

GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY



OFFICIAL CONSTITUTION



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**THE CONSTITUTION
OF THE
GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION (GHABSA)
OF THE
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**

PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD

We the students of the Ghana Biochemistry Students Association,

IN EXERCISE of our natural and inalienable rights of freedom and justice.

POISED to uplift to the highest level, the moral, spiritual, political, and educational standards of our society that are worthy of modelling till eternity.

IN CHAMPIONING the course of raising to the highest level, the legal, and the intellectual standards of our society for the emulation of posterity.

IN PURSUIT of promoting the complete and conscious welfare and interest of students, to secure and fortify fraternal solidarity, unity and fellowship among the students of Kwame Nkrumah University of Science and Technology and other Universities nationwide;

INTENT of moulding an accountable student body to enrich our heritage and safeguard the exquisite principles of probity, accountability, truth, impartiality, and integrity.

*DO HEREBY DECREE, ADOPT, ENACT AND GIVE TO OURSELVES THIS
CONSTITUTION.*

CHAPTER ONE

THE CONSTITUTION

NAME AND MOTION

1. (1) The legitimate representative association shall be known as the “Ghana Biochemistry Students’ Association of the Kwame Nkrumah University of Science and Technology” hereinafter referred to as “GHABSA, KNUST”.
- (2) The motto of this unique association shall be “Biochemistry, a fascinating career”.

SUPREMACY AND AUTHORITY OF THE CONSTITUTION

2. (1) This constitution shall be the supreme law governance of all students of the Ghana Biochemistry Students’ Association, KNUST and any other law found to be inconsistent with any provision in this charter shall to the extent of inconsistency be declared null and void.
- (2) Notwithstanding Article 2(1), the constitution of the Students Representative Council, the University Act and Statutes any other Laws made under its Authority and the Laws of the Republic of Ghana.

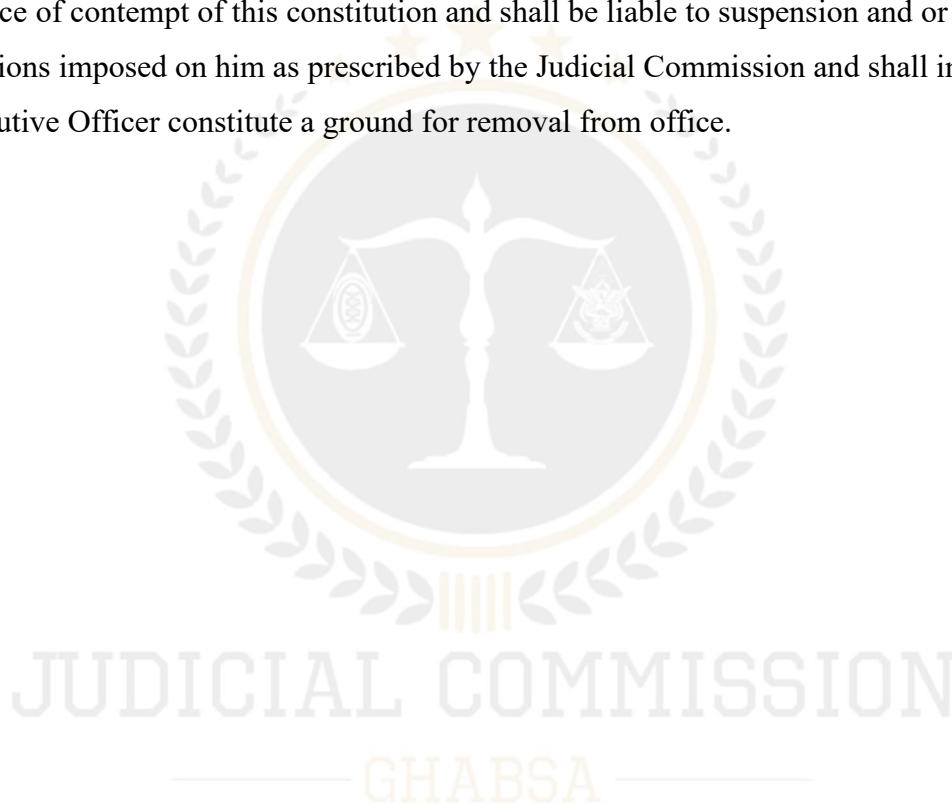
ENFORCEMENT OF THE CONSTITUTION

3. (1) Any student who alleges that;
 - (a) An act or omission of any persons or any group of persons in contradiction with a provision in this constitution may apply to the Judicial Commission for a declaration to that effect.
- (2) The Judicial Commission shall for such declaration under clause 1(a) of this article make such orders and give durations which may be considered appropriate for giving effect or enabling effect to be given the direction so made.
- (3) Failure to obey or carry out the terms of an order or direction made under clause (2) of this article;
 - (a) Constitutes a violation of this constitution and shall attract a punitive measure.
 - (b) constitutes a violation of this constitution and contempt of the Judicial Commission and shall in the case of an Executive Officer constitute a ground for removal from office.

(4) The Judicial Commission reserves the right to interpret the Constitution and rule on matters in which the Constitution is silent and such rulings made in precise terms shall be binding on all members.

DEFENCE OF THE CONSTITUTION

4. (1) Any person who;
- (a) By himself or in alliance with others, by any unlawful means suspends or abrogates this constitution or any part of it, or attempts to do such act.
 - (b) Aids and abets in any manner with any person as spelt out in paragraph (a), commits an offence of contempt of this constitution and shall be liable to suspension and or other sanctions imposed on him as prescribed by the Judicial Commission and shall in a case of an Executive Officer constitute a ground for removal from office.



CHAPTER TWO

IDENTITY

THE MEMBERSHIP OF THE GHABSA, KNUST

5. (1) All undergraduate students in the Department of Biochemistry shall gain automatic membership.
- (2) Other person(s) who seeks the good of the association shall be granted affiliate statuses provided they contribute substantially to the development of the association, provided they also apply to the president and clearly state their intentions. However, affiliate members shall have no voting rights in the association.

OTHERS

6. (1) The Association shall have patrons or honorary members who shall consist of the Dean of Biosciences, and one lecturer from the Department of Biochemistry assisted by two or three other lecturers.
- (2) Teaching assistant(s) may also be supportive if they wish to.
- (3) The patrons or honorary members shall advice and counsel the Association.
- (4) The other two or three lecturers shall be appointed in consultation with the Dean.

