

# THE CONSTITUTION OF MANAGEMENT STUDENTS' ASSOCIATION



**UNIVERSITY OF EDUCATION, WINNEBA  
KUMASI CAMPUS**

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# THE CONSTITUTION OF MANAGEMENT STUDENTS' ASSOCIATION UNIVERSITY OF EDUCATION, WINNEBA, KUMASI CAMPUS.

## PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD,  
We the members of MASA

**GUIDED** by the need to be unified to ensure good intellectual, spiritual and social advancement of the Association.

In **EXERCISE** of our natural and inalienable right to establish a framework of governance which we the members of MASA secure for ourselves prosperity, the blessing of liberty, equality of opportunity, ensure unity and cordial interpersonal relations, promote the general welfare and academic and professional growth of members affiliated to the association.



**INSPIRED** by the common determination to play meaningful role in the uplift and development of business education in our dear country Ghana.

**COGNIZANCE** of the need to form an effective system of governance based on the Students' Representative Council (SRC) Constitution of republic of Ghana (1992).

In a **SPIRIT** of solidarity and fraternity with all students of UEW and in solemn declaration and affirmation of our commitment to: **Freedom, Justice, Probity and Accountability.**

The **PRINCIPLE** that all powers of government spring from the sovereign will of the people (members): the protector and preservation of fundamental human rights and freedom, unity and stability vis-à-vis Kumasi.

**DO HEREBY ADOPT, ENACT AND GIVE**

( )

**OURSELVES THIS CONSTITUTION** of  
Management Students' Association of  
University of Education, Winneba, College  
of Technology Education, Kumasi Campus  
on this day 20<sup>th</sup> November 2009 in the year  
of our Lord.

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## CHAPTER ONE

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### ARTICLE 1

#### **NAME, MOTTO, SLOGAN, EMBLEM AND POLICY.**

##### **(1) NAME**

The body shall be known and called the  
MANAGEMENT STUDENTS'  
ASSOCIATION (herein referred to as  
MASA).

##### **(2) MOTTO**

The motto of the association shall be  
**'Let Your Light Shine'.**

##### **(3) SLOGAN**

The slogan of the association shall be  
**MASA: The Managers.**

**(4) EMBLEM**

The emblem of the association shall be  
**Crescent Moon**

**(5) COLOURS**

The colours of the association shall be  
Blue, Red and Orange

**(6) POLICY**

- (i) MASA – UEW-K shall be non-political
- (ii) Officers of the Association duly elected shall constitute the committee (herein referred to as the MASA executive committee).

**ARTICLE 2**

**THE SUPREMACY OF THE  
CONSTITUTION**

- (1) The sovereignty of MASA resides in the members of Association on whose

name and for whose welfare, the powers of governments are to be exercised in the manner and within the limits laid down in this constitution.

- (2) This constitution shall be the supreme law.
- (3) governing the Association which shall be known and called **MANAGEMENT STUDENTS' ASSOCIATION (MASA)**,  
University of Education, Winneba,  
College of Technology Education,  
Kumasi Campus, Ghana.
- (4) Any other law of the Association found to be inconsistent with any provision of this constitution shall to the extent of the consistency be void.
- (5) Notwithstanding clause (2) of this Article, the laws and statement of MASA, the faculty, the University of Education, Winneba and the constitution of the republic of Ghana reign supreme.

## ARTICLE 3

### ENFORCEMENT OF THE CONSTITUTION

(1) A member in good standing who alleges



that and enactment or anything contained in or done under the authority of this constitution or any other enactment, or any act or omission of any member is inconsistent with, or is in contravention of a provision of this constitution, shall bring an action to the Judicial Board for a declaration to that effect.

- (2) The judicial board shall for the purpose of a declaration under clause (1) *supra*, make such order as Habeas Corpus, Certiorari, Mandamus, Prohibition and Quo warrant to give such directions as it may consider appropriate for giving effect, or enabling effect to be given to the declaration so made.
- (3) A member in good standing to whom an order or a directive is addressed under clause (2) *supra* of this article by the Judicial Board, shall dully obey and carry out the terms of the order of the

directive.

- (4) Failure to obey or carry out the terms of an order or directives made or given under clause (2) of this Article constitutes a very serious violation under this constitution and shall, in the case of any executive officer constitute a ground for removal from office under this constitution.
- (5) A person convicted of serious violation of the law under clause (4) *supra* shall not be eligible for election or for appointment to any office of the Association for two (2) years beginning from the date of the expiration of his/her removal from office.

