

INSTITUTE OF JOURNALISM ACT, 2006 (ACT 717)

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REPUBLIC OF GHANA

**THE SEVEN HUNDRED AND SEVENTEENTH
ACT
OF THE PARLIAMENT OF THE REPUBLIC OF GHANA
ENTITLED
THE GHANA INSTITUTE OF JOURNALISM ACT, 2006**

AN ACT to establish a Ghana Institute of Journalism as a degree awarding tertiary institution under the Ministry responsible for Education and to provide for related matters.

DATE OF ASSENT: 31st August, 2006

ENACTED by the President and Parliament:

Establishment and objects of the Ghana Institute of Journalism

Section 1—Establishment of the Ghana Institute of Journalism

(1) There is established by this Act the Ghana Institute of Journalism which shall be a body corporate.

(2) The Institute shall have perpetual succession, a common seal and may sue and be sued in its own name.

(3) The Institute may for the performance of its functions acquire and hold movable or immovable property and may enter into a contract or any other transaction.

(4) Where there is hindrance to the acquisition of property, the property may be acquired for the Institute under the State Property and Contracts Act, 1960 (C.A.6), the State Lands Act, 1962 (Act 125) or the Administration of Lands Act, 1962 (Act 123) and the costs shall be borne by the Institute.

Section 2—Object of the Institute

The Institute shall be a degree awarding tertiary educational Institution with the object to train its students in the skills and techniques of journalism, mass communication, advertising, public relations, information technology and any other related subject that may be determined by the Council.

Section 3—Functions of the Institute

The Institute shall

- (a) organize classes, lectures, seminars, demonstrations, experiments, researches and practical training in all aspects of journalism and mass communication for its students,
- (b) award degrees, diplomas, certificates and other qualifications as may be agreed upon by the Council established under section 4 of this Act, and approved by the National Accreditation Board,
- (c) provide for the general welfare, recreational and social needs of students and staff of the Institute, and
- (d) do any other acts which are incidental to or connected with the performance of its functions.

Section 4—Governing body of the Institute

(1) The governing body of the Institute is a Council consisting of

- (a) the chairperson,
- (b) the Rector of the Institute,
- (c) one representative of the Ministry responsible for Education not below the rank of a Director,
- (d) the Head of School of Communication Studies, University of Ghana, Legon,
- (e) one representative of the Academic Board,
- (f) one representative of Convocation,
- (g) one representative of the media industry,
- (h) one representative of the Alumni of the Institute,
- (i) the President of the Students Representative Council, and
- (j) two other persons nominated by the Minister one of whom is a woman.

(2) The members of the Council shall be appointed by the President in accordance with article 70 of the Constitution.

Section 5—Functions of the Council

(1) The Council shall

- (a) manage and initiate policies for the Institute,
- (b) ensure the implementation and achievement of the objects of the Institute,
- (c) appoint lecturers and other persons to academic and administrative posts;
- (d) on the recommendations of the Board, award degrees, diplomas, certificates and other qualifications,
- (e) consider and approve annual estimates of income and expenditure of the Institute, and

(f) perform any other functions which are incidental to the achievement of the objects of the Institute.

(2) The Council shall in the performance of its functions consult and collaborate with the National Accreditation Board and National Council for Tertiary Education.

Section 6—Tenure of office of members of the Council

(1) A member of the Council other than the Rector of the Institute shall hold office for a period of three years and is eligible for re-appointment, but shall not be appointed for more than two terms.

(2) Where a member of the Council, resigns, dies, is removed from office or is for a sufficient reason unable to act as a member, the Minister shall notify the President of the vacancy and the President shall, acting on the advice of the nominating authority and in Consultation with the Council of State appoint another person to hold office for the unexpired portion of the member's term of office.

(3) A member of the Council may at anytime resign from office in writing addressed to the President through the Minister.

(4) A member of the Council, who is absent from three consecutive meetings of the Council without sufficient cause ceases to be a member of the Council.

(5) The President may by letter addressed to a member of the Council revoke the appointment of that member.

(6) A person shall not represent more than one body, organisation or office on the Council.

Section 7—Meetings of the Council

(1) The Council shall meet at least once every three months for the dispatch of business at the times and in the places determined by the chairperson.

(2) The chairperson shall at the request in writing of not less than one-third of the membership of the Council convene an extraordinary meeting of the Council at the place and time determined by the chairperson.

