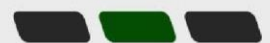




BIOSSA
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OFFICIAL CONSTITUTION



The Constitution of the Biological Sciences Students Association

(BIOSSA)

Preamble

“..... that all may be one in championing our aims and objectives.”

We the students of Department of Theoretical and Applied Biology of Faculty of Biosciences,
of College of Science, of Kwame Nkrumah
University of Science and Technology, Kumasi, Ghana;

BESEECHING and relying on the Almighty God in all our endeavors;

DETERMINED to promote socio-intellectual progress in order to establish conditions under
which **justice, tolerance, respect and internal tranquility** can be maintained;

DO HEREBY ADOPT, ENACT, PROMULGATE AND GIVE OURSELVES THIS CONSTITUTION.

ARTICLE ONE (1): NAME

This body shall be known and called the Biological Sciences Students Association (herein
referred to as **BIOSSA**).

ARTICLE TWO (2): AUTHORITY OF THE CONSTITUTION

(a) This Constitution shall be the basic law for the governance of students of the
aforementioned department.

(b) Notwithstanding clause (a) of this Article, this Constitution shall be subject to the
Constitution of the Republic of Ghana, Laws of Ghana, the Act of Parliament establishing the
Kwame Nkrumah University of Science and Technology, All Laws made under this authority,
the Constitution of the Student’s Representative Council (SRC) of this University, Constitution
of the Science Students Association (SCISA) of this university.

ARTICLE THREE (3): ENFORCEMENT OF THE CONSTITUTION

(a) Any Member(s) or Executive(s) of BIOSSA who alleges that an act, decision, resolution,
or omission of another Member(s) or Executive(s) is in contravention with a provision in this
constitution may petition the Judicial Committee for a declaration to that effect.

(b) The Judicial Committee shall for the purposes of such declaration under clause (a) of this article make such declaration upon consideration of evidence adduced and give such orders as it may consider appropriate for given effect, or enabling effect to be given the direction so made.

(c) Failure to obey or carry out the terms of an order or direction made under clause (b) of this article shall constitute a violation of this constitution and contempt of the Judicial Committee and shall in case of Executive(s) constitute a ground for removal from office.

ARTICLE FOUR (4): MEMBERSHIP

(a) There shall be two categories of membership; Full and Associate memberships.

(b) All enrolled students of the Department of Theoretical and Applied Biology shall be **FULL MEMBERS** of the association.

(c) **ASSOCIATE MEMBERSHIP** shall be opened to all persons interested in the aims and objectives of the association.

(d) Notwithstanding clause (c) of this article, associate membership is subject to swearing an oath to abide by the tenets of this constitution.

ARTICLE FIVE (5): AIMS AND OBJECTIVES

These shall be;

(a) To promote the general welfare of students of Department of Theoretical and Applied Biology.

(b) To foster unity, promote cordial relations among students and to improve upon student-lecturer relationship; student-non-teaching staff relationships.

(c) To encourage young people to take an interest in the study of Biological Sciences by proper education through;

(i) Seminars, Lectures, Colloquia and film shows.

(ii) Exposing them to the prospects of the course.

- (iii) Laboratory work, field trips and vacation trainings.
- (iv) Publication of Scientific achievements.
- (d) To make an impact on society for the values of the Biological Scientist to be acknowledged and appreciated better.

ARTICLE SIX (6): STRUCTURES

BIOSSA shall have two (2) working structures;

(a) BIOSA EXECUTIVE COMMITTEE

(b) BIOSA COUNCIL

ARTICLE SEVEN (7): BIOSA EXECUTIVE COMMITTEE

(a) Officers of the Association duly elected shall constitute the **BIOSSA EXECUTIVE COMMITTEE** (herein referred to as the **EXECUTIVE COMMITTEE**).

(b) Members of BIOSA shall elect from amongst themselves the under listed officers who shall constitute the EXECUTIVE COMMITTEE;

(i) President

(ii) Vice President

(iii) General Secretary

(iv) Financial Secretary

(v) Organizing Secretary

(vi) Public Relations Officer

(vii) Women's Commissioner

ARTICLE EIGHT (8): BIOSSA COUNCIL

(a) There shall be a body called BIOSSA COUNCIL

(Herein referred to as **THE COUNCIL**)

(b) The Council shall be composed of the following;

(i) President

(ii) Vice President

(iii) General Secretary

(iv) Class Representatives/Presidents of all the year groups

(v) The BIOSSA Patron

(vi) The BIOSSA Co-ordinator

(c) The Council shall be chaired by a member of the Council other than the President, Vice President and General Secretary of BIOSSA, to be elected at the first meeting of the Council.