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## CHAPTER TWO

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### ARTICLE 4

#### OBJECTIVES AND AIMS OF THE ASSOCIATION

- (1) To foster unity, promote cordial relations among students and to improve upon students-lecturer relationship, students and non-teaching staff relationship.
- (2) To help to create more professional and career development in various business fields.
- (3) To encourage the students interest in the study of business courses through proper education such as seminars, lectures, colloquia and film show, workshops and exchange programmes and focusing them on the prospects of the course.

- (4) Publication of business study achievements through the media.
- (5) To impact on the community for the values of management students to be acknowledged and appreciated better.
- (6) To promote and seek the general welfare of management students.
- (7) Help students to secure voluntary attachment.
- (8) Organize special tutorials, business information technology and related training programmes and field trips for members to be abreast of current professional practices.

## **ARTICLE 5**

# **MEMBERSHIP, RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

## **1. MEMBERSHIP**

- (i) There shall be three (3) categories of membership.
  - a. Full membership
  - b. Associate membership and
  - c. Honorary membership
- (ii) All enrolled students of management studies department shall be full members.
- (iii) Associate members shall be opened to all persons interested in the aims and objectives of the association.
- (iv) Any person or group of persons who make positive contribution to the association shall be accorded honorary membership status.

## **2. RIGHTS, PRIVILEGES AND**

## RESPONSIBILITIES

Members shall be:

- (i) Obligated to obey the rules and regulations enshrined in this constitution.
- (ii) Bound by the decisions taken by the association at its general and executive committee meetings.
- (iii) Obligated to **pay association dues** at the beginning of the first semesters of each academic year.
- (iv) Oblige to pay any other due/levies decided upon by the association Executive Committee and consented to by the members from time to time.
- (v) Right to participate in all activities of the association.
- (vi) Any member who wishes to use any property or facility of the association (such as the Logo, letterheads and the like) for academic and professional career shall write to the president for

prior approval and determination of charges.

- (vii) Have the right to vote and be voted for as and when necessary.
- (viii) Express their views in accordance with the provisions of this constitution.

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## CHAPTER THREE

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### ARTICLE 6

#### **THE EXECUTIVE OFFICERS, COMPOSITION AND FUNCTIONS**

##### **A. COMPOSITION OF OFFICERS**

The executive committee shall consist of the under-listed elected and appointed officers

- (1) President

- (2) Vice president
- (3) General Secretary
- (4) Financial secretary
- (5) Treasurer
- (6) Welfare officer
- (7) Sports & Games/Entertainment  
Chairperson.
- (8) Public relation officer (co-opted)
- (9) Women's commissioner
- (10) Council Attorney.

## **B. FUNCTIONS**

The executive committee shall:

- (1) Be the supreme authority in policy formulation and implementation.
- (2) Be responsible for providing essential services to the members.
- (3) See to the welfare of members of the association.
- (4) See to the general maintenance of MASA.



- (5) Be the link between the members of the association and the university administration.
- (6) Draw-up the budget of the association.
- (7) Hold at least two (2) general meetings in a semester, and shall approve the budget and plans for activities, review and evaluate the budget.
- (8) Deposit copies of the approved budget with the MASA president, Dean of Students  
Affairs, Finance Officer, and  
Internal Auditor of the University.
- (9) Ensure that the budget is strictly adhered to.
- (10) Initiate and approve of new project for the association by the executive.
- (11) Approve activities of the MASA which contribute to the spiritual, moral, intellectual and professional development of the members of the association.

- (12) Offer proposals to the University's Administration on the needs of MASA.
- (13) Be responsible for the coordination and execution of policies of the association and serve as a link in matters relating to MASA and other recognized students' organizations in the University.
- (14) Represent the interest and views of the association in emergency cases where it shall not be possible for members of the association to meet and take decisions.
- (15) Discuss and approve all programmes and budgets of the various Committees or Board of the Association.
- (16) Take appropriate action, through the judicial board, against officer(s) or member(s) of MASA who act in a way that brings the entire executive, members and or the association into disrepute.