FUNCTIONS OF THE GHABSA, KNUST

7. The function of GHABSA-KNUST shall be to:
- (1) Serve as a mouthpiece of the entire student body of the association.
- (2) Advise in matters relating to the general welfare of students.
- (3) Support the effort of GHABSA-KNUST in attaining a high standard of excellence worthy of emulation and recognition locally and globally through prospective graduates from the association.
- (4) Serve as a unified body of the entire student body of the GHABSA-KNUST and plan, coordinate and execute the religious, social, political and intellectual activities of students.
- (5) Foster fraternity among all and sundry who affect and are affected by GHABSA-KNUST.
- (6) Build and uphold a healthy relationship between intra and inter society and other societies on campus, locally and globally.
- (7) Promote and enhance the image of students and the association through exchange programmes with other associations and bodies through symposiums, lectures, and seminars.

(8) Ensure a healthy relationship based on mutual trust and respect between students under its jurisdiction and lecturers of the GHABSA-KNUST.

(9) Appoint sub-committees and ad-hoc committees to promote or manage the affairs of the student body.



CHAPTER THREE

ELECTORAL CONDUCT

RIGHT TO VOTE

8. (1) The following shall apply to all GHABSA-KNUST elections.
- a) A simple majority is required to win an election.
 - b) Candidates who stand unopposed shall require at least 50% + 1 of the total votes cast to win the position thereof.
 - c) All GHABSA-KNUST students shall have ONLY one vote.
 - d) Voting by proxy is strictly disallowed.

ELECTORAL COMMISSION

9. (1) There shall be an independent Electoral Commission of the Association which shall be made up of;
- a) Electoral Commissioner (Chairperson)
 - b) Deputy Electoral Commissioner
 - c) Secretary
 - d) Organizer

FUNCTIONS OF THE COMMISSION

10. (1) The Electoral Commission shall ensure that:
- a) Candidates wishing to present representatives at the various polling stations to witness polling on the day of voting shall furnish the Electoral Commission with the names and particulars of such representatives not later than 24 hours before the day of voting.
 - b) When a position is vacant at the close of the nomination period, the nomination time shall be extended by 24 hours and all students shall be duly notified. If the position is still vacant after the 24-hour extension, then the election shall proceed.
 - c) Any student who breaks any of the standing rules shall be sanctioned.
 - d) The Electoral Commissioner shall after the election declare provisional results. The provisional result shall be declared final if the result of the election is not challenged within 48 hours with adequate proof of displayed results signed by the various candidates.
 - e) Any electoral procedure on which this constitution is silent shall be referred to the Judicial Commission for determination.

(2) Notwithstanding, Article 10(1) the electoral commission shall make additional rules and regulations in consultation with the Legal Affairs Commission.

QUALIFICATION

11. (1) Any student of GHABSA, KNUST qualifies to stand and contest elections to any office provided that;

- a) He has been a student of this university for at least one academic year and is not in the final year of his programme.
- b) He has not been found guilty of embezzlement and or misappropriation of funds or has behaved in such manner described as detrimental to the good reputation of the students' population or tarnish the image of the school in particular or the university as a whole shall qualify to contest election into any office within the association.
- c) He has once not been voted out of any student office in this university shall qualify to stand and contest elections.

(2) Notwithstanding Article 11(1) unless acquitted and deemed innocent through appeals brought before the Judicial Commission or any higher judicial commission of appeal. Any member shall not be eligible for election or appointment to any office of GHABSA, KNUST (as indicated above).

(3) Any incumbent member of the executive committee who wishes to contest elections must resign from his post at least seven academic days before the election process. He must then write a letter of resignation which should be addressed to the entire executive committee and delivered at least seven academic days before the election begins.

(4) Any student who wants to contest elections and intends to contest any position shall adhere to the requirements specified by the electoral commission.

(5) The following offices shall be contested for during elections

- a) President
- b) General Secretary
- c) Financial Secretary
- d) Organizing Secretary
- e) Women's Commissioner, where only women shall contest and vote

SCREENING AND SCREENING PANEL

12. (1) Any student who wishes to stand and contest elections shall submit himself to the electoral commission for thorough screening by the screening committee.

- (2) The electoral commission must select at most 5 members of the department to constitute the screening panel.
- (3) The Electoral Commission shall publish the names of the vetting panel at least 48 hours before the day of the screening
- (4) The Electoral Commission shall be required to publish on the department notice boards, a full report of all candidates so screened at least three days before election day.
- (5) Such a report shall entail;
 - a) Whether or not a candidate so screened is recommended.
 - b) The total score obtained by the candidate screened.
- (6) No student shall be disqualified by any screening panel on any basis. If at the end of screening any student proves not recommended by the panel shall still be presented to the electorates for voting.

IRREGULARITIES

- 13.** (1) All acts of intimidation that influence voters' right to exercise franchise constitute an offence and if it is sufficiently proven on the part of a candidate either by himself or by his agents, the number of votes obtained by the candidate in question shall be declared null and void.
- (2) Campaigning according to this constitution shall mean the intention, act or attempt to act in any way as to inform members of the association personally or publicly that a person would want to aspire for a contested position. For this purpose, no campaigning shall be done until it is allowed by the electoral commission according to this constitution.
- (3) Where irregularities are detected at any polling station before, during and after voting, the polls in that polling station shall be declared null and void by the electoral commissioner and the guilty candidate will be disqualified. Fresh elections shall be organized for that polling station within a week.
- (4) Provisions omitted from this constitution are subject to the requirements of the SCISA constitution.

DECLARATIONS AND CHALLENGING OF ELECTION RESULTS

- 14.** (1) The Electoral Commission shall declare the provisional results immediately after counting from the ballot screen.
- (2) The provisional results of the election can be challenged within forty-eight (48) hours after they have been made public. After which no complaints shall be entertained.
- (3) Copies of any petition(s) challenging the results or validity of an election shall be presented to the Judicial Committee for adjudication.
- (4) The Judicial Committee shall ascertain the substance of a petition (2) or any other allegations within five (5) working days after which the provisional results shall be validated by the Judicial Committee and Electoral Commission and declared the final results.
- (6) The judicial committee shall without prejudice to any provision of this constitution decide on the validity of the results and or the election within five (5) working days from the time the petition(s) is/are received.
- (7) Disputed discreditable elections are adjudged by the judicial commission and shall cause another fresh election to settle the situation.