(d) The Secretary to the Council Shall be nominated by the Chairperson of the Council, subject to the approval of the Council.

(e) The function of the Council shall be mainly advisory.

(f) The Council shall meet at least two (2) times per semester; one at the beginning of the semester and one at the end of the semester.

(g) Notwithstanding clause (f) of this article, the President may call for a meeting of the Council as and when necessary.

ARTICLE NINE (9): OTHER OFFICERS

(a) The under listed Officers of BIOSSA shall be **APPOINTED** by the President in consultation with the Executive Committee and they shall head the committees that shall be formed;

- (i) Sports Committee Chairperson
 - (ii) Welfare Committee Chairperson
 - (iii) TRATECH Committee Chairperson
 - (iv) Library Committee Chairperson
 - (v) Editorial Board Chairperson
 - (vi) Entertainment Committee Head
 - (vii) Legal Affairs Committee
 - (viii) Sponsorship Committee Head
 - (ix) Academic Committee Head
 - (x) Vacation Training Head
 - (xi) Speaking and Writing Club
 - (xii) Mentorship Committee Head
 - (xiii) Any other office that the President creates in accordance with this constitution
- (b) The under listed Committee heads of BIOSA shall be **ELECTED** by the President
- (i) Audit committee chairperson
 - (ii) Judicial Committee Chairperson
 - (iii) Electoral commissioner

ARTICLE TEN (10): COMMITTEES

- (a) Each Committee shall have Five (5) members constituted as follows;

(i) A Chairperson, appointed by the President in consultation with the Executive Committee.

(ii) Four (4) members representing each year group of the department, elected by their respective year groups.

(b) Notwithstanding clause (a) of this article, the Audit committee, Judicial Committee, and Electoral Commissioner shall have seven (7) members constituted as follows;

(i) Three (3) members representing Second (2nd), Third (3rd) and Fourth (4th) year groups of the department, elected by their respective year groups.

(ii) One (1) member representing First (1st) year of the department, to be elected on rotational basis by the department.

ARTICLE ELEVEN (11): DUTIES

(a) PRESIDENT;

(i) Shall preside over all meetings of the association.

(ii) Shall be the Chief Executive Officer of the association.

(iii) Shall be the Chief Spokesperson of the association in all matters concerning the association.

(iv) Shall have absolute supervision over the activities of the association, unless otherwise stated by this Constitution.

(v) Shall be the Chief Arbitrator for any member of the association who may fall into conflict with the administrators of the aforementioned Departments, Faculty, College, or University.

(vi) Shall represent the association at University, regional, national or international levels, unless otherwise stated by this constitution.

(vii) Shall be a signatory to the BIOSA Account with the General Secretary and the Financial Secretary

- (viii) Appoint administrative officer whose office is not contested for at elections according to this constitution.

(b) VICE PRESIDENT;

- (i) Shall assist the president to coordinate the activities of the association; matters affecting the association as a whole and members of the association.
- (ii) Shall in general, act for the President in his absence, or in the event that the president has delegated him to act on his behalf.
- (iii) Shall preside over other Committees, which shall be formed as provided for in this constitution.

(c) GENERAL SECRETARY;

- (i) Shall under the direction of the President summon all meetings, stating the agenda, time and venue.
- (ii) Shall keep minutes of all meetings.
- (iii) In the absence of the President and the Vice President, he shall act as the President.
- (iv) Shall be the custodian of the Association's documents.
- (v) Shall be a signatory to the BIOSA Account with the President and the Financial Secretary.

(d) FINANCIAL SECRETARY;

- (i) Shall be responsible for keeping all accounts of the association and custodian of the associations Accounts Books and checkbook.
- (ii) Shall be a signatory to the BIOSA Account with the President or the General Secretary.
- (iii) Shall advice the Executive Committee on the use of the association's funds.

- (iv) Shall be responsible for fundraising for the association through appeal for funds, film shows, and other activities that may be of relevance to the association.
- (v) Shall be a signatory on all dues of the association with the President or the Secretary

(e) PUBLIC RELATIONS OFFICER;

- (i) Shall be the Chairperson of the Publicity Committee.
- (ii) Shall be responsible for publicizing such programmes as shall be organized (by letters, posters, etc.)
- (iii) Shall be responsible for the communication of any matters ruled on by the Executive Committee, the Judicial Committee, the Audit Committee, and the Electoral Commission.

(f) ORGANIZING SECRETARY;

- (i) Shall be the Chairperson of the Organizing committee.
- (ii) Shall be the Chief coordinator and organizer of the activities of the Executive Committee and the entire association.
- (iii) Shall be entrusted with any assets (e.g. Sports equipment, etc) of the association.
- (iv) Shall advice the Executive Committee on the planning of Study Trips and Outreach programmes.