- (17) Organize annual MASA week celebration
- (18) Keep an inventory of all MASA property; issue executive instrument, in accordance with the provisions of this constitution, concerning the activities of the association.
- (19) In times of emergency, have powers to act promptly without prejudice to any provision of this constitution where the university is off session and shall, where the university is on within two (2) days when the university is in session inform the association about the use of such emergency powers with prove.
- (20) Notwithstanding Article 6 section B clause (19) *supra* such cases shall be approved by members of the association in the next general or emergency meeting.
- (21) Have voting right at all executive

meetings.

### **C. GENERAL FUNCTION**

In all cases, officers and chairperson of committees, commissions and boards of the association shall:

- (1) Properly account for all monies and properties received, or in their custody.
- (2) Prepare comprehensive handing-over notes and hand over all documents, equipment/tools and properties to their successors.

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## **CHAPTER FOUR**

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### **ARTICLE 7**

## **ADMINISTRATIVE FUNCTIONS AND**

# POWERS

## 1. THE PRESIDENT

The president shall be:

- (i) The executive head of the MASA
- (ii) Chairperson of all meetings of the executive committee and the general meetings.
- (iii) Be the official spokesperson of the students of the association and represent them at the SRC meetings, conveying views of members to meetings and reporting decisions taken there to members within 48 hours.
- (iv) Summon all meetings through the secretary.
- (v) Has the power to serve in committees under the constitution.
- (vi) In consultation with the executive committee members, have the prerogative right to take decision(s)

and later inform the entire members.

- (vii) Delegates any executive member to represent him or her whenever necessary.
- (viii) Have casting vote at all meetings.
- (ix) Interpret standing orders during meetings.
- (x) In consultation with the executive committee and the Patron and unless otherwise stated in this Constitution, appoint chairperson(s) or other members of committees and commissions of the MASA.
- (xi) Be the principal signatory to all current and savings accounts of the association

and shall countersign vouchers and letters of the association.

- (xii) Prepare comprehensive handing-over notes for the incoming president.
- (xiii) Ensure that the Treasurer keeps an

imprest of equal amounts as it is operational in the main university's administration.

- (xiv) Ensure that the Financial Secretary/finance committee presents the MASA's accounts to the internal auditor and the internal auditor or the university or external auditor requested to do so.
- (xv) Ensure that all monies and properties received by or given out to any individual officer or committee are properly accounted for.

## **2. THE VICE PRESIDENT**

There shall be a vice president who shall:

- (i) Perform all the FUNCTIONS as in article 7 clause (1) *supra* of this constitution in the absence of the president.

- (ii) Perform such function as may be assigned to him or her by the president or the finance committee
- (iii) Be the chairperson of the finance committee.
- (iv) Be the overseer of all other committees of the association but not boards and commissions.
- (v) Be accountable and responsible to the president.
- (vi) Keep inventory of all properties and declare all assets and liabilities at the beginning and at the end of every semester.

### **3. THE GENERAL SECRETARY**

The secretary shall:

- (i) Be responsible for all correspondence, filling and keeping of all documents of the association and recording the proceedings (minutes) of all meetings of the association.



- (ii) Be secretary to the executive committee and the association.
- (iii) In consultation with the president, summon both general and executive committee meetings.
- (iv) Perform any such functions as the executive may assign him or her from time to time.
- (v) Compile an official list of all members of the association in accordance with the provision of this constitution.

#### **4. THE FINANCIAL SECRETARY**

The financial secretary shall:

- (i) Be responsible for collection and keeping true records of all monies and financial transactions and shall issue receipts to cover all such monies collected and support all transactions.
- (ii) Keep the income and expenditure accounts of the association.

- (iii) Submit all accounts books of the association to the Audit Board (*Internal or External Audit Board*) for auditing as and when required by the constitution.
- (iv) Handover all monies to the treasurer within 24 hours after collection.
- (v) Inform the members of the association the financial position of the association at all general meetings.
- (vi) Present an audited statement of account of the association to members once every semester. This statement shall be posted on all notice boards at least seven (7) days before such a presentation.
- (vii) Present the Annual budget to members on behalf of the executive for approval.
- (viii) Be the secretary to the finance committee. Be one of the signatories of all accounts, bills and vouchers.

## **5. THE TREASURER**

The treasurer shall:

- (i) Receive all monies due from the financial secretary and shall always issue receipts to cover any money received.
- (ii) Keep records of all monies of MASA.
- (iii) See to the general welfare of the MASA members.
- (iv) Be a signatory to MASA accounts.
- (v) Take custody of all MASA funds and savings passbook, cheque books, and pay in slips.
- (vi) Bank all monies received within seventy-two (72) hours.