(3) The quorum at a meeting of the Council is five members of the Council and shall include the Rector of the Institute or the person acting in that capacity, or two-thirds of the membership of the Council in respect of an important matter.

(4) The chairperson shall preside at meetings of the Council and in the absence of the chairperson, a member of the Council elected by the members present from among their number shall preside.

(5) Matters before the Council shall be decided by a majority of the members present and voting and in the event of an equality of votes the person presiding shall have a casting vote.

(6) The Council may co-opt a person to attend a Council meeting but that person shall not vote on a matter for decision at the meeting.

(7) The proceedings of the Council shall not be invalidated by reason of a vacancy among the members or a defect in the appointment or qualification of a member.

(8) Subject to this section, the Council may determine the procedure for its meetings.

Section 8—Disclosure of interest

(1) A member of the Council who has an interest in a matter for consideration by the Council shall disclose in writing to the Council the nature of that interest and is disqualified from participating in the deliberations of the Council in respect of that matter.

(2) A member who contravenes subsection (1) ceases to be a member of the Council.

Section 9—Committees of the Council

The Council may appoint committees consisting of members of the Council or non-members or both to perform a function of the Council.

Section 10—Professional Advisory Committee

(1) Without limiting section 9 there is established by this Act a Committee of the Council to be known as the "Professional Advisory Committee".

(2) The Professional Advisory Committee consists of

- (a) the chairperson who shall be a member of the Council,
- (b) the Director of the Institute,
- (c) one representative of the Academic Board,
- (d) one representative of the National Media Commission,
- (e) one representative of the Ghana Journalists Association,
- (f) one representative of the Institute of Public Relations;
- (g) one representative of the National Council for Tertiary Education,
- (h) one representative of the School of Communication Studies,
- (i) one representative of the Advertising Association of Ghana,
- (j) one representative of the Chartered Institute of Marketing, Ghana, and
- (k) any other recognised professional body that the Council may approve.

(3) The members of the Professional Advisory Committee shall be appointed by the Council.

(4) The functions of the Professional Advisory Committee are

- (a) to advise the Council on the appropriate training programmes of the Institute, and
- (b) to perform other functions determined by the Council.

(5) A member of the Professional Advisory Committee shall hold office for a period of three years but is eligible for re-appointment.

(6) The Professional Advisory Committee shall meet at least twice in each academic year or once in every semester for the dispatch of business at times and in places determined by the chairperson.

(7) The Professional Advisory Committee shall determine and regulate the procedure at its meetings.

Section 11—Allowances for members of the Council and committees

Members of the Council and members of the committees of the Council shall be paid allowances, approved by the Minister in consultation with the Minister for Finance.

Academic Board

Section 12—Academic Board of the Institute

There is established by this Act an Academic Board of the Institute referred to in this Act as the "Board".

Section 13—Composition of the Board

The Board shall consist of

- (a) the Rector of the Institute who shall be the chairperson,
- (b) the Deputy Rector of the Institute,
- (c) the Heads of Faculties of the Institute,
- (d) all lecturers of the grade of Principal Lecturer and above, and
- (e) other persons specified in the statutes of the Institute.

Section 14—Functions of the Board

(1) The Board shall

- (a) determine the criteria for the admission of students;
- (b) be responsible for matters that relate to the award of scholarships at the Institute;
- (c) determine the content of curricula;
- (d) determine academic standards, validation and review of courses;
- (e) determine the policy and procedure for
 - (i) the assessment and examination of students; and
 - (ii) award of degrees, diplomas certificates, and other qualifications;
- (f) determine the procedure for disciplining students;
- (g) determine the resources required to support the academic activities of the Institute; and
- (h) establish scholarships with industry and business to promote the entrepreneurial development of the Institute.

(2) Without limiting subsection (1), the Board shall advise the Council generally and in particular on academic matters of the Institute.

Section 15—Committees of the Board

(1) The Board may for the performance of its functions appoint committees and assign responsibilities to those committees.

(2) The membership of committee under this section and the tenure of office of its members shall be defined by statutes of the Institute.

Section 16—Meetings of the Board

(1) The Board shall meet at least once every three months for the dispatch of business at times and in places determined by the chairperson.

(2) The Board shall determine and regulate the procedure at its meetings.

Section 17—Regulations of the Board

The Board may make regulations to provide for matters relating to its responsibilities and any other matter that falls within its power.