(g) WOMEN'S COMMISSIONER;

- (i) Shall be the chairperson of the commission and Chair all meetings
- (ii) Shall create a link between BIOSA Women and Women groups with the aim of Ideas and strategies on related issues
- (iii) Shall encourage active participation of female students in leadership positions.

- (iv) Shall perform any other functions assigned to him/her by the Executives.

(h) BIOSSA COUNCIL

- (i) Shall advise the President in planning the semester programmes schedule for BIOSSA.
- (ii) Shall advise the Executive Committee on issues as may be referred to it by the President.
- (iii) Shall perform its duties as provided for in Article Nineteen (19) of this constitution.
- (iv) May invite the President, Members of the Executive Committee, or any other officer to answer questions that the Council may pose to same.
- (v) The Council shall meet at least three (3) times every semester unless circumstances render same impossible.

(I) SPORTS COMMITTEE

- (i) It shall be responsible for the organization of sporting activities among BIOSSA members and between BIOSSA and other Departmental Associations.
- (ii) They shall provide articles for the sports section of the BIONEWS.
- (iii) They shall see to the acquisition of Sports Equipment for BIOSSA.

(J) WELFARE COMMITTEE

- (i) The Chairperson of the Welfare Committee shall be the Welfare Chairperson (officer).
- (ii) Shall see to the general welfare of members.
- (iii) Shall see to student-student and student-non-teaching staff relationships.
- (iv) Shall be responsible for ensuring safety, quality and standard of food sold to students by vendors.

- (v) Shall in consultation with the Vice President and the Council ensure a conducive academic environment for all members.

(k) TRATECH COMMITTEE

- (i) Shall see to the full representation of BIOSSA at the Trade and Technology Fair (TRATECH)
- (ii) Shall see to the representation of BIOSSA at the SCISA fair and other fairs, be it National or International.
- (iii) Shall, in collaboration with the Editorial Board and the Executive Committee, organize activities to prepare BIOSSA for fairs.

(l) LIBRARY COMMITTEE

- (i) Shall see to the upkeep of the Library.
- (ii) Shall undertake periodic stock of the Library books.
- (iii) Shall seek assistance from organizations for books for the Library.
- (iv) Shall assist the Department/Faculty Librarian and staff where necessary.

(m) EDITORIAL BOARD

- (i) Shall be responsible for the management of all notice boards and pasting of notices therein.
- (ii) Shall give priority to official communication in pasting of notices on the notice boards.
- (iii) Official Communication for the purposes of this article are; Notices from University Administration, College, Faculty, Department, BIOSSA Executive Committee, BIOSSA Council and Other Committees under BIOSSA Executive Committee.

- (iv) Shall reserve the right to edit materials, other than official communication from the Executive Committee and Faculty, which are to be pasted on the notice boards.
- (v) Shall supply the notice board with articles and relevant materials.
- (vi) Shall be responsible for designing flyers for programs and other publications.

(n) ENTERTAINMENT COMMITTEE HEAD

- (i) There shall be an entertainment commissioner who shall be appointed in a manner provided for in this constitution.
- (ii) Shall be the chairperson of the entertainment committee.
- (iii) Shall advise the Executive Committee on all entertainment issues of BIOSSA.
- (iv) Shall perform any function assigned to him or her by the Executive Committee in relation to the office and by this constitution.

(o) LEGAL AFFAIRS COMMISSIONER

- (i) There shall be a Legal Affairs Commissioner who shall be appointed in a manner provided for in this constitution
- (ii) The Legal Affairs Commissioner shall be the chairperson of the legal affairs commission.
- (iii) Shall be the Chief Legal Counsel of the Executive Committee.

(p) SPONSORSHIP COMMITTEE

- (i) Shall develop a fund raising plan for the association and identify potential sources of funds
- (ii) Shall be responsible in writing the grant application or sponsorship proposal.

(q) MENTORSHIP COMMITTEE HEAD

- (i) There shall be a Mentorship Head who shall be appointed in a manner that is provided for in the constitution
- (ii) Shall be responsible in building strong guidance and communication to members of BIOSSA to promote good mentoring relationships.

- (iii) Shall offer regular assistance to BIOSA in order to ensure that members will understand the purpose, need, benefits and outlooks for reading Biological Sciences.

(r) ACADEMIC COMMITTEE HEAD

- (i) Shall oversee the academic affairs of the association.
- (ii) Shall make recommendations to the Executive body about academic programs and strategic priorities that will ensure academic integrity.
- (iii) Shall review and formulate policies to enhance students' learning motivation.