BY-ELECTION

- 15.** (1) By-elections shall be held to fill any vacancies created by any provisions of this constitution provided the by-election shall not be held if the position becomes vacant one month before the general election.
- (2) By-elections shall be held within twelve (12) academic days of the creation of such vacancies.
- (3) In cases where such vacancies are created four (4) weeks before general elections, the Executive Officers shall appoint an officer to act in the capacity in respect of which the vacancy has been created.
- (4) An Executive council member shall be eligible to contest a by-election first by resignation from his office.

CHAPTER FOUR

EXECUTIVE COUNCIL

GOVERNING STRUCTURE

16. The hierarchical structure of the Association shall be:

- (1) The General Assembly
- (2) The Executive council
 - (a) The Executive Committee
 - (b) The Executive Officers
- (3) The GHABSA Council

THE GENERAL ASSEMBLY

- 17.** (1) All members in status pupillary of the GHABSA, KNUST shall constitute the General Assembly.
- (2) The General Assembly shall be the highest decision-making body of the Association.
- (3) A quorum of thirty (30) members shall be requisite for the commencement of a regular Assembly meeting.
- (4) It shall meet at least two times a semester to discuss matters concerning the association and other matters referred to it by the Executive Committee.
- (5) It shall receive and deliberate on the audit report of the association at least the last regular meeting of its tenure of office and upon approval hand it over to the incoming Executive Committee, as the case may be.
- (6) The General Assembly is vested with the authority to approve and disapprove any decision taken or acted upon on its behalf without prior notice. Unless the decision is supported by at least two-thirds (2/3) of the members.
- (7) The General Assembly shall in consultation with the Judicial committee have the power to summon the president or the Executive Committee to explain report or inform the General Assembly on related matters of the GHABSA, KNUST.
- (8) Each member shall have one vote at all meetings.

THE EXECUTIVE COUNCIL

- 18.** (1) There shall be an Executive Council of the GHABSA, KNUST which shall perform functions assigned to it under this constitution to see to the day-to-day running of the Association and shall consist of;
- (2) The Executive Council which shall be composed of;
- (a) The Executive Committee
 - (i) The President as its Chairman
 - (ii) The Vice President (Exclude)
 - (iii) The General Secretary
 - (iv) The Financial Secretary
 - (v) The Organizing Secretary
 - (b) The Executive Officers
 - (i) The Judicial Commission Chairman
 - (ii) The Electoral Commissioner

FUNCTIONS

19. EXECUTIVE COMMITTEE

- (1) The Executive committee shall be represented to the general assembly.
- (2) The Executive Committee members shall be individually responsible to the President in the day-to-day administration of the association.
- (3) Except where otherwise provided by this constitution, the Executive Committee shall have the power to nominate a committee.

THE PRESIDENT

- 20.** (1) There shall exist a President of the GHABSA-KNUST who shall be a leader and the chief spokesperson of GHABSA-KNUST and preside over the student association in all matters coming under his jurisdiction.
- (2) The President shall preside over meetings of the general students (GHABSA, KNUST) body including executive meetings.
- (3) The President by virtue of office be an automatic member of the SCISA council.

- (4) The President shall in consultation with the other committee members unless otherwise stated in this constitution, appoint chairperson(s) or other members of the committee.
- (5) The authority of the President shall extend to the execution of and adherence to all provisions concerning the functions of GHABSA-KNUST.
- (6) The President shall maintain communication and meet with officer(s) regularly.
- (7) The President shall be aware of and approve all financial expenditures.
- (8) The President shall ensure that the organization is operating in confrontation with the standards of the GHABSA-KNUST.
- (9) The President shall be responsible for the general running of the association.
- (10) The President shall perform any other functions as may be assigned to him by the Constitution.
- (11) (a) The President by this constitution has the power to appoint persons to the following non-voted offices after they satisfy Article (11) of this constitution and are approved by a vetting committee.
- i. Judicial Board Chairperson
 - ii. Electoral Commissioner
 - iii. P.R.O
 - iv. Editor-In-Chief
 - v. Legal Affairs Commissioner
 - vi. Sports Committee Head
 - vii. Academic Board Head
 - viii. Entertainment Board Head
 - ix. Welfare Committee Head
 - x. Health Committee Head
 - xi. TRATECH Committee Head
 - xii. Audit Committee Head
 - xiii. Scholarship, Internship and Research (SIR) Committee Head
 - xiv. Any other committee that the President sees fit and creates by this constitution for the performance of his work.
- (b) No appointee mentioned in clause (a) shall have more than one deputy.
- (c) Persons mentioned under clause (a) of this constitution shall by their position under this constitution constitute the GHABSA Council.

THE VICE PRESIDENT

- 21.** (1) There shall be a Vice President who shall perform functions as provided in this constitution.
- (2) He shall act as an ex-officio member of all committees of the GHABSA-KNUST except for independent committees such as the Judicial Commission, the Electoral Commission, the Audit Committee and other independent committees formed hereinafter.
- (3) He shall assume the authority of the president and further preside over meetings in the absence of the president.
- (4) He shall coordinate the activities of committees coming under his jurisdiction.
- (5) The Vice President shall coordinate the organization, promotion and publicity of events.
- (6) He shall perform other functions assigned to him by the president and by this constitution.

THE GENERAL SECRETARY

- 22.** (1) There shall be a General Secretary who shall perform such functions provided for in this constitution.
- (2) The General Secretary shall under the direction of the president summon executive committee meetings and GHABSA, KNUST meetings.
- (3) The General Secretary shall keep true records and accurate minutes of all proceedings and resolutions at these meetings.
- (4) The General Secretary by his position be a member of the SCISA Council.
- (5) The General Secretary shall in consultation with the president handle all general correspondence on behalf of the GHABSA, KNUST.
- (6) The General Secretary shall within 1 week after every meeting of the GHABSA, KNUST submit the true and accurate outcome of such meetings to the P.R.O. and the Editor-In-Chief to publish on all department notice boards.
- (7) The General Secretary shall be obliged to read the minutes of previous meetings before matters for discussions at each general meeting to be accepted by the house as a true reflection of what transpired.
- (8) The General Secretary shall perform all duties assigned to him by the President and the Vice President.
- (9) The General Secretary shall preside over council meetings in the absence of the President and the Vice President.

