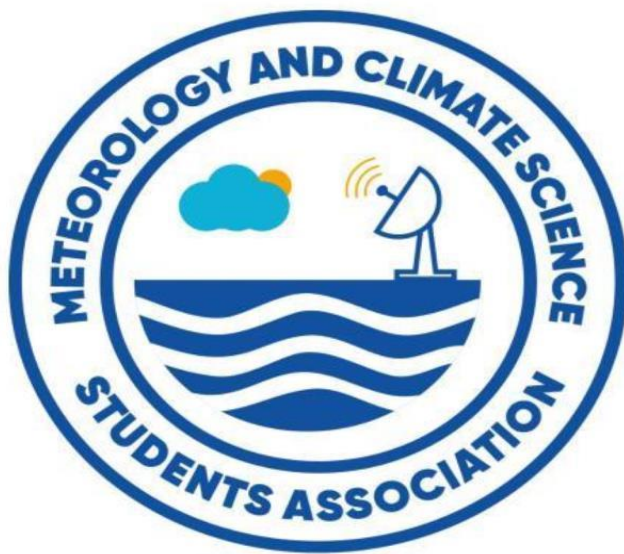


**METEOROLOGY AND CLIMATE SCIENCE
STUDENTS' ASSOCIATION OF GHANA**

**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND
TECHNOLOGY**



**OFFICIAL
CONSTITUTION**



ARRANGEMENT OF CHAPTERS

THE PREAMBLE

CHAPTERS

1. THE CONSTITUTION
2. IDENTITY
3. THE ELECTORATE
4. THE ADMINISTRATIVE COUNCIL
5. THE JUDICIAL COMMISSION
6. AMENDMENTS AND REVISION
7. MISCELLEANOUS
8. SCHEDULES (OATHS, INTERPRETATIONS)

Contents

CHAPTER ONE	6
THE CONSTITUTION.....	6
1.1. SUPREMACY OF THE CONSTITUTION	6
1.2. ENFORCEMENT OF THE CONSTITUTION.....	6
1.3. THE DEFENCE OF THE CONSTITUTION	7
CHAPTER TWO.....	8
IDENTITY	8
2.1. DESIGNATION.....	8
2.2. MOTTO	8
2.3. MEMBERSHIP	8
CO - OPERATIVE MEMBERS.....	8
ASSOCIATE MEMBERS.....	8
HONOURARY MEMBERS	9
2.4. AIMS	9
2.5. FUNCTIONS.....	9
CHAPTER THREE.....	10
THE ELECTORATE.....	10
3.1. VOTING RIGHTS.....	10
3.2. THE ELECTORAL COMMISSION.....	10
3.3. FUNCTIONS.....	10
3.4. ELECTION CONDUCT.....	11
3.5. SCREENING.....	12
3.6. IRREGULARITIES.....	12
3.7. DECLARATIONS AND CHALLENGING OF ELECTION RESULTS.....	13
3.8. BY-ELECTION	13
3.9. SUSPENSION	14
CHAPTER FOUR.....	15
THE ADMINISTRATIVE COUNCIL.....	15
4.1. STRUCTURE	15
4.1.1. THE GENERAL ASSEMBLY	15
4.1.2. EXECUTIVE COMMITTEE.....	15
GENERAL DUTIES OF EXECUTIVE COMMITTEE.....	16
QUALIFICATIONS OF OFFICE	16

OFFICE CONDITIONS.....	17
4.1.2.1. THE PRESIDENT.....	17
4.1.2.2. THE VICE-PRESIDENT	18
4.1.2.3. THE GENERAL SECRETARY	18
4.1.2.4. THE FINANCIAL SECRETARY	19
4.1.2.5. THE ORGANIZING SECRETARY	19
4.1.2.6. THE WOMEN’S COMMISSIONER.....	20
FUNCTIONS OF COMMISSION MEMBERS	20
4.3. THE MEC SSA COUNCIL	21
4.3.1. FUNCTIONS	21
4.3.2. APPOINTMENTS	22
4.4. AUXILIARY COMMITTEES.....	23
CHIEF OF STAFF.....	23
EDITOR-IN-CHIEF	24
PUBLIC RELATIONS OFFICE	24
SPORTS COMMITTEE.....	24
ACADEMICS COMMITTEE.....	25
WELFARE COMMITTEE.....	26
EVENTS ORGANIZING COMMITTEE.....	26
RELIGIOUS BOARD	27
HEALTH COMMITTEE	28
SCIENCE AND TECHNOLOGY COMMITTEE.....	28
ENTERTAINMENT COMMITTEE	29
AUDIT COMMITTEE.....	29
CHAPTER FIVE.....	31
THE JUDICIAL COMMISSION.....	31
5.1. JUDICIAL POWER.....	31
5.2. COMPOSITION	31
5.3. FUNCTION	32
5.4. THE JUDICIAL COMMISSION CHAIRPERSON	33
5.5. EXERCISE OF POWER	34
5.6. THE LEGAL AFFAIRS BOARD.....	34
CHAPTER SIX	35
AMENDMENTS AND REVISION.....	35
6.1. AMENDMENT	35
6.2. REVISION.....	36

CHAPTER SEVEN	37
MISCELLEANOUS.....	37
7.1. RESIGNATION	37
7.2. REMOVAL FROM OFFICE	38
7.3. HONORARIA	39
7.4. GENERAL MEETINGS.....	39
7.5. STANDING ORDERS FOR MEETINGS.....	39
7.6. EMERGENCY MEETINGS	40
7.7. INTERVENTIONS AT MEETINGS	41
7.8. CONDUCT OF MEETINGS.....	41
7.9. VOTE OF NO CONFIDENCE.....	42
CHAPTER EIGHT.....	42
SCHEDULES.....	42
8.1. HANDING-OVER.....	42
8.2. TRANSITIONAL PERIOD.....	42
8.3. MOTIONS AND AMENDMENTS.....	43
8.4. ORDER OF PRECEDENCE	45
8.5. PAYMENT OF DUES	45
8.6. INTERPRETATIONS	46
8.7. OATHS.....	46
THE JUDICIAL OATH.....	46
PRESIDENTIAL/ VICE-PRESIDENTIAL OATH	47
THE OATH OF ALLEGIANCE	47
THE EXECUTIVE COMMITTEE OATH	47
AUXILLIARY COMMITTEES’ OATH.....	48
8.8. DRAFTING PETITION	48

**THE CONSTITUTION OF THE METEOROLOGY AND
CLIMATE SCIENCE STUDENTS' ASSOCIATION OF
THE KWAME NKRUMAH UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

IN THE NAME OF THE ALMIGHTY GOD,

We the members of the Meteorology and Climate Science Students' Association,

IN EXERCISE of our right to a system of governance which shall secure for
ourselves the highest level of scientific, moral, spiritual, intellectual and social
standards,

IN SEEKING to obtain and sustain friendship and peace among members of this
association and those of other associations,

AND IN AFFIRMATION of our commitment to:

Accountability, Probity and Justice:

The realization of a vibrant scientific community:

The protection and preservation of the rights of intellectual property:

The cordial relations between junior members and senior members

DO HEREBY ADOPT, PROMULGATE, AND GIVE TO OURSELVES THIS
HONOURABLE CONSTITUTION.