(s) SPEAKING AND WRITING CLUB

- (i) Serve as a link between the association and other writing and speaking clubs.
- (ii) Shall organize public speaking activities and promote content writing.
- (iii) Shall assist the Academic Committee to help students develop presentation skills.

(t) VACATION TRAINING COMMITTEE

- (i) Shall provide assistance to members who would want to apply for internships.

(u) ELECTORAL COMMISSION

- (i) Shall be responsible for conducting all BIOSA elections, referenda, opinion polls, etc.
- (ii) The Electoral commission may make rules and/or regulations of procedure for the exercise and execution of its functions subject to the rules and regulations governing the conduct of BIOSA elections as provided in this constitution.
- (iii) There shall be a screening committee of the Electoral Commission, which shall be constituted by the Commission.
- (iv) Shall organize and supervise manifesto readings and shall keep copies of manifestos presented by candidates.

(v) The manifesto readings shall be a public event attended by members as well as any interested persons.

(vi) The Commission shall **make available** provisional results on the notice board **TWENTY-FOUR (24) HOURS AFTER VOTING**.

(vii) The provisional results may after it has been published be challenged within Seventy-two (72) hours of its publication. No petition shall be entertained after Seventy-two (72) hours.

(viii) Barring any legal contentions, final results of elections shall be made available after Seventy-two (72) hours of voting.

(ix) Any petition against election results may be made in writing (signed by at least three (3) BIOSA members from each year group/class) to the Chairperson of the Judicial Committee copied to the BIOSA Council and the Patron.

(x) The Judicial Committee shall without prejudice to any provision in this constitution, decide on the merit of the petition within forty-eight (48) hours of after receipt of the petition.

(v) AUDIT COMMITTEE

(i) Shall be responsible for the auditing of the financial statements of the Executive Committee.

(ii) The Executive Committee shall present to it two (2) financial statements; **SEMESTER FINANCIAL STATEMENT** and **FINAL FINANCIAL STATEMENT**.

(iii) For the purposes of this article, the Semester Financial Statement shall cover financial report of their first semester in office, to be presented within ten (10) working days of the next semester, and Final Financial Statement within ten (10) working days after leaving office.

(iv) The Audit Committee shall, within ten (10) working days of receipt of the financial statement, produce an interim report and queries raised, if any, on the statement copied to; Head of Department, BIOSA coordinator, and the outgoing President.

(v) A final report shall be produced within ten (10) working days after the date of the interim report, to be published on the notice boards.

(vi) If the Audit Committee fails to produce a report within the stipulated period upon receiving the statements, it shall be given forty-eight (48) hours after which it shall stand dissolved and an interim committee set up by the Chairman of the Judicial Committee to replace it.

(w) JUDICIAL COMMITTEE

(i) Shall have the power to interpret and enforce the constitution.

(ii) In line with Article Eighteen (18), the Judicial Committee shall be responsible for the amendment of the constitution.

(iii) Shall have the power to co-opt members without voting rights on an ad-hoc basis and to summon a student or group of students or any member of the Executive Committee to appear before it to give evidence.

(iv) All impeachment proceedings against any member of the Executive Committee shall be brought before the Judicial Committee.

(v) Except where the committee finds it advisable to dissent: all settings of the committee shall be in public and unless specifically provided in this constitution.

(vi) The decision of a properly constituted sitting of the committee in all matters shall be by simple majority.

(vii) In proven cases of misdemeanor on the part of a member or the whole Judicial Committee, a recommendation shall be sent to the BIOSA Council for disciplinary action.

(viii) The committee shall only be subject to the dictates of this constitution, and shall have the power to create sub-committees, issue injunctions, and mandamus, prohibition and prerogative writs. It shall thus be subject to no individual or authority except the Patron.

(ix) The Committee shall ensure that every member of BIOSA has a copy of this constitution.

(x) PATRON

(i) Shall be a member of the BIOSA Council

- (ii) Shall act as advisors and counsellors to the Executive Committee.
- (iii) Shall assist the Executive Committee in handling matters beyond the powers of a students' association.
- (iv) Shall act, in consultation with the BIOSA Council, as the Association's Special Envoy in deliberations with the Head of Department, Dean, Provost and University Administration.