THE FINANCIAL SECRETARY

- 23.** (1) There shall be a Financial Secretary who shall perform such functions provided for in this constitution.
- (2) The Financial Secretary shall have in custody all GHABSA, KNUST cheques and cash books.
- (3) The Financial Secretary shall keep and maintain proper records of accounts of the monies and revenues that the GHABSA, KNUST is entitled to.
- (4) The Financial Secretary shall be a signatory to the accounts of the association however, his signature shall not be absolutely satisfactory for a financial transaction of the accounts. Addition of the signature of the president shall be required.
- (5) The Financial Secretary shall publish the accounts of the GHABSA, KNUST on all notice boards at least once a semester.

THE ORGANISING SECRETARY

- 24.** (1) There shall be an organizing Secretary who shall perform such functions provided for in this constitution.
- (2) The Organizing Secretary shall be the chairman of the organizing board of the GHABSA, KNUST.
- (3) The Organizing Secretary shall be responsible to the executive council in the performance of his duties.
- (4) The Organizing Secretary shall make a report on the progress of the Association's project when demanded by the Council of the Association.
- (5) The Organizing Secretary shall perform other duties assigned to him by the executive council.
- (6) The Organizing Secretary shall also report to the executive council on the issues and demands of the Oldham games or any other sporting festivities.
- (7) The Organizing Secretary shall be the chairperson of the organizing, sports and entertainment committee.
- (8) The Organizing Secretary shall require from the Council an approved list of projects for execution at the commencement of each new semester.

CHAPTER FIVE

INDEPENDENT COMMISSIONS

THE JUDICIAL COMMISSION

- 25.** (1) There shall be a Judicial Commission of the GHABSA, KNUST which shall be a superior adjudication body in accordance with the provisions of the constitution.

COMPOSITION

- 26.** (1) The Judicial Commission shall be composed of;
- a) Chairman of the Judicial Commission
 - b) Deputy Judicial Chairperson
 - c) Judicial Recorder, appointed by the Chairman
 - d) At most five other Judicial Committee members appointed by the committee chairperson.

ELIGIBILITY

- 27.** (1) The chairman of the Judicial commission shall be appointed by the president in consultation with the executive committee officers.
- (2) No student shall be qualified to be appointed as a Judicial Commission unless he has been vetted by the outgoing Judicial Commission preferably has served or is served in any student Judicial Committee. Examples are the GHABSA, KNUST Commission, SCISA, Hall or SRC level.
- (3) He shall not be an Executive Committee member.

FUNCTIONS OF THE JUDICIAL CHAIRPERSON

- 28.** (1) He shall be the head of the Judicial Commission.
- (2) He shall have the right to empanel members of the judicial commission for hearings and shall perform other duties provided for under this constitution.
- (3) He shall hear cases relating to any dispute between persons in the association or between persons and any member of the executive council or any matter related to impeachment or an amendment to the constitution.
- (4) He shall be a member of the SCISA Judicial Commission.
- (5) The new Judicial Commission Chairperson shall swear in the other Executive Council members.

FUNCTIONS OF JUDICIAL COMMISSION

29. (1) The Judicial Commission shall have sovereign power over all constitutional matters and electoral petitions with the Electoral Commission.
- (2) The Judicial Committee reserves the right to interpret the Constitution and rule on matters in which the Constitution is silent and such rulings made in precise terms shall be binding to all members.
- (3) All impeachment proceedings against any Executive Committee member of the Association shall be brought before the Judicial Committee.
- (4) The term of office of the members of the Judicial Committees shall expire after the first official meeting of the new Judicial Committee.
- (5) A member of the Judicial Committee shall not be held personally liable for any act of commission or omission by the Judicial Commission in the exercise of its duties.
- (6) The issuance of rights and orders such as injunction, mandamus and others, shall be the prerogative of the Judicial Commission.
- (7) The Judicial Committee shall have the power to co-opt members on an ad-hoc basis, but such members shall not have voting rights.
- (8) The Judicial Commission shall where necessary, make recommendations to the Executive Commission for implementation.
- (9) The Judicial Commission shall summon a member or a group of members of the association to appear before it.
- (10) All decisions of the Commission shall be by simple majority. Unless in case which the committee finds it advisable to dissent.
- (11) In proven cases of misdemeanour on the part of a member of the Judicial Committee, the General Assembly shall in consultation with the Judicial Committee institute disciplinary action or proceedings against that member.
- (12) The Judicial Committee shall have the power to prescribe any appropriate disciplinary action having regard to the provisions of this constitution, provided such disciplinary action is reasonably enforceable.

SPECIAL COMMISSION

WOMEN'S COMMISSION

- 30.** (1) The women's commissioner shall form a committee and the commissioner shall be the chairperson.

COMPOSITION

- 31.** (1) The commission shall be composed of:
- a. The Commissioner
 - b. Deputy women's commissioner.
 - c. At most five (5) other committee members, appointed by the women's commission chairperson.
 - d. All female students in the GHABSA, KNUST

FUNCTIONS

- 32.** (1) Shall promote the interest and rights of women of GHABSA-KNUST.
- (2) Encourage active participation of female students of GHABSA-KNUST leadership positions and incubate in the female students a sense of inclusion, solidarity, and active participation in activities on campus.
- (3) Create a link between female students on campus and women's groups with the aim of sharing ideas and strategies on related issues.
- (4) Perform any other function assigned to her by GHABSA, KNUST.
- (5) Automatically act as a member of the SCISA women's commission.
- (6) She shall perform other roles the SCISA, women's commissioner and president designed for her.
- (7) The women's commissioner shall have the right to call for a committee meeting if the need arises.

THE GHABSA COUNCIL

- 33.** (1) There shall be a GHABSA council by the GHABSA president which shall constitute;
- a) The Executive Committee.
 - b) Representatives appointed by the various year classes. However, the number per class is to be decided by the executive committee.
 - c) Executive officers and other committee heads may be co-opted by council.

