give counsel, advice, accept Committee and Humanitarian Assignments.
 - c. To participate and benefit from all training programs organized by the PEVAG or to which the PEVAG is nominated to attend.
 - d. Be a beneficiary of grants and donations for projects, equipment or vehicles and policy advocacy.
- ii. The opportunity to share contracts with other members of PEVAG.
- iii. Benefit from other activities of PEVAG which may not have been stated here.

ARTICLE ELEVEN (11): PENALTIES

- i. The provisions of Article 9.1 (iv) shall apply if a member is in arrears of one (1) year in the payment of Annual subscriptions.
- ii. Any member who makes a public statement by the organisation on issues without the authorisation or sanction of the Executive Council will be sanctioned.
- iii. Subject to Article 5.12, the Executive Council shall have the right and power to remove any Executive Member at the Zonal and Regional levels or any other member who engages in behaviour or activities likely to bring the name of the PEVAG into disrepute.

ARTICLE TWELVE (12): BYE-LAWS

- i. The Executive Committee shall propose bye-laws for the Fellowship and such proposals if accepted by 2/3 majority of paid up members of good standing present and voting shall be accepted as a Bye-law of the Fellowship.
- ii. Any changes to the Bye-law shall be affected by a decision of 2/3 of members of good standing present and voting.

ARTICLE THIRTEEN (13): CODE OF ETHICS

- i. Pest and Vector control is a highly technical industry and PEVAG members shall apply themselves to the Code of Ethics:
 - a. Shall endeavour to observe and maintain high standards of environmental and human safety in providing service to the public.
 - b. Shall endeavour to increase knowledge and capacity in pest and vector control
 - c. Shall observe clients needs and endeavour to coconsciously serve such needs

- d. Shall not criticize publicly the business or private affairs of any member of PEVAG
- e. Shall not violate local laws and strive for the protection of the environment, food, and human health.

ARTICLE FOURTEEN (14): ARBITRATION AND CONFLICT RESOLUTION

- i. The PEVAG shall have an Arbitration and Conflict Resolution committee and procedure to handle members grievances, and conflicts among members in accordance with the PEVAG Code of Ethics.
- ii. It shall be the duty of the Committee to hear, investigate, report and recommend to the NEC, within a reasonable time the grievance which any member of the Association may have against the Association or any member thereof.
- iii. When a complaint in writing is received from any source, against a member or non-member of the Association, and if the public is involved, it shall be investigated promptly by the Committee which shall make every effort to bring about the cessation of the complaint.

ARTICLE FIFTEEN (15): INTERPRETATION

- i. "Members in good standing" shall mean registered members who have paid their Annual subscriptions up to date and are regular at meetings.
- ii. "Association" unless otherwise stated shall mean the PEVAG
- iii. National Executive Committee is a Committee of the National Executive Council which takes decisions between national executive council meetings.
- iv. The "NEC" unless otherwise stated shall mean the National Executive Council

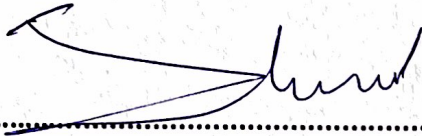
ARTICLE SIXTEEN (16): AMENDMENT TO THE CONSTITUTION

The Constitution may be amended by a motion presented by an ordinary member in good standing, at a duly convened general meeting and shall be accepted by two thirds (2/3) of ordinary members present and voting.

ARTICLE SEVENTEEN (17) - ADOPTION OF THE CONSTITUTION

This constitution is adopted by the members present at the AGM held on the 10th day of February 2021

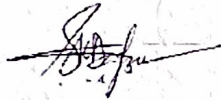
Signed:



..... (National President)



..... (Executive Secretary)



..... (Board Chairman)