ARTICLE TWELVE (12): ELECTION OF OFFICERS

- (a) Election of members of the Executives Committee shall be held in the second semester of every academic year.
- (b) All Officers shall be elected by a secret ballot by members of the association: the tenure of officers shall commence immediately after the handing over ceremony.
- (c) Any member of BIOSA is qualified to stand and contest for any position provided that:
 - (i) He has been a member of BIOSA for at least one academic year prior to the election, and
 - (ii) He is not a final year or a postgraduate student prior to the election.
- (d) Notwithstanding clause (c) of this article, an ASSOCIATE MEMBER is not entitled to stand for election for any position.
- (e) Any member of BIOSA who has been found guilty of embezzlement, misappropriation of student or university funds or has errantly behaved in a manner that can be described as injurious to BIOSA and or the University as a whole by the finding of the Judicial Committee or a Committee of Enquiry with competent jurisdiction shall not qualify to contest the election.
- (f) No member shall be eligible to contest any position under this constitution who has not fully paid his dues and any other such financial obligation to the association.
- (g) Unless otherwise stated in any other clause, all outgoing officers shall be eligible for reelection to the same or any other office and shall act in their various offices pending new elections.

- (h) Each candidate standing for elections shall have at least four (4) supporting members of the association other than himself, one (1) from each year group (undergraduate), and two (2) lecturers in the Department of Theoretical and Applied Biology whose official names and signatures shall appear on the nomination forms of the candidate in question.
- (i) The person thus nominated shall certify on the nomination form with his signature.
- (j) Each nomination shall specify the capacity the candidate wishes to contest, and the candidate shall be eligible for that post only.
- (k) The electoral commissioner shall put on the notice boards a list of candidates who filed nominations for various positions and it shall remain there until the night of the day preceding the voting day.
- (l) If a post is vacant at the close of the nomination period, the nomination time shall be extended by twenty-four (24) hours and the entire association duly notified. If there remains a vacancy after this, the election shall proceed.
- (m) The electoral commissioner shall appoint five students to constitute the Screening Committee.
- (n) The function of the Screening committee shall only be to assess, recommend and not recommend all candidates according to the criteria in the electoral commission's working document which shall be published on the association's notice board from the day nominations are opened.
- (o) The non-recommendation by the screening committee of a candidate shall mean the candidate is not recommended for the position but can still vie for elections.
- (p) A period of five working days including weekends shall be given to candidates who have been screened by the screening committee to campaign after their names have been published by the Electoral commission.
- (q) No campaigning shall be done before or after the designated campaigning period.
- (r) Twenty-four (24) hours after screening, a full list of recommended and non-recommended candidates shall be put on the notice board by the Electoral commission until voting commences.

- (s) The Executive Committee elected shall within seven (7) days of their assumption of office appoint the required Officer(s) concerned to be approved by at least fifty percent (50%) of the members of the association present and voting.
- (t) All elections shall be by a secret ballot.
- (u) There shall be no vote by proxy.
- (v) A simple majority is required to win an election. Candidate(s) who stand unopposed shall require at least fifty percent plus one (50%+1) of the total votes cast to win the position.

ARTICLE THIRTEEN (13): BYE ELECTION

- (a) Without prejudice to the provision of the constitution, relevant bye-elections shall be held to fill vacancies created by virtue of any provision of this constitution.
- (b) Bye-elections as in clause (a) of this article shall be held within two (2) weeks of the creation of such a vacancy.
- (c) No officer shall be eligible to contest a bye election without first resigning his/her office.

ARTICLE FOURTEEN (14): RESIGNATION

- (a) Any Officer(s) and Member(s) of the other Committees may resign from his/her post voluntarily.
- (b) Any such resignation shall be communicated to BIOSA in writing seven (7) days before the date of resignation.
- (c) Any officer(s) and member(s) of the other committees relinquishing his post shall hand over all documents and properties of BIOSA to the President or in case of the President, or the entire Executive Committee, en bloc, to the Judicial Committee within three (3) days of his/her resignation.
- (d) In the event of en bloc resignation of the Executive committee and/or the officers, the Judicial Committee shall make such resignation known within four (4) days of receipt of the resignation to the general members of BIOSA.

(e) The Judicial Committee shall in consultation with the BIOSA Council appoint members of BIOSA to the post until fresh elections are held.

(f) Such fresh elections should be held within two (2) weeks of receipt of the resignation.

ARTICLE FIFTEEN (15): SUSPENSION

(a) Any other Officer may be suspended for proven cases of misconduct for not more than four (4) weeks by majority of members of the BIOSA Council present and voting at a meeting specifically called for that purpose.

ARTICLE SIXTEEN (16): REMOVAL FROM OFFICE

(a) Any Officer(s) may individually or severally be removed from office if found in accordance with the provision of this article to have:

(i) acted in willful violation of the oath of office set out in the schedule.

(ii) misappropriated or embezzled fund of BIOSA or the University.

(iii) grossly misconducted himself

(iv) suspended or dismissed from this university.