FUNCTIONS

- 34.** (1) It shall deliberate and make decisions involving the association when called upon by the executive committee.
- (2) It shall perform functions delegated to it by the general assembly of the association.
- (3) The council shall chiefly be responsible for facilitating and enhancing mass view publicity and information dissemination in the various classes.
- (4) Representatives from each class are accountable to their various classes.



CHAPTER SIX

OTHER EXECUTIVE COMMITTEES

THE PUBLIC RELATION OFFICER

- 35.** (1) There shall be a public relations officer who shall be in charge of media matters.
- (2) He shall be responsible for making effective publicity and advertisement in all GHABSA, KNUST activities.
- (3) He shall be responsible to the Executive Committee in the performance of his duties.
- (4) He shall in the absence of the General Secretary be obliged to read minutes of previous meetings to be accepted by the house as a true reflection of what transpired.

THE EDITOR-IN-CHIEF

- 36.** (1) He shall be responsible to the Executive Committee in the performance of his duties.
- (2) He shall perform other duties stipulated in the constitution that come under his jurisdiction.
- (3) He shall perform other duties assigned to him by the president.
- (4) He shall be the head of the Editorial Board

THE EDITORIAL BOARD

- 37.** (1) There shall be an Editorial Board that shall disseminate information that may be beneficial to the general membership of the Association of which the Media Committee shall be a subsidiary.
- (2) Be in-charge of all notice boards of the Association.
- (3) Be in-charge of the publication of all newsletters, memos and directives of the Administration.
- (4) Be responsible for the production of the annual magazine for the Association.
- be responsible for the acquisition of all resources needed for the production of the magazine.
- (5) Obtain the financial resources needed for the production of the magazine both from the Association coffers and benevolent persons, groups of persons and departments under the Association.
- (6) Be incharge of all publications in the association.

AUDIT COMMITTEE

COMPOSITION

- 38.** (1) There shall be an Independent Audit Committee of the Association which shall comprise five
- (5) people including the chairperson.

- (2) Nomination shall be opened to students who wish to serve as members of the audit committee to apply to the Executive Commission.
- (3) The Audit Committee chairperson shall be nominated by the executive committee and the general assembly at the first meeting of the General Assembly.
- (4) Upon approval by the general assembly the new audit committee would be sworn in by the Judicial Committee chairperson at the same meeting.

FUNCTIONS

- 39.** (1) The committee shall review all legal regulations of the organization, particularly in areas such as fraud, conflict, accounting, and budget from the financial secretary, organizing secretary, and other applicable portfolio heads at the beginning of every semester.
- (2) The committee shall revise with the financial secretary to review the funds administered to any activity in a budget proposed by the organizing secretary or other portfolio heads before acceptance/rejection is given.
- (3) Once monies have been distributed, the audit committee must request from the financial secretary certified true copies of all invoices/receipts for all purchases made or tasks completed after all purchases and activities.
- (4) If improper accounting/embezzlement is tracked the committee shall bring to the board by itself the parties involved for further interrogation and shall demand repayment of funds from any individual/ parties involved in mismanagement or fraud.
- (5) The audit committee shall report to the judiciary committee and general assembly all parties/individuals found guilty of mismanagement of funds or fraudulence for further action and shall paste on the association notice board all individuals/parties involved in the mismanagement of funds/fraud.
- (6) The audit committee shall audit the account of the association for each tenure of office but may be on a semester basis and present the audited report to the general assembly at the last meeting of each semester.
- (7) Copies of the audit report shall be placed on the association notice board at least seven (7) days before formal presentation to the general assembly.

WELFARE COMMITTEE

- 40.** (1) The function of the welfare committee shall be to assist underprivileged students in purchasing handouts (course materials). Provisions and basic foodstuffs as well as little financial aid were required to support their academic pursuit.

- (2) To help genuinely needy students such as bereaved students in instances where their academic pursuit could be truncated due to their loss.
- (3) To provide needed material or financial help to any genuinely struggling member of the association where the project finds itself capable.

HEALTH COMMITTEE

- 41.** (1) Shall serve as the Primary Health Response Force of the association.
- (2) Shall administer first aid at annual programs such as Oldham games and other GHABSA activities.

SPORTS COMMITTEE

- 42.** (1) The function of the sports committee shall be to nurture the sporting talent of biochemistry students who may naturally be endowed with sporting skills.
- (2) For recreational purposes; to make the department lively and as well to release tension accumulated over long periods of academic involvement.

ACADEMIC COMMITTEE

- 43.** The functions of the academic committee shall be:
- (1) Provide easy access to all course materials necessary for the successful academic life of Biochemistry students.
 - (2) Provide mentorship to see to the successful academic life of students.
 - (3) Coordinate periodic academic and business summits.
 - (4) Channel all academic grievances of Biochemistry to the executives and teaching assistants.
 - (5) Organization of the annual Prof. K. Nsiah debate and presentations.

TRATECH COMMITTEE

- 44.** (1) The Committee shall promote trade, technology, and innovation development among students.
- (2) The Committee shall be responsible for organising a Trade and Technology programme each academic year.
- (3) The Committee shall inculcate a sense of innovation development in students by making available innovation opportunities.

SCHOLARSHIP, INTERNSHIP, AND RESEARCH (SIR) COMMITTEE

45. The committee shall;

- (1) Be a subcategory of the academic committee.
- (2) Communicate to the association Scholarship opportunities and Funds available for students and aid them through the Process.
- (3) Take charge of Internship Report writings.
- (4) Find good Opportunities available for Biochemistry students, to have their internships.
- (5) Assist final-year students in their research projects if possible.

ENTERTAINMENT COMMITTEE

- 46.** (1) Coordinate with the Office of the Organizing Secretary to successfully plan all programs in the Association.
- (2) Look to establish affordable, reliable and Sustainable networks to execution of Entertainment Projects.

LEGAL AFFAIRS COMMISSION

47. The Legal Affairs Commission shall;

- (1) Advice the Executive Council on all legal matters that may arise.
- (2) Shall represent any Executive Officer of the Association at Judicial Committee hearings.
- (3) May represent any student who is a party in a case before the Judicial Committee

JUDICIAL COMMISSION
GHABSA

CHAPTER SEVEN

RESIGNATION, REMOVAL & DISMISSAL

RESIGNATION

- 48.** (1) Any officer of the association may resign voluntarily.
- (2) In the event of any officer elected by the General Assembly resigning, the Executive Committee shall communicate to the General Assembly through the notice boards within three days of receipt of the resignation letter.
- (3) In the event of end bloc resignation by the Executive Committee, the Judicial Committee shall be noticed and it shall in turn notify the general assembly and assume temporary responsibility until fresh elections are held. The judicial commission shall then keep all documents and assets.
- (4) Any such resignation shall be communicated in writing to the Executive Committee at least five (5) days before the date of resignation. The Executive Officers shall appoint a member to act until elections are held.
- (5) All documents and properties shall be handed over to the executive committee upon resignation.