CHAPTER ONE

THE CONSTITUTION

1.1. SUPREMACY OF THE CONSTITUTION

- (a) The sovereignty of the Meteorology and Climate Science Students' Association dwells in the students of the association in whose name and for whose welfare the powers of the Administrative Council and the Judicial Commission are to be exercised in accordance and within the confines laid down in this constitution.
- (b) This constitution shall be the supreme law of all students and clubs in the Department of Meteorology and Climate Science and any other law found to be inconsistent with any provision in this constitution shall to the extent of that inconsistency, be void.
- (c) Notwithstanding Article 1, clause (b), this constitution shall be subject to the Laws of Ghana, the Statutes of this University, any other Laws made under its Authority, the constitution of the SRC-KNUST and the SCISA constitution.

1.2. ENFORCEMENT OF THE CONSTITUTION

- (a) A member who alleges that:
 - i. an enactment or anything done under the authority of that enactment:
or
 - ii. any act or omission of any member:
 - iii. is in contravention of a provision of this constitution, may bring an action to the Judicial Commission for a declaration to that effect.
- (b) The Judicial Commission, for the purposes of a declaration under clause (a) of this Article, shall make such orders as it may consider appropriate for giving effect to the declaration so made.

- (c) Any member to whom an order or direction is addressed under clause (b) of this Article by Judicial Commission, shall duly obey and carry out all the terms of the order or direction.
- (d) Failure to obey or carry out the terms of an order or direction made under clause (b) of this Article constitutes a violation of this Constitution and contempt of the Judicial Commission and shall in the case of the President or His Vice, constitute a ground for removal from office.
- (e) A member charged by the Judicial Commission under clause (d) of this Article shall not be eligible for election, or for appointment, to any office from the date of ruling to the end of the next academic year.

1.3. THE DEFENCE OF THE CONSTITUTION

Any person who:

- (a) by himself or in coalition with others, by any unlawful means suspends or abrogates or halts this Constitution or any part of it or attempts to do such act or
- (b) aids in any manner with any person referred to in 3(a) commits an offence of contempt of this Constitution and shall in the case of the President or His Vice, constitute a ground for removal of office.
- (c) A member found to have breached clauses (a) and (b) by the Judicial Commission shall:
 - i. be liable to suspension as a member for all subsequent academic years.
 - ii. not be eligible for election, or for appointment, to any office for all subsequent academic years.

CHAPTER TWO

IDENTITY

2.1. DESIGNATION

The licit student body shall be known and called the “**Meteorology and Climate Science Students’ Association**” of the Kwame Nkrumah University of Science and Technology, Kumasi, hereinafter referred to as **MEC SSA**.

2.2. MOTTO
METEOROLOGY AND CLIMATE SCIENCE!!! EARLY WARNING AND EARLY ACTION.

2.3. MEMBERSHIP

- (a) The MEC SSA shall be composed of four members namely,
- i. Co-operative members
 - ii. Associate members
 - iii. Honorary members
- (b) The entire membership of the above-mentioned members shall meet at least twice in a semester

CO - OPERATIVE MEMBERS

The membership shall be opened to registered students pursuing an undergraduate course of study leading to a program in Meteorology and climate science at KNUST.

ASSOCIATE MEMBERS

Associate membership shall be open to all persons interested in the aims of the Association as stated in Article 2.4 and to all persons pursuing a course leading to a qualification lower than a bachelor’s degree.

HONOURARY MEMBERS

- (i) MECSSA- KNUST shall have the Head of the Meteorology and climate science Department as an honorary patron.
- (ii) The other patrons shall be appointed by the Executive Committee and approved by the council.
- (iii) Patrons shall be honorary members of the Union and shall not have votes.

2.4. AIMS

The objectives of METEOROLOGY AND CLIMATE SCIENCE' (MECSSA– KNUST) herein referred to as the Association shall be:

- i. To pursue the interest of its members both on campus and on the national scene.
- ii. To create a forum and an opportunity for learning about Meteorology and climate sciences and it related professions.
- iii. To disseminate the knowledge of Meteorology through publications, meetings, lectures symposia and other appropriate means.
- iv. To educate the general public on the importance of meteorology and climate science and the capabilities of meteorology graduates.
- v. To ensure the interest of Meteorology students are well presented to the SCISA.
- vi. To inculcate a sense of duty, professional pride and confidence in members so as to help produce Meteorologist with high scientific standards.
- vii. To empower the meteorologist to be innovative.

2.5. FUNCTIONS

The Association shall:

- i. Organize symposia, quizzes, lectures, educational trips and other educative activities.

CHAPTER THREE

THE ELECTORATE

3.1. VOTING RIGHTS

Any member of the Association is entitled to be a voter and to vote in any election organized under the Electoral Commission.

3.2. THE ELECTORAL COMMISSION

An Electoral Commission shall exist and except as indicated in this Constitution or any other law consistent with this Constitution, it shall not be subject to the control of any person, and it shall comprise of:

- i. A Commissioner
- ii. Two Deputy Commissioners
- iii. A PRO

3.3. FUNCTIONS

- (a) The Electoral Commission shall ensure that:
 - i. 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.
 - ii. 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.
 - iii. Any student who breaks any of the standing rules shall be sanctioned.
 - iv. 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.
 - v. Any Electoral procedure on which this constitution is silent shall be referred to the Judicial Commission for determination.

- (b) Notwithstanding, Article 3.3(a) the Electoral Commission shall make additional rules and regulations in consultation with the Legal Affairs Commission.

3.4. ELECTION CONDUCT

- (a) Any student of MECSSA, KNUST qualifies to stand and contest elections to any office provided that:
- i. He has been a student of this university for at least one academic year and is not in the final year of his programme.
 - ii. 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.
 - iii. He has once not been voted out of any student office in this university shall qualify to stand and contest elections.
- (b) 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.
- (c) Any student who wants to contest elections and intends to contest any position shall adhere to the requirements specified by the Electoral Commission.
- (d) The following offices shall be contested for during elections:
- i. President
 - ii. General Secretary
 - iii. Financial Secretary
 - iv. Organizing Secretary
 - v. Women's Commissioner, where only women can vote

3.5. SCREENING

- (a) Any student who wishes to stand and contest elections shall submit himself to the Electoral Commission for thorough screening by the screening committee.
- (b) The Electoral Commission must select at most 5 members of the department to constitute the screening panel.
- (c) The Electoral Commission shall publish the names of the vetting panel at least 48 hours before the day of the screening
- (d) The Electoral Commission shall be required to publish on the department notice Commissions, a full report of all candidates so screened at least three days before election day.
- (e) Such a report shall entail:
 - i. Whether or not a candidate so screened is recommended.
 - ii. The total score obtained by the candidate screened.
- (f) 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.