(v) deferred his course of study, and

(vi) be incapable of performing the functions of his office by reason of infirmity of mind or body.

(b) Any member of BIOSA may petition in writing addressed to the Chairperson of the Judicial Committee, stating grounds for removal, to commence impeachment proceedings against an Officer provided that signatures of at least eight (80) members of the association (ten (10) members representing each year group/class) shall authenticate such notice.

(c) The Chairperson of the Judicial Committee shall within seven (7) days on receipt of such notice of impeachment, convene a Judicial Committee meeting and ascertain the merit of such a claim.

(d) A copy of such petition shall be served on the Officer whom such a proceeding has been preferred against at least two (2) clear days before the hearing of such case

(e) Such an Officer shall have the right to a hearing before the Judicial Committee and that of an appeal against a ruling thereof within forty-eight (48) hours after being served with a notice to that effect.

(f) Any such Officer(s) under clause (a) of this article may be removed from office by simple majority of person(s) personally present and voting by secret ballot at a special general meeting convened for that purpose.

ARTICLE SEVENTEEN (17): MEETINGS

(a) EXECUTIVE MEETINGS

(i) All members of the Executive Committee shall be present.

(ii) Any member(s) wishing to absent himself must give reason(s) in writing to the President, Vice president, or any Member presiding at least twenty-four (24) hours before the time of the meeting unless under special circumstances.

(iii) Notice of a meeting shall be given to members not less than forty-eight (48) hours before the time of the meeting unless otherwise stated.

(iv) Emergency meetings may however be convened at a shorter notice.

(v) A simple majority is the required to decide on all issues except otherwise stated.

(vi) There shall be at least three (3) executive meetings every semester unless under circumstances that may render same impossible.

(b) GENERAL MEETINGS

(i) The duration of meetings shall not be more than two (2) hours at a time unless under special circumstances.

(ii) The Executive Committee may decide at any time to call a general meeting of all members of the association with at least forty-eight (48) hours notice before the time of the meeting and at least two notices to that effect on the notice board unless under emergency situations.

(iii) The quorum for all general or special meetings shall be eighty (80).

(iv) A special meeting of members of the association may be called by forty (40) signatories with at least five (5) from each undergraduate class/year group of the two departments, with at least three (3) days notice.

5. A simple majority is required to determine issues at general meetings unless otherwise stated in this constitution.

6. At least two (2) general meetings shall be held every semester.

ARTICLE EIGHTEEN (18): AMENDMENT/REVISION

(a) The constitution of BIOSSA may have part thereof amended by the decision of at least two-thirds (2/3) majority of members personally present and voting at a special general meeting convened for that purpose.

(b) The constitution of BIOSSA shall be reviewed in full by a Constitutional Review Subcommittee set up by the Judicial Committee in consultation with the Executive Committee and the BIOSSA Council every five (5) years, if necessary.

(c) Such reviewed constitution shall be accepted by at least two-thirds (2/3) majority of members of BIOSSA personally present and voting at a special general meeting convened for that purpose.

ARTICLE NINETEEN (19): HONOURARIA

(a) The BIOSSA Council in consultation with the Executive Council shall at the end of the academic year determine who is eligible for a Certificate of Honour, Service or Merit.

(b) There shall be an ad-hoc committee of five (5) elected at a meeting of the BIOSSA Council to select BIOSSANS who deserve awards as provided in clause (a) of this article.

(c) The selection is subject to approval by the Council.

ARTICLE TWENTY (20): INTERPRETATION

- (a) He", His", Him", Chairman", etc. as used in the constitution shall refer to any male or female officially assigned to BIOSSA.
- (b) The "Chairperson" shall be the same as "Chairman"
- (c) The word "resign" in article fourteen (14) shall be interpreted to mean permanent resignation. Any officer who resigns on these grounds (article 14) may not assume office after the elections.

ARTICLE TWENTY-ONE (21): STANDING ORDERS

(a) CONDUCT OF MEETINGS

- (i) Every meeting shall begin and end with a prayer
- (ii) The President shall chair all meetings and shall maintain order at such meetings and he shall exercise the prerogative to rule out of order all matters irrelevant to the issue before the house.
- (iii) A member shall rise to speak only when asked to do so by the President.
- (iv) A speaker shall direct his/her speech to the issue under discussion. Every member shall address himself solely to the Chair.
- (v) No member shall be allowed to speak more than once a motion, as long as a member who has not spoken on that motion deserves the floor. No member shall speak for more than ten (10) minutes at one time without permission from the Chair.
- (vi) The Chairperson shall interpret the standing orders. He shall be free to take part in all discussions.
- (vii) Any more standing orders may in the case of urgency or after notice duly given, be suspended or changed at any meeting so far as it regards business at the particular meeting provided there is two-thirds (2/3) majority in favour.