Organisation of the Institute

Section 18—Faculties of the Institute

(1) For the purpose of academic work, the Institute shall have the following faculties

(a) Journalism, and

(b) Public Relations and Advertising.

(2) The Council may on the advice of the Academic Board create in the Institute any other faculty with specified courses of study as it considers necessary for the efficient performance of the functions of the Institute.

Section 19—Internal Organization of the Institute

The Council may make arrangements concerning the internal administration of the Institution that it considers necessary in the fields of lectureship, teaching, academic work, and administration.

Section 20—Students Representative Council

(1) The Institute shall have a Students Representative Council.

(2) The constitution and functions of the Students Representative Council of the Institute shall be drawn up by the students subject to the approval of the Institute.

Section 21—Convocation

The Institute shall have Convocation and the membership, functions and power of convocation shall be prescribed by statutes of the Institute.

Section 22—Congregation

(1) The Institute shall hold a Congregation at times that the Council may determine for the purpose of awarding degrees, diplomas and any other qualifications.

(2) A Congregation of the Institute shall consist of the Council, the Board, members of the Convocation, graduates of the Institute and any other persons prescribed by statutes.

Administration of the Institute

Section 23—Rector[sic] of the Institute

- (2) There shall be a Rector of the Institute who shall be appointed by the Council.
- (2) The Rector shall be the principal academic, administrative, and disciplinary officer of the Institute.
- (3) Subject to the directions of the Council on matters of policy the Rector of the Institute shall,
 - (a) exercise general authority over the staff and students of the Institute;
 - (b) be responsible for
 - (i) the co-ordination and implementation of programmes of the Institute,
 - (ii) advising the Council on the appointment, assignment, discipline, suspension and dismissal of any employee of the Institute other than a member of the senior staff,
 - (iii) the preparation of the annual estimates of income and expenditure, and
 - (iv) the management of the budget and resources of the Institute within the approved estimates;
 - (c) provide the Council with returns, reports and any other relevant information that it may require; and
 - (d) ensure the implementation of the decisions of the Council.
- (4) The terms and conditions of service of the Rector of the Institute shall be specified in the Rector's letter of appointment.

Section 24—Deputy Rector[sic] of the Institute

- (1) The Institute shall have a Deputy Rector who shall be appointed by the Council.
- (2) The Deputy Rector of the Institute shall hold office on terms and conditions that the Council may determine.
- (3) The Deputy Rector of the Institute shall
 - (a) assist the Rector of the Institute in the performance of the Rector's functions and other functions related to academic affairs as the Rector of the Institute may delegate to the Deputy Rector, and
 - (b) perform any other function prescribed by statutes.

Section 25—Registrar

- (1) The Institute shall have a Registrar who shall be appointed by the Council.
- (2) The Registrar shall be responsible to the Rector of the Institute in the performance of the Registrar's administrative functions.
- (3) The Registrar shall act as Secretary to the Council, the Board and any other boards and committees of the Institute as may be prescribed by statutes.
- (4) The functions of the Registrar of the Institute include

- (a) attendance of all meetings of the Council, and
 - (b) arrangement of the business of the Council and causing to be recorded and kept the minutes of the meetings of the Council.
- (5) The Registrar shall hold office on terms and conditions determined by the Council.

Section 26—Other Staff of the Institute

- (1) The Council may appoint other officers and employees that are necessary for the proper and effective achievement of the objects of the Institute.
- (2) The terms and conditions of service of officers and employees of the Institute shall be determined by the Council.

Financial and miscellaneous provisions

Section 27—Funds of the Institute

- (1) The funds and property of the Institute consists of
 - (a) subventions approved by Parliament for the Institute;
 - (b) moneys paid to the Institute by way of grants, subsidies, gifts, fees, subscriptions, rents, interest and royalties,
 - (c) moneys derived from the sale of any property held by or on behalf of the Institute,
 - (d) other moneys or property lawfully received by the Institute for its purposes,
 - (e) all accumulations of income derived from any property or money, and
 - (f) any other source approved by the Council.
- (2) Any sum of money received by or on behalf of the Institute shall be paid into a bank account opened by the Council with the approval of the Accountant-General for the credit of the Institute's general or deposit account.