REMOVAL FROM OFFICE

- 49.** (1) Should issues of minor misconduct arise, the person/s involved must be reported to the Judicial Committee for reformation.
- (2) The persons/s involved should be;
- a) First offence: Verbal warning: letter of invitation to the Judicial Commission for a verbal sanction.
 - b) Second offence: 1st written warning letter of a query addressed to the offender.
 - c) Third offence: 2nd written warning letter stating of final warning before suspension actions are taken.
 - d) Fourth offence: Suspension, a minimum of 5 working days.
 - e) Final offence: Dismissal from position.
- (3) The Executive Officer shall individually or severally be removed from office if found in accordance with the provision of this article to have;

- a) Acted in wilful violation of oath of office set out in the schedule or in violation of any provisional of this constitution.
 - b) Misappropriated or embezzled funds of the GHABSA-KNUST.
 - c) Grossly misconduct himself or suspended or dismissed from this university.
 - d) Conducted himself in a manner that brings or is likely to bring the name of the GHABSA-KNUST into disrepute.
 - e) Repetition of academic year.
 - f) Suspension or dismissal from the university.
 - g) Inefficient and or negligent discharge of duties.
 - h) Deferred his course of study.
 - i) Be incapable of performing the functions of his office by reason of disability.
- (4) Apart from the chairman of the students' judicial committee under the constitution in force immediately before the coming into force of this constitution all other members of the GHABSA, KNUST may in accordance with the provision of the constitution be appointed members of the executive council.
- (5) Where an officer of the Executive Council did not exist in the immediate past constitution, the President shall appoint only members of the Executive Council to assume such office in addition to their already existing position. However, subsequent persons may be voted into office.
- (6) No executive office of the GHABSA, KNUST council of this constitution shall be removed by vote of censure by members of the association.

VOTE OF NO CONFIDENCE

- 50.** (1) Officers may be removed from office by one-half (1/2) vote of the officers and three-fourths(3/4) of the general membership if actions are deemed inappropriate by the membership.
- (2) The officer is permitted to speak before the Executive Council and the General membership about the charges made concerning his/her performance.
- (3) The officer is not permitted to participate in the deliberations of the Executive Council regarding the charges.

CHAPTER EIGHT

AMENDMENT AND REVISION

AMENDMENT

- 51.** (1) Any student shall petition the Judicial Committee chairman for the amendment of any provision of the constitution.
- (2) Any notice of amendment of any provision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of 25 students from each class.
- (3) The Judicial Committee shall sit to consider the issue within twelve (12) academic days upon the receipt of any valid notice of the amendment.
- (4) A Constitutional Review Committee, an ad-hoc committee set by the judicial commission shall be responsible for performing a thorough constitutional review to sit and consider the issue within thirty (30) academic days.
- (5) Members of the judicial committee may be part of the ad hoc committee.
- Reports of the ad-hoc committee shall be submitted to the judicial committee Chairperson
- (6) The Constitution Review Committee shall prepare a draft constitution and a report and forward the same to the Executive Committee who may summon the entire membership of the association to discuss and approve of the amendments.
- (7) The Executive Committee shall within seven (7) academic days upon receipt of the Judicial Committee's report, send it to the General Assembly for deliberation.
- (8) The meeting shall be decided by two-thirds $\frac{2}{3}$ majority members present and voting.
- (9) The decision of the General Assembly for the amendment shall be served to the President in the form of a resolution bill for him to assent.

REVISION

- 52.** (1) Any student shall petition the Judicial Committee chairman for the revision of any provision of the constitution.
- (2) Any notice for the revision of any provision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of 25 students from each class.
- (3) The Judicial committee shall sit to consider the issue within seventy-four (74) hours upon the receipt of any valid notice of the revision to consider its merits or otherwise.
- (4) In the event where merit is found in such a petition, a Constitutional Review Committee, an ad-hoc committee set by the Judicial Chairperson shall be responsible for soliciting and collating views of students and to review the Constitution.

(5) Members of the Judicial Committee may be part of the ad-hoc committee.

Reports of the ad-hoc committee shall be submitted to the judicial committee Chairperson

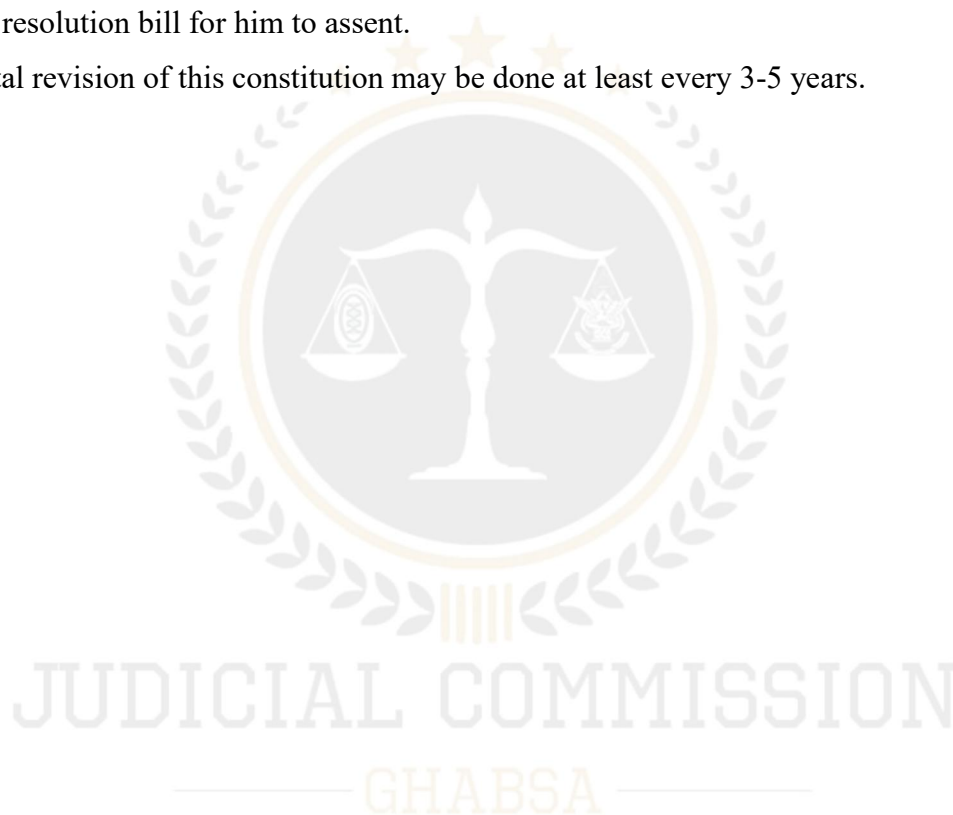
(6) The Constitution Review Committee shall prepare a draft constitution and a report and forward the same to the Executive Committee who may summon the entire membership of the association to discuss and approve of the revision.