(b) INTERVENTIONS

(i) In the course to discussions at a meeting, the Chairman shall allow the following;

1. Point of order
2. Point of information
3. Point of correction
4. Point of clarification

(i) A point of order must be heard at all times except during the act of voting, and the Chairman shall give his ruling before the issue is further discussed.

(ii) Point of order shall deal with the conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the following;

1. That the speaker is travelling outside the scope of the motion or item under discussion.
2. That he is using improper language.
3. That he is in breach of provision(s) of the constitution or standing orders.

(iii) A point of information shall consist of a question asked of the last speaker and must be strictly related to the immediate subject matter under discussion.

(iv) A point of correction shall seek to correct a wrong impression or information being supplied to the house by any member on the subject matter under discussion.

(v) A point of clarification shall either:

1. Seek clarification or information from any member of the house except the last speaker on the subject matter immediately under discussion.
2. Seek to clarify an issue on the subject matter under discussion.

(vi) If information is desired from or ordered to a person holding the floor, he may decide whether or not he wishes to be interrupted at that time.

(c) MOTION

- (i) Any member of BLOSSA has the right to file a motion/proposal and such shall be seconded.
- (ii) All motions shall be submitted in writing and signed with the name and class/year of the mover submitted to the Chairman of the meeting.
- (iii) No motion, which is accepted by the meeting, shall be withdrawn without the consent of the meeting; neither shall any addendum or deletion be made to a motion once accepted without such consent.
- (iv) No motion shall be opened for discussion until seconded, but the proponent shall have the right to speak on the motion in order to find a seconder.
- (v) No matter shall be discussed until it concerns an approval subject matter on the agenda except with the permission of the house.
- (vi) A motion shall only be opened for discussion after the proponent and the seconder have had the opportunity to speak in support of the motion. The debate must be limited to the immediate pending questions by the Chair. The Chairman shall rule out of order any speaker failing to the subject matter of discussion.
- (vii) The mover of the motion has the right to reply after the motion has been discussed if he/she so decides.
- (viii) Discussion on a motion may be curtailed in time by a procedural motion from the floor or by the Chair, with the approval of the meeting. If the Chair intends to curtail discussion however, he shall make it clear how much time shall be allowed provided that the mover and one speaker against such motion shall in all cases have the right to speak if wishing to do so.

(d) AMENDMENTS

- (i) An amendment, like a main motion, must be made, seconded and discussed in accordance with the procedure outlined for motion above.
- (ii) No amendments shall be moved which, by the Chairman's discretion, rescinds, negates, or destroys the original motion.

(iii) The mover and seconder of a substantive motion shall have the right to accept the amendment and if accepted, shall become part of the substantive motion. A rejected amendment shall be discussed until the amendment under consideration has been disposed of; however, it is permissible for notice of further amendment to be given during discussion of the original amendment.

(iv) If the amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall become the motion, and shall be the question to which any further discussions may be addressed, or upon which the final vote is taken.

(e) ORDER OF PRECEDENCE

(i) The Chairman shall allow the following procedural motions to be put in when is already a proposition on the table. In the following order of precedence;

1. Motion to withdraw motion
2. Motion to recess
3. Motion to reverse the decision of the Chair
4. Motion that a question or a proposal be now put
5. Motion to limit or expand debate to a certain specified period of time;
6. Motion to refer the matter to a committee or sub-committee for investigation and for report:
7. Motion to postpone or adjourn the matter to a later specific meeting or time
8. Motion to close debate
9. Motion that the motion be voted upon

(ii) If the motion that 'the motion be voted' has been seconded, no further discussion of the original matter shall be allowed, but a member may give notice of his/her desire to speak further on the original matter. If the motion is carried, only the proposer of the original matter under discussion shall be allowed to speak before the original matter is put to vote.

(iii) If the motion to limit a debate to a certain period of time is carried, the chairman shall draw up a list of those wishing to make their first speech on the subject and allow each one of them an equal proportion of time of the specified period. The proposer shall be given a maximum of five (5) minutes to sum up before the original motion is put to vote.

(f) VOTING

(i) Voting should be by accredited BIOSA members.

(ii) Voting privileges shall include the right of members to make or second motions or nominations.

(iii) In voting, motions shall be carried by simple majority, unless otherwise provided by the constitution or by standing orders.

(iv) The casting of votes shall be in the following order:

1. Vote for
2. Against and
3. Abstentions

(v) If votes for and against an issue are equal in number, the chairman shall exercise the casting vote. Members abstaining shall be considered as non-voting.