Section 28—Accounts and audit

- (1) The Council shall cause to be kept books of account and proper records in relation to them in the form approved by the Auditor-General.
- (2) The Council shall submit the accounts of the Institute to the Auditor-General for audit within three months after the end of the financial year.
- (3) The Auditor-General shall, not later than three months after the receipt of the accounts, audit the accounts and forward a copy of the audit report to the Minister.
- (4) The Internal Audit Agency Act, 2003 (Act 658) shall apply to this Act.
- (5) The financial year of the Institute shall be the same as the financial year of the Government.

Section 29—Annual report and other reports

(1) The Council shall, within one month after the receipt of the audit report, submit an annual report to the Minister covering the activities and the operations of the Institute for the year to which the report relates.

(2) The annual report shall include the report of the Auditor-General.

(3) The Minister shall, within one month after the receipt of the annual report, submit the report to Parliament with a statement that the Minister considers necessary.

(4) The Council shall also submit to the Minister any other reports which the Minister may require in writing.

Section 30—Statutes of the Institute

(1) The Council may make Statutes to carry into effect the objects of the Institute.

(2) Without limiting subsection (1), the Council may make statutes to

(a) regulate the appointment, conditions of service, termination and retirement benefits of the staff of the Institute;

(b) ensure discipline among senior members of staff;

(c) determine the persons who are authorised to

(i) enter into transactions,

(ii) sign documents,

(iii) negotiate instruments; and enter into contracts on behalf of the Institute,

(d) determine the academic year of the Institute; and

(e) ensure that the seal of the Institute is kept in proper custody and used only on the authority of the Council.

(3) A statute of the Institute shall be made in accordance with the following procedure:

(a) the draft of the statute shall first be circulated to members of the Council, at least 14 days before the meeting at which it is to be considered;

(b) the draft of the statute may be approved by the Council with or without amendment;

(c) a statute with or without amendment is not enforceable unless it is confirmed by the Council; and

(d) the draft with or without amendment as approved by the Council shall be circulated to the members of the Council at least 7 days before the meeting at which it is to be confirmed.

(4) Where the Council considers that any statute affects academic matters, the Council shall similarly circulate the statute to the Academic Board.

Section 31—Relationship with other Institutions

The Council shall in the performance of its functions collaborate with public and private institutions as it considers necessary and shall in particular consult and collaborate with the National Council for Tertiary Education and the National Accreditation Board.

Section 32—Regulations

The Minister may on the advice of the Council by legislative instrument make Regulations for the implementation of the provisions of this Act.

Section 33—Transfer of assets and liabilities

(1) All assets, rights and properties held on behalf of or for the purpose of the Ghana Institute of Journalism in existence immediately before the coming into force of this Act are hereby transferred to the Institute under this Act.

(2) All obligations and liabilities subsisting against the Ghana Institute of Journalism immediately before the coming into force of this Act shall on the coming into force of this Act subsist between the Institute established under this Act and the party concerned.

Section 34—Interpretation

In this Act unless the context otherwise requires:—

"Institute" means the Institute of Journalism established under this Act,

"National Accreditation Board" means the National Accreditation Board established under the National Accreditation Board Law, 1993 (PNDC Law 317),

"National Council for Tertiary Education" means the National Council for Tertiary Education established under the National Council for Tertiary Education Act, 1993 (Act 454);

"Management" means non-accounting programmes run by the Institute; and

"Minister" means the Minister responsible for Education and Sports;

"Rector" means the Rector of the Institute appointed under section 23.

Section 35—Dissolution, repeal and savings

(1) The Ghana Institute of Journalism Decree, 1974 (NRCDC 275) is repealed by this Act.

(2) Despite the repeal under subsection (1) any regulation or other instrument made under that enactment and in force immediately before the coming into force of this Act shall continue in force until amended or revoked under this Act.

Section 36—Transitional Provisions

(1) Despite section 35(1), until the appointment and the first meeting of the Council, and until such time as the bodies specified in this Act are established, the Board of the Ghana Institute of Journalism in existence immediately before the coming into force of this Act, shall continue to act as the Council of the Institute established under this Act.

(2) Subject to subsection (1) the Board shall have and exercise the powers and functions conferred by this Act on the Council.

(3) Students enrolled in the Ghana Institute of Journalism immediately before the coming into force of this Act, shall be deemed to have been enrolled in the Ghana Institute of Journalism established under this Act.

(4) The staff appointed for the Ghana Institute of Journalism who are in the employment of the Institute immediately before the commencement of this Act shall be deemed to have been appointed for the Ghana Institute of Journalism established under this Act.

Date of Gazette Notification: 1st September, 2006