3.6. IRREGULARITIES

- (a) 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.
- (b) 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.

- (c) 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.
- (d) Provisions omitted from this constitution are subject to the requirements of the SCISA constitution.

3.7. DECLARATIONS AND CHALLENGING OF ELECTION RESULTS

- (a) The Electoral Commission shall declare the provisional results immediately after counting from the ballot screen.
- (b) 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.
- (c) Copies of any petition(s) challenging the results or validity of an election shall be presented to the Judicial Commission for adjudication.
- (d) The Judicial Commission 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 Commission and Electoral Commission and declared the final results.
- (e) The Judicial Commission 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.
- (f) Disputed discreditable elections are adjudged by the Judicial Commission and shall cause another fresh election to settle the situation.

3.8. BY-ELECTION

- (a) 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.

- (b) By-elections shall be held within twelve (12) academic days of the creation of such vacancies.
- (c) 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.
- (d) An Executive council member shall be eligible to contest a by-election first by resignation from his office.

3.9. SUSPENSION

All suspensions shall fall within the preview of the Judicial Commission.

CHAPTER FOUR

THE ADMINISTRATIVE COUNCIL

4.1. STRUCTURE

The structure of the Association shall comprise:

- (a) The General Assembly
- (b) The Executive Committee
- (c) The MECSSA Council

4.1.1. THE GENERAL ASSEMBLY

- (a) The General Assembly shall comprise of all members of MECSSA who acquire membership as pertained in Chapter 2.
- (b) The General Assembly shall be the highest decision-making body of the Association
- (c) A quorum of thirty (30) members shall be requisite for the commencement of a regular Assembly meeting.
- (d) 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.
- (e) Each member shall have one vote.

4.1.2. EXECUTIVE COMMITTEE

There shall be an Administrative Council that shall consist of chairpersons of auxiliary committees, other officers appointed by the President and the members of the Executive committee. The Executive committee shall see to the day to day running of the Association and shall consist of:

- (a) The President as its Chairperson
- (b) The Vice President
- (c) The General Secretary
- (d) The Financial Secretary
- (e) The Organizing Secretary.
- (f) The Women's Commissioner.

GENERAL DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall:

- (a) Have the sole authority over the day-to-day administration of the Association.
- (b) Be the custodian of the properties of the Association.
- (c) Be responsible to the General Assembly.
- (d) Be individually responsible to the President in the day to-day administration of the Association.
- (e) Have the power to appoint heads of standing committees for the approval of the General Assembly.
- (f) In consultation with the Judicial Commission Chairperson, provide appropriate resources to the Judicial Commission to prosecute its duties in emergency situations.
- (g) Make all appointments at the first meeting of the new Executive Committee and approvals shall be made at the first meeting of the General Assembly.
- (h) Assume office after they have sworn the Oaths of Allegiance and Office as set out in the schedules which shall be administered by the in-coming Judicial Commission Chairperson.

QUALIFICATIONS OF OFFICE

A person shall not be qualified for election as a member of the Executive committee unless all of the following has been satisfied:

- i. Is not a first or final year student.
- ii. Is a member of the Association.
- iii. Has not violated the provisions of Articles 1.2 and 1.3 of this Constitution
- iv. Has paid all required outstanding dues.
- v. No proceedings are before the Judicial Commission and has no bad record in its archives
- vi. Has resigned from any Student office in the University
- vii. Not on probation for academic work or examination misconduct.

viii. Has resigned from any Student office in the University

OFFICE CONDITIONS

- (a) All officers who are not members of the Executive committee may hold other student offices during office and while leaving office only with the permission of the Judicial Commission.
- (b) The President shall have access to funds of the Association for administrative purposes in accordance with this Constitution and these shall be audited two weeks before the end of his term and referred to the Judicial Commission for authentication.

4.1.2.1. THE PRESIDENT

- (a) There shall exist a President of the Meteorology and Climate Science Students' Association who shall be the Head of administration of the Association.
- (b) The President shall preside over any member of the Association: and in descending order, the Vice-President and the Judicial Commission Chairperson.
- (c) The President shall take the presidential oath of allegiance before a General Assembly of the Association after election results have been declared authentic by the Judicial Commission.
- (d) The President and any officer are liable to proceedings represented by the Legal Affairs Committee before the Judicial Commission while in office for the performance of his functions, or for any act done or omitted to be done by him under this Constitution.
- (e) The president shall address the association in a general assembly meeting at least once every semester. This will be known as THE STATE OF MECSSA ADDRESS.
- (f) The President shall together with the treasurer be a signatory to all bank accounts
- (g) To foster the administrative authority of the president, he shall have power to:

- i. Represent the Association at meetings according to any law that this constitution recognizes.
- ii. Represent MECSSA at the Science Students' Association Senate together with the Secretary.
- iii. Lead any delegation to represent the Association at any level.
- iv. Appoint any administrative officer whose office is not contested for at elections according to this constitution.
- v. Perform any other activity that will enable him administer the Association properly as long as it is in accordance with this Constitution and in the case where the Constitution is silent, laid before the Judicial Commission for Interpretation.

4.1.2.2. THE VICE-PRESIDENT

- (a) He shall perform the duties of the President in his absence or when the President is incapable of performing his duties and shall continue to do so until such a time as the President resumes his office or a new President is elected.
- (b) The Vice President shall act as an ex-officio member of all committees of the SRC with the exception of the independent committees.
- (c) He shall perform responsibilities as instructed by the Executive Committee, the President or the General Assembly.
- (d) He shall assume the functions of the President, when:
 - i. The President is disabled by reason of illness, absence or other incapacities from discharging his duties.

4.1.2.3. THE GENERAL SECRETARY

There shall be a General Secretary who shall:

- (a) Ensure that the documents of Council are properly preserved.
- (b) Prepare the agenda for Council Meetings.
- (c) Produce, process and preserve all memos, minutes, circulars, statements and all other documents of Council.
- (d) In consultation with the President summon Executive Committee meetings, Council meetings and General Assembly meetings.

- (e) Preside over Council meetings in the absence of the President and the Vice President.
- (f) Within seven (7) days, publish on all notice Commissions, the minutes of the General Assembly meetings convened.
- (g) Have the powers to appoint a Deputy General Secretary, subject to the approval of the council.

4.1.2.4. THE FINANCIAL SECRETARY

There shall be a Financial Secretary who shall:

- (a) be in-charge of all financial transactions of the Association.
- (b) make available documentation as relating to the financial accounts of the Association.
- (c) where a budgetary provision exceeds five hundred percent (500%) per the general dues per a student of the Association, he shall make available the details of that expenditure for the perusal and subsequent approval of the Council.
- (d) be the primary signatory to the accounts however: his signature shall not be absolutely satisfactory for a financial transaction of the accounts. An addition of the signature of the President shall in all cases be required.
- (e) be required to produce, process and preserve all financial documentation relating to the Association.
- (f) He shall advice the Executive Committee on financial matters.
- (g) He shall supervise the collection of fees, donations, and dues of the Association and issue proper receipts to cover monies received.
- (h) He shall in consultation with the Executive Committee raise funds by lawful and acceptable means to finance any special project approved by the Executive Committee.
- (i) Have the powers to appoint a Deputy Financial Secretary, subject to the approval of the council.