(vi) Voting shall be done by show of hands or as determined by the chairman unless otherwise stated by the constitution.

ARTICLE TWENTY-TWO (22): MISCELLANEOUS

(a) The executives shall hold office for one academic year and shall hand over to the incoming BIOSA Executive Committee within three (3) weeks after the declaration of election results unless circumstances renders same impossible.

(b) The Executive Committee shall orientate freshmen that are BIOSA members within two (2) weeks at the beginning of each academic year unless circumstances renders same impossible.

- (c) All out-going members of the Executive Committee shall duly hand over any inventory of all items taken over and/or acquired during their term of office to their respective successors a one (1) week before the handing over ceremony.
- (d) The new Executives assuming office shall draw up programmes for the academic year within two weeks on their assumption of office unless circumstances renders same impossible.
- (e) The new executives shall publish an inventory of all items taken over from the out-going executives at least three (3) days before the handing over ceremony.
- (f) The executives shall provide every freshman with a copy of the BIOSA constitution.

SCHEDULE

SECTION ONE (1)

HANDING OVER

1. The Executive Committee shall hand over power to the newly elected Executive Committee within three (3) weeks of declaration of final results of the elections which elected the new Executive Committee.

SECTION TWO (2)

THE 2003 BIOSA CONSTITUTION

1. All Officers elected under the constitution in force immediately before coming into force of this constitution shall be deemed elected under this constitution.
2. Where a provision in the constitution in force immediately before coming into force of this constitution is in conflict with that of this constitution, the provision in this constitution takes precedence.

SECTION THREE (3)

OATHS

THE OATH OF ALLEGIANCE

I, do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Biological Sciences Students Association (BIOSSA); that I will uphold the integrity of BIOSSA; and that I will preserve, protect and defend the Constitution of BIOSSA. (So help me God)

THE OATH OF SECRECY

I, do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly, communicate or reveal to any person, any matter which shall come to my knowledge, in the discharge of my official duties, except as may be required, for the discharge of my official duties, or as may be specially permitted by law. (So help me God)

THE PRESIDENTIAL OATH

I, do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Biological Sciences Students Association (BIOSSA) ; that I will uphold the integrity of BIOSSA; that I will preserve, protect and defend the Constitution of BIOSSA; that I will faithfully and conscientiously discharge my duties as the President of BIOSSA; and that I will do right to all manner of persons in accordance with the constitution of BIOSSA without fear or favour, affection or ill-will. (So help me God)

THE OATH OF OFFICE

I, having been elected/appointed to the office of do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Biological Sciences Students Association (BIOSSA) as by law established; that I will uphold the integrity of BIOSSA; and that I will preserve, protect and defend the Constitution of BIOSSA; and that I will faithfully and conscientiously discharge my duties as the of BIOSSA. (So help me God)

**COMMENCED IN MARCH 2009 BY THE CONSTITUTIONAL REVIEW SUB-COMMITTEE
COMPRISING; ABUBAKAR UMAR ALHASSAN – CHAIRMAN LOUIS ADU-AMOAH –
MEMBER DENNIS AMOAH ISAAC – MEMBER JULIET OHEMENG-NTIAMOAH –
SECRETARY**

KWAKU ANKOMAH ASARE -- JUDICIAL COMMITTEE CHAIRMAN

JOSHUAH OSAFO – BIOSA PRESIDENT

**AMENDED IN APRIL 2021 BY THE CONSTITUTIONAL REVIEW SUB-COMMITTEE
COMPRISING;**

MENSAH KELVIN ABLADEY– JUDICIAL CHAIRPERSON

ODAME LARBI RUBBEN – DEPUTY JUDICIAL CHAIRPERSON

OBADIAH OPOKU-BAMFOH – VICE PRESIDENT

FRANK AMOH -- MEMBER

JERRY JUSTICE – MEMBER

FINAL REVIEW BY;

THOMAS GYIMAH ABU NANA – JUDICIAL CHAIRPERSON (2021/2022)

ASSENT

This document having satisfied all the requirements of amendments is now herein declared as a legally binding document of the BIOLOGICAL SCIENCES STUDENTS ASSOCIATION OF THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY. This deed is hereby acknowledged by the BIOSA Judicial Committee; on this day of in the year of our Lord



**KWAME NKUMAH
UNIVERSITY OF SCIENCE AND TECHNOLOGY
BIOLOGICAL SCIENCES STUDENT'S ASSOCIATION**

BIOLOGICAL SCIENCES STUDENTS' ASSOCIATION

Determined to promote socio-intellectual progress in order to establish conditions under which justice, tolerance, respect and internal tranquility can be maintained;