(7) The Executive Committee shall within seven (5) academic days upon receipt of the Judicial Committee's report, send it to the General Assembly for deliberation.

(8) The meeting shall be decided by two-thirds $\frac{2}{3}$ majority members present and voting.

(9) The decision of the General Assembly for the revision shall be served to the President in the form of a resolution bill for him to assent.

(10) A total revision of this constitution may be done at least every 3-5 years.



CHAPTER NINE

MISCELLANEOUS

HONORARIA

- 53.** (1) Certificates of Honour shall be presented to deserving Executive Council and committee members at the end of their tenure of office.
- (2) The executive committee shall identify and honour dedicated and committed members of the Association. These members shall be deemed as men of honour of this unique association.
- (3) On any grounds of resignation, impeachment or vote of no confidence passed against an executive council member of the GHABSA-KNUST, he shall automatically forfeit his certificate of honour.
- (4) The members of the committees will have to proof of their appointment in the form of appointment letters with the signature of the president.

MEETINGS

GENERAL MEETINGS

- 54.** (1) There shall be at least two (2) general assembly meetings in a semester unless an emergency meeting is scheduled by the executive meetings.
- (2) At least four (4) executive members are required for a quorum.
- (3) Thirty (30) members including the executive council shall be required to form a quorum for a general meeting.
- (4) In the absence of a quorum, a meeting shall be called off for forty-five (45) minutes after the scheduled meeting time. However, after calling off 2 successive meetings the Executive Committee shall have the power to take decisions on behalf of the General Assembly. Any decision taken at such meetings shall be binding on all members.
- (5) In the case of the supra, at least $\frac{2}{3}$ two-thirds of the Executive Officers shall have the power to take such decisions.

EMERGENCY MEETINGS

- 55.** (1) The executive committee may summon an emergency meeting within eighteen (18) hours to deliberate on dire issues.
- (2) Twenty (20) members of the general assembly shall be required to form a quorum.
- (3) The meeting shall be subject to the procedures and conducts of normal emergency meetings.
- (4) No other business shall be considered at such meetings.

(5) The conduct of the meeting shall conform to the provisions of this constitution.

APPENDICES

APPENDIX 1

STANDING ORDERS FOR MEETINGS

1. Voting shall be by a full member.
2. Each member shall be entitled to ONLY one vote.
3. Voting privileges shall include the right of members to make, a second motion or nomination.
4. In voting, the motion shall be carried by a simple majority, unless otherwise stated or provided for by the constitution or the standing orders.
5. Casting of votes shall be in the following order;
 - I. Votes for
 - II. Votes against
 - III. Abstentions.
6. The chairman shall exercise his voting right if votes for and against are equal in number member abstentions shall be considered non-voting.
7. Voting at meetings shall be by show of hands or by secret ballot or as may be determined by the chairman.
8. Resolution shall be passed by two-thirds ($2/3$) of votes of majority members present.
9. There shall be no voting by proxy.

APPENDIX 2

MOTIONS AND AMENDMENTS

1. All full members have the right to file motions or proposals.
2. Non-full members may file motions or proposals only if at least three (3) Full members second a motion or proposal.
3. All motions shall be submitted in writing and handed over to the chairman.

4. No motion or amendment shall be opened for discussion until it is seconded, but the proposer shall have the right to speak on the motion in order to find a seconder. A motion shall only be opened for discussion or amendment after the proposer and seconder have been given the opportunity to speak in support of the motion. The debate shall be limited to immediately pending questions by the chair. The chairman shall have the power to rule out of order any speaker failing to adhere to the subject of discussion.
5. No motion or amendment which has been accepted by the House shall be withdrawn without the consent of the House; neither shall any addendum be made to the motion once accepted without such consent.
6. The mover and seconder of an original motion or amendment shall have the right to reply or answer any question arising at the close of the debate on the motion or amendment.
7. No further discussion on the question shall be allowed once the question has been put from the Chair Time.
8. Discussion of a motion or an amendment may be restricted and confirmed to a particular time frame by a procedural motion from the floor or by the chair with the approval of the house.
9. If the chair intends to curtail the discussion, however, he shall make it clear how much time shall be allowed provided the mover and the speaker against such motion shall in all cases have the right to speak if willing to do so.
10. The mover and the seconder of a substantive motion shall have the right to accept an amendment and if accepted shall become part of the substantive motion. A rejected amendment shall be put to the house at the instance of the mover of the amendment.

APPENDIX 3

ORDER OF PRECEDENCE

1. The Chairman shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence.
 - a. A motion to withdraw a motion.
 - b. A motion to recess.
 - c. A motion to reverse the decision of the chair.
 - d. A motion that a question or proposal now be put
 - e. A motion that a question or proposal not now be put
 - f. A motion to expand or limit debate to a specific period of time

- g. A motion to refer a matter to a committee or a sub-committee for consideration and report
- h. A motion to postpone or adjourn a matter to a letter specified date or meeting time
- i. A motion to close a debate
- j. A motion that the decision lies on the table
- k. A motion that the motion under discussion now be voted on

b. If a motion that “the motion be now voted on” has been seconded, no question shall be allowed but a member may give office his desire to speak further on the original question. If the motion is carried, only the proposer of the original motion under discussion shall be allowed to speak before the original question is put to vote.

c. In the event of the motion to limit debate to a certain specific period of time, the Chairman draw a list of those wishing to make their first speech on the subject and allows each one an equal proportion of the specified time.

d. The proposer shall be allowed a maximum of five (50 minutes to round up before the original motion is put to vote.

e. Should any procedural motion be defeated, fifteen (15) minutes shall elapse before such a motion can be addressed again by the chair unless the chair is of the opinion that the circumstances have materially altered in the meantime.