4.1.2.5. THE ORGANIZING SECRETARY

There shall be an Organizing Secretary who shall:

- (a) Manage, coordinate and ensure efficient and timely execution of projects of the Association.
- (b) Be in-charge of gathering all resources needed towards the organization of projects by the Association.
- (c) Be the head of the organizing team during week celebrations and other important social functions of the Association.
- (d) See to it that, there is enough publicity before general meetings and all social functions of the Association.
- (e) Undertake duties as may be assigned to him by the Executive Committee or the General Assembly.

4.1.2.6. THE WOMEN'S COMMISSIONER

- (a) There shall be a Women's Commission which shall consist of:
 - i. The Women's Commissioner who shall be elected in a manner specified in this Constitution.
 - ii. Deputy Women's Commissioner
 - iii. Secretary
 - iv. Organizing Secretary
 - v. Public Relations Officer
 - vi. All female students in MECSSA-KNUST
- (b) The Women's Commissioner shall:
 - i. represent the collective interest of the general female membership of the Association and on the Science Students' Association's Women's Commission.
 - ii. construct such programs that may benefit the general population of the female membership of the Association.
 - iii. seek to encourage the general participation of women in the activities of the Association.

FUNCTIONS OF COMMISSION MEMBERS

- i. The Deputy Women's Commissioner shall act as the Women's Commissioner in the absence of the Women's Commissioner.
- ii. The Secretary shall keep minutes of committee meetings, write and disseminate letters.

- iii. The Organizing Secretary shall liaise with the Association's Organizing Secretary in organizing programs that serves the interest of female students.
- iv. The Public Relations Officer shall be responsible in publicizing all activities of the Office of the Women's Commission.

4.3. THE MEC SSA COUNCIL

- (a) The MEC SSA Council shall comprise:
 - i. The Executive Committee
 - ii. Chairmen of the various committees
 - iii. Class representatives for each year
 - iv. Members of the various committees
- (b) The President shall preside at meetings of the Council.
- (c) The position of any Council member shall become vacant:
 - i. By a vote of no confidence, supported by votes of not less than two-thirds (2/3) of all Council members.
 - ii. When he is removed from office by the President supported by two-third (2/3) of all council members on grounds of stated misbehavior or inability to perform his functions arising from infirmity of body or mind.
 - iii. When he resigns.
- (d) The Council shall meet seven (7) days after the President-elect has nominated candidates to hold positions under the Association.
- (e) All Council members shall individually and (or) collectively take the oath of allegiance as set out in the schedules prior to the assumption of duty.
- (f) All council members shall be responsible to the General Assembly.

4.3.1. FUNCTIONS

The MEC SSA Council shall:

- (a) Debate issues concerning the interest of students and may pass resolutions on them.
- (b) Receive and discuss budgets of bodies or Committees under the Association.
- (c) Perform other functions as may be referred to it by the General Assembly.

- (d) Have the right to call upon an Executive member or a Chairperson of any subcommittee to explain issues concerning students.
- (e) Act on behalf of the General Assembly when the latter is on recess and shall inform the General Assembly upon resumption.
- (f) The proceedings of the Council shall not be invalidated by a vacancy in its membership including a vacancy not filled when the council first meets.
- (g) The Council shall have a quorum of eight (8) members.
- (h) The Council shall adopt the standing orders and intervention of meetings as pertained in Articles 7.5 and 7.7 respectively.
- (i) Be responsible to the General Assembly.

4.3.2. APPOINTMENTS

The President has the power to appoint persons to the following non-voted offices after they qualify as stated in this Constitution and are approved by a vetting committee:

1. Judicial Chairperson
2. Electoral Commissioner
3. Chief of Staff
4. Public Relations Officer
5. Entertainment Committee Officer
6. Editor-in-Chief
7. Legal Affairs Officer
8. Sports Committee Officer
9. Academic Commission Officer
10. Welfare Committee Officer
11. Events Organizing Officer
12. The Religious Commission Officer
13. Health Officer
14. Science and Technology Officer
15. Audit Officer

16. Any other office that the President creates in accordance with this Constitution.

4.4. AUXILIARY COMMITTEES

- (a) There shall be auxiliary committees that shall assist the executive committee with respect to their various specializations.
- (b) These committee heads shall go through a vetting process before given the nod as substantive heads.
- (c) Heads of such committees shall be accountable to the Chief of Staff.

CHIEF OF STAFF

- (a) The head Chief of Staff shall be appointed by the president with approval from the vetting committee.
- (b) The deputy Chief of Staff shall be appointed by the president in the manner stated under clause (a).
- (c) The deputy shall perform functions as may be directed by the head so far as it relates to the functions of the office and in the absence of the head, the deputy shall perform the functions of the head.
- (d) The Chief of Staff shall act as the principal officer to all MECSSA appointees of the Executive Committee. He shall:
 - i. He shall handle disputes among MECSSA appointees of the Executive Committee.
 - ii. He shall in consultation with the General Secretary of the MECSSA handle all correspondences sent to the Office of the President.
 - iii. He shall monitor the day-to-day activities of all committee under the MECSSA with the exception of independent committees.
 - iv. He shall perform other roles assigned by the President
- (e) Anytime the functions of the Chief of Staff conflicts with any function meant to be performed by other officer provided for under the MECSSA Constitution, that officer shall perform such a function.

EDITOR-IN-CHIEF

- (a) There shall be an Editor-in-Chief who shall be appointed by the President with the approval of the vetting committee.
- (b) There shall be a deputy who shall assist the editor-in-chief and he shall be appointed by the President.
- (c) He shall:
 - i. disseminate such information that may be beneficial to the general membership of the Association.
 - ii. be in-charge of all notice Commissions of the Association.
 - iii. be in-charge of the publication of all newsletters, memos and directives of the Administration.
 - iv. be responsible for the production of the annual magazine for the Association.
 - v. be responsible for the acquisition of all resources needed for the production of the magazine.
 - vi. obtain the financial resource needed for the production of the magazine both from the Association coffers and benevolent persons, group of persons and under the Association.

PUBLIC RELATIONS OFFICE

- (a) There shall be a Public Relations Officer and a deputy who shall be appointed in a manner provided for in this Constitution.
- (b) The Public Relations Officer shall be the chairperson of the Public Relations office of MECSSA.
- (c) The Public Relations Officer shall advise the Executive Committee on all media related issues and handling of information.
- (d) The Public Relations Officer shall perform any other function assigned to him in relation to the office by the Executive Committee and by this Constitution.

SPORTS COMMITTEE

- (a) There shall be a sports committee which consist of:

- i. A chairperson
 - ii. A deputy
 - iii. A member
- (b) The appointment will be done by the President in accordance with the constitution.
- (c) They shall:
 - i. advice the executive committee on sports related issues under MECCSA.
 - ii. shall perform his duties in consultation with the Sports director of SCISA.
 - iii. shall perform any other function assigned to him by the executive committee in relation to the office.

ACADEMICS COMMITTEE

- (a) There shall be a sports committee which consist of:
 - iv. A chairperson
 - v. A deputy
 - vi. Two members
- (b) The appointment will be done by the President in accordance with the constitution.
- (c) They shall:
 - i. represent the academic interest of the general membership of the Association.
 - ii. advice students pertaining to what approach to use in resolving academic problems with the department authorities.
 - iii. negotiate with the Department Academic Board on issues disturbing the general progress of academic activities for students.
 - iv. represent the Association at the SCISA Academic Board.
 - v. solicit for needed adjustments in academic activities that will enhance the academic process in the department.

WELFARE COMMITTEE

- (a) There shall be a Welfare Committee that shall plan, initiate and execute all welfare-oriented activities of the union.
- (b) The Welfare Committee shall be made up of five (5) members including:
 - i. Chairperson.
 - ii. A deputy
 - iii. Three members
- (c) Committee members shall be appointed and screened before approval.
- (d) The Welfare Committee shall:
 - i. inform the Executive Council on the state of the general welfare of students.
 - ii. advice the Executive Council on all welfare related matters.
 - iii. be responsible for identifying the alumnus of Meteorology and climate science Department.
 - iv. be responsible for identifying the alumnus of Meteorology and climate science Department.
 - v. be responsible for maintaining good relationship with the post-graduate students of the Meteorology and climate science Department.
 - vi. compile a YEAR BOOK for all students of MECSSA-KNUST.
 - vii. receive all applications having reference to the formation of clubs, unions, or associations and forward all such requests to the Judicial Commission for advice and direction.

EVENTS ORGANIZING COMMITTEE

- (a) The Committee shall compose of a Chairperson who shall be appointed by the President in consultation with the Organizing Secretary of the Association.
- (b) The Committee shall be made up of four (4) members including:
 - i. The Chairperson
 - ii. A deputy
 - iii. Two members

- (c) The Committee in collaboration with the Organizing Secretary shall plan an effective way of organizing MEC SSA programs.
- (d) The Committee shall support the Organizing Secretary before, during and after a program

RELIGIOUS BOARD

The Committee shall be made up of two (2) religious bodies, namely:

- (a) THE CHAPLAINCY COMMITTEE
- (b) THE IMAMS COMMITTEE

THE CHAPLAINCY COMMITTEE

- (a) The Committee shall compose of:
 - i. The Chaplain, who shall be appointed by the President in consultation with the MEC SSA Christian Fellowship
 - ii. Four other persons appointed by the Chaplain from each year group.
- (b) The Committee shall be responsible for:
 - i. Prayers during all MEC SSA functions
 - ii. Organizing weekly prayer meetings for all MEC SSA members
 - iii. Organizing daily prayers for the various year groups.
 - iv. Organize a special prayer session prior to every exam
 - v. Inculcating a sense of brotherliness and unity amongst Christians and Muslims in the Association.

THE IMAMS COMMITTEE

- (a) The Committee shall manage the affairs of the MEC SSA Muslims Union (M.M.U)
- (b) The Committee shall compose of:

- i. The Chief Imam, who shall be appointed by the President in consultation with the Council of Elders in the Imam's Committee.
 - ii. Two appointed members
- (c) The Committee shall be responsible:
- i. For prayers during all MEC SSA functions
 - ii. To serve as a mouth-piece for the Muslim Students to channel their concerns to MEC SSA and also provide a sense of belonging and identity to members
 - iii. For inculcating a sense of brotherliness and unity amongst Muslims and Christians in the Association.

HEALTH COMMITTEE

- (a) There shall be a health committee comprising of:
- i. A Chairperson who shall be appointed by the President, subject to approval
 - ii. A deputy
 - iii. Two members
- (b) They must have sound understanding on healthcare delivery and related matters.
- (c) He shall:
- i. ensure that health and sanitation concerns of students are laid before the executive council and addressed accordingly.
 - ii. advice the Executive Committee on all welfare health related matters.
 - iii. perform any other function assigned to him by the executive committee.

SCIENCE AND TECHNOLOGY COMMITTEE

- (a) The Committee shall be comprised of:
- i. Chairperson who shall be appointed by the President of the Association.
 - ii. A deputy

iii. Three members

(b) The Committee shall:

- i. take oversight responsibility and management of the MECSSA website
- ii. encourage in-house project by members during colloquia as well as presentation of project on behalf of the Association during fairs and exhibitions.
- iii. also assist with the running of the Computer Laboratory.
- iv. inculcate a sense of innovation development in students by making available innovation opportunities.

ENTERTAINMENT COMMITTEE

(a) There shall be an entertainment committee comprising of:

- i. A Chairperson who shall be appointed by the President, subject to approval
- ii. A deputy
- iii. A member

(b) The Entertainment Committee shall:

- i. advice the Executive Council on all Entertainment related issues of MECSSA.
- ii. perform any other function assigned to him by the executive council in relation to the office and by this Constitution.
- iii. coordinate with the Office of the Organizing Secretary to successfully plan all programs in the Association.
- iv. look to establish affordable, reliable and sustainable networks to execution of entertainment projects

AUDIT COMMITTEE

(a) There shall be an independent Audit Committee composed of:

- i. A Chairperson
- ii. A Deputy
- iii. Two members.

- (b) The Audit Committee Chairperson shall be appointed by the Executive Committee.
- (c) The Audit Committee:
 - i. shall be responsible for the Auditing of the accounts of the Association every semester and present the audited report to the General Assembly at the last meeting of each semester
 - ii. shall report directly to the General Assembly meeting.
- (d) Copies of the Audit Committee report shall be made available on the notice at least five (5) days before a General Assembly specifically convened for a formal presentation by the Audit Committee for the subsequent acceptance or otherwise.
- (e) An Audit Report shall include:
 - i. An income and expenditure accounts of the Association.
 - ii. Statement of Accounts- cash in hand, cash at bank as last day of academic year and fixed assets, returns from dues, liabilities, creditors.
 - iii. A detailed statement of financial administration
 - iv. Audit Committee assessment of financial position of the Association
- (f) The Audit Report of the Association shall be published on the notice Commission at the end of each semester and at least two (2) weeks before the handing over ceremony.