APPENDIX 4

OTHER INTERVENTIONS

1. The Chair shall recognize those questioning the floor by the order of precedence. In addition to discussion on an issue;

- i. Point of order
- ii. Point of information
- iii. Point of correction

2. A point of order must head at all times except during the act of voting must deal with the conduct or procedure of the meeting and must concern only matters as;

- i. Quorum assessment
- ii. In decorum
- iii. Transgression Standing Orders
- iv. Constitution Transgression
- v. A call to attention of the introduction of a matter deemed irrelevant to the question and consideration

vi. The use of improper language or words of insult.

APPENDIX 5

CONDUCTS OF MEETINGS

- a. A speaker shall direct his speech to the issue under discussion.
- b. Every member shall address himself solely to the Chair.
- c. No member shall be allowed to speak more than once on a motion as long as a member who has not spoken desires the floor.
- d. No member shall speak for more five (5) minutes at one time without the permission from the chair.
- e. The Chairperson shall interpret the standing orders before the commencement of all meetings. He shall be free to take part in all discussion.

Any more standing orders may, in case of urgency, or after notice duly given be suspended or changed at meetings, so far as businesses at that particular meeting proved that there are two thirds (2/3) majority in favour.

SCHEDULES

FIRST SCHEDULE

INTERPRETATIONS

1. “He”, “him”, “his”, “himself”, and “chairman” as used in the constitution shall refer to any student, male or female.

“General Assembly” as used in the constitution shall refer to all undergraduate students of the GHABSA, KNUST.

“GHABSA” means Ghana Biochemistry Students Association

“TRATECH” means Trade and Technology.

2. The judicial committee shall have the power to rule on matters on which the Constitution is silent or which are ambiguous and such rulings shall be expressed in precise terms and shall become a precedent of binding authority on the GHABSA-KNUST until such a ruling is overturned or the provision in question is amended or revised in accordance with the provisions of this constitution.

SECOND SCHEDULE

Handing Over

1. The members of the executive council of GHABSA, KNUST shall hand over power to a newly elected executive council within forty-five (45) academic days after the commencement of the election process of the new executive council.
2. Formal dissolutions of GHABSA, KNUST on the eve of the scheduled date for handing over to the council elect, after a joint meeting of the outgoing council and council elect, where the new chairman of the judicial commission alone retains his status as a member of GHABSA, KNUST.
3. The outgoing chairman of the Judicial Commission automatically relinquishes his status above immediately after swearing in the Judicial Commission Chairman elect.
4. Final swearing in ceremony of president and entire composition of the GHABSA, KNUST Executives Council before the student body by the judicial commissioner.

THIRD SCHEDULE OATH S

The Judicial Committee Chairperson shall first swear the oath followed by the oath of allegiance before the outgoing Judicial Chairperson. He (Judicial Committee Chairperson elect) shall then swear in the other executive committee members.

THE JUDICIAL OATH

I having
been appointed Chairperson (Member) of the judicial committee of the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION, do hereby in the name of the Almighty God swear that I will at all times bear true faith and allegiance to the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION as by law established; that I will uphold its sovereignty, integrity; and that I will truly and faithfully perform the functions of my office without fear or favour, affection or ill-will in the adjudication of all matters that shall be brought under my jurisdiction and that I will at all times uphold, preserve, protect and defend the constitution and laws of the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION. (So help me God).
(To be sworn in before the President and the General Student Body).

OATH OF PRESIDENT/VICE PRESIDENT

I having
been elected to the high office of President/Vice President of the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION, do hereby in the name of the Almighty God swear that I will at all times be faithful and truly serve and uphold the principles of meticulous accountability, financially or otherwise to the association and Students of GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION in my capacity as the President (Vice President) and I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the constitution of the Association.

So, help me God.

(To be sworn before the Chairperson of the Judicial Committee at a ceremony at which the Student body shall be present).

EXECUTIVE OFFICERS OATH

I having
been elected/appointed for the position as of the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION, do hereby in the name of the Almighty God swear that I will at all times be faithful, diligently and truly serve the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION. That I will support and uphold the principles of meticulous probity and accountability and shall seek the welfare of Students of the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the constitution of the association thereof. So, help me God.

(To be sworn before the Chairperson of the Judicial Committee at a ceremony at which the Student body shall be present).

THE OATH OF ALLEGIANCE

I
do, in the name of the Almighty God swear that I will bear true faith and allegiance to the GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION as by law established; that I will uphold the sovereignty of GHANA BIOCHEMISTRY STUDENTS' ASSOCIATION; that I will faithfully and conscientiously perform my duties, and that I will preserve, protect, and defend the constitution. So, help me God.

(To be sworn by the independent Bodies Chairpersons before the association and students and administrated by the Judicial Committee Chairperson at a ceremony organized for this purpose).

OATH OF SECRECY

I..... (Do in the name of the Almighty God swear)
(Solemnly affirm) that I will at all times, well and truly serve the Association in the office
of and that I will uphold, protect, preserve and defend this Constitution.
(So help me God).
(To be sworn before the President, the Judicial Committee Chairperson or such other persons the
President may designate).

Commenced and Completed by the GHABSA Constitution Amendment Committee in August, 2023.

CHAIRPERSON – WINFRED BENJAMIN AGBENYEGAH MENSAH

DEPUTY – JOCHEBED QUARTEY

RECORDER – RUHAIMA RUFAL USMAN

MEMBER – EVANS OGURA

MEMBER – MARJORIE OTENG FREMAH

MEMBER – PRISCILLA NANA YAA NTI

Amendment process commenced and completed by the administration of 2022/2023.

JUDICIAL COMMITTEE CHAIRPERSON – WINFRED BENJAMIN A. MENSAH

PRESIDENT – OHENE-NHYIRA DARKO BOATENG-ANTWI