CHAPTER FIVE

THE JUDICIAL COMMISSION

5.1. JUDICIAL POWER

- (a) Justice shall be administered in the name of the Meteorology and Climate Science Students' Association by the Commission. It shall be absolutely independent of any influence whatsoever and is subject only to this Constitution.
- (b) The Commission shall have judicial power and neither members nor officers of any other body in the Association shall be given absolute judicial power.
- (c) The Commission shall have jurisdiction in all matters relating to elections, impeachment and conduct of members in other bodies, including any matter that relates to the interpretation of this Constitution.
- (d) It shall have power to rule over any matter on which this Constitution is silent.
- (e) The administration and supervision of the Judicial Commission shall be exercised by the Judicial Commission Chairperson.

5.2. COMPOSITION

- a. The Judicial Commission in order of authority shall consist of:
 - i. The Chairperson
 - ii. The Deputy Chairperson
 - iii. The Secretary or recorder to the Chairperson.

- iv. One member from each year

5.3. FUNCTION

- a. The judicial and financial administration of the Commission shall not be subject to the control and direction of any other authority other than for the purposes of an audit by the Audit Committee.
- b. The Commission shall have jurisdiction in every matter relating to the enforcement and interpretation of any provision of this Constitution and in every matter where it is alleged that a person or body of persons has/have acted ultra-vices, or contravened or acted inconsistent with any provision of the Constitution.
- c. The Commission shall have the mandate to resolve conflicts between students or group of students in the Association.
- d. For the smooth running and effective exercise of its function the Commission shall have the power to do such things as shall be reasonably necessary including the issuance of prerogative writs, or orders such as mandamus, certiorari, prohibition, interdiction and any other order that it deems legally necessary.
- e. In the exercise of its functions the Commission shall be subject only to the provisions of this Constitution, the general university regulations, the SRC constitution and the SCISA constitution and shall not be subject to the control or direction of any other body.
- f. All impeachment proceedings against any officer in the Administrative Council shall be brought before the Commission.
- g. Any of the members of the Commission involved in misconduct shall be referred to the SCISA Judicial Board for disciplinary action.
- h. The Commission shall publish its findings, conclusions and recommendations on any such proceedings on the notice Commission after any sitting.
- i. It shall also have jurisdiction over every matter relating to Electoral petitions, disciplinary and all Constitutional matters.
- j. It shall at least once in a year, educate its members on the provisions of the Constitution and Judicial Procedure.

- k. The Commission shall have the power to summon any member to its hearings.
- l. Monies for the administration of the Commission shall be obtained from the appropriate fund responsible for administrative expenses of the Meteorology and Climate Science Students' Association after a budget has been drawn and submitted by it to the financial secretary.
- m. All monies should be received by the Commission not later than two weeks after submission.
- n. Any member who has been found by the Judicial Commission to have acted or made an attempt to act or refused to act and has resulted in the disruption of the normal administration of the Commission shall be charged for contempt of the Commission and is liable to penalties in Article 1.2 of this Constitution.
- o. The Judicial Chairperson or any of the other members exercising judicial power shall not be liable to any action for any act or omission made in the exercise of judicial power unless a higher Judicial body after an appeal declares that he has acted beyond this Constitution.

5.4. THE JUDICIAL COMMISSION CHAIRPERSON

- a. Shall be appointed by the President and approved through secret voting by outgoing Judicial Commission.
- b. No person shall be eligible for appointment unless he is qualified for the office as stated in the constitution.
- c. Notwithstanding 5.1 (b), no member of the Association is eligible for appointment by the Commission unless he has had at least one year's experience in any Judicial Commission in this University.
- d. He shall preside over all judicial sittings.
- e. He may be assisted with his duties by the Deputy Chairperson.
- f. The Secretary shall be appointed according to Article 5.1 clauses (a) and (b) of this Constitution.

5.5. EXERCISE OF POWER

- a. Any sentence that has been given by the Judicial Commission can be appealed to the SCISA Judicial Board and if such an appeal is granted it shall overrule the sentence given by the Commission.
- b. The Commission may rule on any act passed by the Executive council after a petition is made to it by a member and it is convinced that the Executive council acted beyond the powers that this constitution confers on it.

5.6. THE LEGAL AFFAIRS BOARD

- a. A Legal Affairs Board shall exist and shall comprise of:
 - i. Director
 - ii. A deputy
 - iii. Two members
- b. The director and members shall be recommended by the members of the outgoing legal board to the incoming Judicial Commission for approval.
- c. The legal board shall have the power to:
 - i. Advice and co-ordinate legal issues in the administrative council
 - ii. Draft any document of legal effect for any member or organ of the Association.
 - iii. Co-ordinate with the SCISA Legal Affairs Board in its activities
 - iv. Provide legal documentary service to any member

CHAPTER SIX

AMENDMENTS AND REVISION

6.1. AMENDMENT

- a. Any student shall petition the Judicial Commission Chairperson for the amendment of any provision of the constitution.
- b. Any notice of amendment of any provision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of 15 students from each class.
- c. The Judicial Commission shall sit to consider the issue within twelve (12) academic days upon the receipt of any valid notice of the amendment.
- d. 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.
- e. Members of the judicial commission may be part of the ad hoc committee. Reports of the ad-hoc committee shall be submitted to the Judicial Commission Chairperson
- f. The Constitutional 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.

- g. The Executive Committee shall within seven (7) academic days upon receipt of the Judicial Commission's report, send it to the General Assembly for deliberation.
- h. The meeting shall be decided by two-thirds 2/3 majority members present and voting.
- i. 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.

6.2. REVISION

- a. Any student shall petition the Judicial Commission Chairperson for the revision of any provision of the constitution.
- b. 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.
- c. The Judicial commission 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.
- d. 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.
- e. Members of the Judicial Commission may be part of the ad-hoc committee
- f. Reports of the ad-hoc committee shall be submitted to the judicial Commission Chairperson.
- g. 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.

- h. The Executive Committee shall within seven (7) academic days upon receipt of the Judicial Commission's report, send it to the General Assembly for deliberation.
- i. The meeting shall be decided by two-thirds 2/3 majority members present and voting.
- j. 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.
- k. A total revision of this constitution must be done once every five (5) years.

CHAPTER SEVEN

MISCELLEANOUS

7.1. RESIGNATION

- a. Any officer of the Association may resign voluntarily.
- b. In the event of any officer resigning, the Executive Committee shall communicate to all members through the notice boards within (3) three days of the receipt of the resignation letter.
- c. In the event of en bloc resignation by the Executive committee the Judicial Board shall be notified and it shall in turn notify the General Assembly and assume temporary responsibility until fresh elections are held. The Judicial board shall then keep all documents and assets.
- d. Any such resignation shall be communicated in writing to the Executive Committee at least five (3) days before the date of resignation. The Administrative Council shall appoint a member to act until elections are held.
- e. All documents and properties shall be handed over to the Executive committee upon resignation.

7.2. REMOVAL FROM OFFICE

- a. Any member can start impeachment proceedings against any member or the entire Executive Committee of the Association, provided that a notice is written to the Judicial Commission.
- b. The notice shall be authenticated by the signatures of not less than thirty (30) members of the Association within ten (10) days.
- c. The Judicial Commission shall within seven (7) days upon receipt of the notice of impeachment examine and publish its report on the issues. The officers concerned shall have the right to state their case to the General Assembly.
- d. The Judicial Commission's meeting to determine the case of impeachment may be in public.
- e. Such meetings referred to in Article 7.2 (d) supra shall be chaired by the Judicial Commission Chairperson.
- f. An Executive Officer against whom impeachment charges have been referred shall officially be removed by majority decision of the members of the General Assembly at a meeting convened for that purpose.
- g. All Officers of the Administration Council shall individually or severally be removed from office if the Judicial Commission finds that the officer has:
 - i. Acted in willful violation of the oath of office or in violation of any provision of this constitution.
 - ii. Misappropriated or embezzled MECSSA-KNUST funds.
 - iii. Conducted himself in a manner which brings or is likely to bring the name of the Association into disrepute.
 - iv. Repeated an academic year (class).
 - v. Been suspended or dismissed from the University.
 - vi. Been inefficient and/or negligent in the discharge of duties.
 - vii. Deferred his course of study
 - viii. Been found to be incapable of performing the functions of his office by reason of disability.

7.3. HONORARIA

- a. Certificates of Honor shall be presented to all elected and appointed officers only recognized in this Constitution at the end of their tenure of office.
- b. The Administrative Council shall identify and honor dedicated and committed members of the Association.
- c. On any grounds of resignation, impeachment or vote of no confidence passed against any officer, he shall automatically forfeit his certificate of honor.
- d. Appointed Officers shall be given appointment letters to confirm their appointments.

7.4. GENERAL MEETINGS

- a. The Association shall meet at least twice every semester at places and at such times as the Executive shall determine.
- b. A quorum shall be twenty (20) of the registered membership.
- c. The meeting shall be presided over by the President. In his absence, the Vice President shall deputize on his behalf. In the case of both the President and the Vice President are absent, the Secretary shall preside.
- d. General meetings shall be advertised for a period of at least five (5) clear days prior to the scheduled time and date.
- e. All decisions taken at such meetings shall be binding on all members whether the President is present or absent.
- f. In the absence of a quorum, a meeting shall be called off one hour after the scheduled meeting time.

7.5. STANDING ORDERS FOR MEETINGS

- a. All meetings conducted by any organ of the Association shall conform to the following basic requirements:
- b. Voting shall be by only members recognized to be part of the meeting
- c. Each member shall be entitled to one vote.
- d. Voting privileges shall include the right of members to make, second motion or nominations.
- e. In voting, motions shall be carried by a simple majority, unless otherwise stated or provided for by the constitution or the standing orders.
- f. Casting of votes shall be in the following order:
 - i. **Votes for**
 - ii. **Votes against**
 - iii. **Abstentions**
- g. The Chairperson shall exercise his voting right if votes for and against are equal in number. Member abstaining shall be considered non-voting.
- h. Voting at meetings shall be by show of hands or by a secret ballot which is requested by a member and is seconded by another member
- i. Resolutions shall be passed by two-thirds (2/3) of votes of majority members present.
- j. For the purposes of the handing over ceremony, the outgoing Judicial Chairperson shall swear in the incoming Judicial Chairperson who shall then swear in all the other incoming Administrative Council members.

7.6. EMERGENCY MEETINGS

- a. The Executive Committee shall convene emergency meetings at such times and places as the Committee shall determine.
- b. Twenty percent (20%) of the registered membership shall be capable of calling for an emergency meeting. Any such request for an emergency meeting shall be in writing and addressed to the Secretary at least twenty-four (24) hours before such a meeting.
- c. Each of the members calling for emergency meetings shall append their names and signatures to their request, which shall contain the proposed agenda of their emergency meeting.

- d. All rules pertaining to general meetings in Article 7.4 shall be applied once the meeting is conveyed.
- e. The matter(s) to be discussed shall be explicitly stated.
- f. No other business shall be considered at such meetings.

7.7. INTERVENTIONS AT MEETINGS

- a. For smooth running of meetings, the Chairperson shall recognize those requesting the floor by the following order of precedence:
 - i. Point of Order
 - ii. Point of Correction
 - iii. Point of Information
- b. A Point of Order which must be heard at all times except during the act of voting must deal with the conduct or procedure of the meeting and must concern only such matters as:
 - i. In-decorum
 - ii. Transgression on the Standing Orders
 - iii. Transgression on the Constitution
 - iv. A call to attention of the introduction of a matter not relevant to the question under consideration
 - v. The use of improper language

7.8. CONDUCT OF MEETINGS

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

- d. Any more Standing Orders may, in case of urgency, or after notice duly given be suspended or changed at meetings, so far as business at that particular
- e. meeting proved that there is a two-thirds (2/3) majority in favor.

7.9. VOTE OF NO CONFIDENCE

- a. Vote of no confidence shall be passed by two-thirds (2/3) of the General Assembly voting at a sitting.
- b. Any officer shall automatically cease to be a member of the Executive if a vote of no confidence is passed on him by the General Assembly or if adverse findings are made against him by the Judicial Commission.
- c. Similarly, an officer shall be suspended for inefficient negligent discharge of duty or acts in a manner prejudicial to the interest of the General Assembly.
- d. The recommendations of the Judicial Commission on appeal(s) shall be deemed final.

CHAPTER EIGHT **SCHEDULES**

8.1. HANDING-OVER

- a. There shall be a handing-over ceremony in the presence of the General Assembly during which all new officers shall be sworn into office.
- b. Handing-over shall be held within fourteen (14) days after the certification of election results by the Electoral Commission.

8.2. TRANSITIONAL PERIOD

- a. There shall be a period for the transition starting a day after the declaration of the results which shall be operative for five (5) days from the day of the beginning of the transition.
- b. Notwithstanding the provision in clause (a), the transitional period may be extended to two (2) days, should circumstances prevent the committee from completing its work within the stipulated time.

- c. There shall be an independent transitional team comprising:
 - i. The Judicial Chairperson
 - ii. Two persons appointed by the out-going President.
 - iii. Two persons appointed by the in-coming President.
- d. Members appointed to this committee must be eligible to hold any office under the current constitution of the Association and must be an automatic member to the committee he represents if not the Chairperson of the committee he represents.
- e. The Chairperson of the transitional team will be the out-going Judicial Commission Chairperson, with ranking members appointed by both the incoming and out-going President.
- f. Without any provision to the contrary, the team shall be responsible for the administration of the Association prior to the handing-over from the old administration to the in-coming administration.
- g. The team shall have the mandate to review the audit report and the transactions of the previous administration.
- h. The team shall have the power to issue subpoena to compel anybody to appear before it in furtherance of their mandate.
- i. A person who fails to comply with the subpoena shall be arranged before the Judicial Commission of the Association for the proper remedy.
- j. The transitional team shall determine their own rules and procedure in relation to the conduction of their meetings.
- k. The transitional team, after the expiration the transitional period shall within forty-eight (48) hours present their report on the administration of the Association with its recommendation to both the council of the outgoing and incoming administration for scrutiny.
- l. Without any provision to the contrary, every member of the transitional team shall not be personally liable for anything lawfully done in the course of performing their mandate.

8.3. MOTIONS AND AMENDMENTS

- a. All full members have the right to file motions or proposals. However, nonfuel members may file motions or proposals only if at least three (3) full members second the motion or proposal.
- b. All motions shall be submitted in writing and handed over to the Secretary.
- c. No motion or amendment shall be opened for discussion until it is seconded, but the proposer shall have 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 the 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 Chairperson shall have the power to rule out of order any speaker failing to adhere to the subject of discussion.
- d. 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 motion once accepted without such consent.
- e. The mover and seconder of an original motion or amendment shall have right of reply at the close of the debate on the motion or amendment.
- f. No further discussion on the question shall be allowed once the question has been put from the Chair.
- g. Discussion of a motion or an amendment may be curtailed in time by a procedural motion from the floor or by the Chair with the approval of the House. 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.
- h. 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.

8.4. ORDER OF PRECEDENCE

- a. The Chairperson shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence:
 - i. A motion to withdraw a motion
 - ii. A motion to recess
 - iii. A motion that a question or proposal not now be put
 - iv. A motion to reverse the decision of the Chair.
 - v. A motion to expand or limit debate to a specific period of time.
 - vi. A motion to refer a matter to a committee or a Sub-Committee for consideration and a report.
 - vii. A motion to postpone or adjourn a matter to a latter specified date or meeting time.
 - viii. A motion to close a debate
 - ix. 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 off 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. If the motion to limit a debate to a certain specified period of time is carried, the Chairperson shall draw a list of those wishing to make their first speech on the subject and allow each one an equal proportion of the specified period. The proposer shall be allowed a maximum of five (5) minutes to round up before the original motion is put to vote.

Should any procedural motion be defeated, twenty (20) 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.

8.5. PAYMENT OF DUES

- a. All students under the Department of Meteorology and climate science shall pay dues to the Association.

- b. Dues are payable in advance and shall become due at the beginning of each semester.
- c. Any member whose payment remains for one year in arrears shall at the beginning of the academic year, be placed on the suspense list and shall be carried on the same until the beginning of the second half of the academic year when his membership shall elapse, proper notice of any pending action has given, unless such payments have been made during the first half of the academic year.

8.6. INTERPRETATIONS

- a. “Association” or “MEC SSA-KNUST” as used in the constitution refer to
- b. the METEOROLOGY STUDENTS’ ASSOCIATION OF GHANA, KNUST BRANCH.
- c. “He” “him” “his” “Chairperson” as used in the constitution shall refer to any student, male or female.
- d. “General Assembly” as used in the constitution shall refer to all undergraduate students of MEC SSA-KNUST.
- e. “Days” as used in the constitution include weekends.
- f. “Independent” as used in the constitution means, shall be free from any external interference in performance of duties.
- g. “Report” as used in the constitution means report on everything done including expenditure within its period of administration.

8.7. OATHS

THE JUDICIAL OATH

I having been appointed Chairperson (Member) of the Judicial Commission of MEC SSA, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve the Association and Students, that I will bear true faith-and allegiance to this association as by law established: that I will uphold its sovereignty and integrity: and that I will truly and faithfully perform the functions of my office without fear or favor, 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. I further solemnly affirm if I should at any time break this oath of office, I shall submit myself to the penalty prescribed. So, help me God.

PRESIDENTIAL/ VICE-PRESIDENTIAL OATH

I having been elected to the office of President/ Vice-president of MECSSA, do hereby in the name of the Almighty God, swear that I will be faithful and true: that I shall strive at all times to preserve, protect and defend the good name of MECSSA, and that I will support and uphold the principles of meticulous accountability, financially or otherwise and that I will seek the welfare of MECSSA in all matters. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the MECSSA Constitution, SO HELP ME GOD.

THE OATH OF ALLEGIANCE

I, do, in the name of the Almighty God swear that I will bear true faith and allegiance to MECSSA as by law established: that I will uphold the sovereignty and integrity of this association: that I will faithfully and conscientiously perform my duties, and that I will preserve, protect and defend the Constitution. So, help me God.

THE EXECUTIVE COMMITTEE OATH

I having been elected/appointed for the position of MECSSA, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve the Association and Students of MECSSA. That I will support and uphold the principles of meticulous accountability, financially and otherwise and that I shall seek the welfare of Students of MECSSA 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 by the other officers before the Association and Students and administered by the Judicial Chairperson at a ceremony organized for this purpose)

AUXILLIARY COMMITTEES’ OATH

I having been elected (appointed)of the MECSSA, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve MECSSA. That I will support and uphold the principles of meticulous accountability, financially and otherwise and that I shall seek the welfare of Students of MECSSA. 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 by the Auxiliary Committee Chairpersons before the Association and Students and administered by the Judicial Chairperson at a ceremony organized for this purpose)

8.8. DRAFTING PETITION

THE JUDICIAL CHAIRPERSON
OFFICE OF THE JUDICIAL
COMMISSION MECSSA-KNUST KNUST

DATE:

DEAR SIR/MADAM,

PETITION AGAINST/APPLICATION FOR/REVIEW OF.....

.....
.....
.....
.....
.....
.....
.....

YOURS FAITHFULLY,

PETITIONER'S SIGNATURE

PETITIONER'S NAME

PETITIONER'S CONTACT NUMBER.

DECLARATION FOR HEARINGS

I, do hereby declare that the information I am providing to this council is true, valid and verifiable. I agree that any misrepresentation and falsification that may be detected will automatically result in my submission to the penalty prescribed.

SIGNATURE. DATE.....

The MEC SSA Constitution in force was first COMPLETED on 12th DAY OF FEBUARY, in the year of our Lord, 2022, by the Judicial Commission, comprising:

TACHIE YOMAAH EMMANUEL -CHAIRPERSON

ALIFO JOSEPHINE AWUSI ELIKPLEM-DEPUTY

BENARD ATO DADSON-RECORDER

MENSAH ARNOLD WILLIAM-MEMBER

APAW MERCY MAWUNYO-MEMBER

EWUSI ERIC-MEMBER

KWAO PRISCILLA MAKAFUI-MEMBER

IT WAS MADE UNDER THE PATRONAGE AND ADMINISTRATION
OF THE 2022/2023 MEC SSA EXECUTIVE / JUDICIAL
COMMISSION

CONSTITUTIONAL REVIEW COMMITTEE 2023/2024

MENSAH ARNOLD WILLIAM-CHAIRPERSON

KWAO PRISCILLA MAKAFUI-DEPUTY

AKWENSIVE DENNIS-LEGAL AFFAIRS OFFICER

DWOMOH BERNICE-RECORDER

BAFFOUR BENJAMIN JNR-MEMBER