## **6. THE WOMEN'S COMMISSIONER**

The women's commissioner shall:

- (i) Aid female members in realization themselves as an important resource so as to contribute to the advancement of society.

- (ii) Assist in finding solutions to problems in connection with women related ideals.
- (iii) Help to prepare the female members for a more responsible and responsive role in life after graduation.
- (iv) Serve as a link between female members and other groups with the view to sharing ideas and strategies on issues concerning women.
- (v) Inculcate in the female members, a sense of inclusion, solidarity and active participation in association activities.

## **7. CHAIRPERSON OF SPORTS & GAMES/ENTERTAINMENT**

The chairperson of sports & games/entertainment shall:

- (i) Be the chairperson of the sports & games/entertainment committee of the association.
- (ii) Nominate the sports & games/

entertainment committee members of four (4), subject to approval by the executive committee.

- (iii) Appoint a secretary for the committee.
- (iv) See to the safe-keeping of the association sports & games and entertainment equipment.
- (v) In consultation with the executive committee organize entertainment programmes.
- (vi) Supervise the sale of tickets before, during and after the organization of the entertainment programmes.
- (vii) Render accounts to the financial committee after any organized entertainment programmes within forty-eight (48) hour.
- (viii) Assist the financial committee to raise fund for the association.
- (ix) Perform any duties assigned to him/her by the executive committee.

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## CHAPTER FIVE

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### ARTICLE 8

#### APPOINTMENT OF OFFICERS

The under listed officers shall be appointed by the president in consultation with the executive committee and vetted under the provision of this constitution, subject to approval by members of the general assembly.

They are:

- (1) The Council Attorney
- (2) The Judicial Board Chairperson
- (3) The Electoral Commissioner
- (4) The Audit Board Chairperson
- (5) The Chaplain
- (6) The Welfare Officer

(7) The Public Relation Officer.

**1. THE COUNCIL ATTORNEY**

The Council Attorney shall;

- (i) Be the legal advisor to the executive committee.
- (ii) Chair the presidential message.
- (iii) Represent MASA in all legal appearances.

## **2. THE JUDICIAL BOARD CHAIRPERSON**

The judicial board Chairperson shall:

- (i) Preside over and supervise all activities and proceedings of the board.
- (ii) Appoint a secretary for the board.
- (iii) Interpret constitutional provisions and Articles when and where necessary.
- (iv) Settle disputes, conflicts and grievances that may arise and be brought before the board.

## **3. THE ELECTORAL COMMISSIONER**

The electoral commissioner shall:

- (i) Preside over the commission's meetings.



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- (ii) Have the power to regulate the conduct of all elections
- (iii) Preside over the vetting committee.
- (iv) Be in consultation with the SRC electoral commission, plan and conduct all MASA elections, referenda and by-elections
- (v) Be independent in the exercise of his/her duties and functions
- (vi) Be in consultation with the SRC electoral commission, organize outgoing and incoming executives.
- (vii) Be in consultation with the SRC electoral commission, band and lift ban on politics.
- (viii) Perform any other function as shall be prescribed by the executive committee.
- (ix) Appoint two (2) members from the

association into the electoral commission.

#### **4. THE AUDIT BOARD CHAIRPERSON**

The audit board chairperson shall:

- (i) Be nominated by the executive committee subject to approval by members at General assembly meeting.
- (ii) Preside over and supervise the activities and proceeding of the board.
- (iii) Perform other functions as may be assigned by to him or her by the executive committee.
- (iv) Set out the necessary financial management controls for the association and committees.
- (v) Give financial and administrative advice to the executive committee.

#### **5. THE CHAPLAIN**

The chaplain shall:

- (i) Represent the association on the SRC

chaplaincy board.

- (ii) Liaise between all association and campus religious bodies.
  
- (iii) Be in charge of all religious activities of the association.
- (iv) Lead the MASA in prayers at all meetings.
- (v) Organize denominational devotion for the members as and when necessary.

## **6. THE WELFARE OFFICER**

The welfare officer shall:

- (i) Be the chairperson of the welfare committee.
- (ii) Represent the association on the SRC welfare committee.
- (iii) See to the general welfare of members of the association.
- (iv) See to it that proper records are kept in the distribution of souvenirs to deserving members of the association

when the need arises.

- (v) Ensure that all properties of the association are kept in good shape.

## **7. THE PUBLIC RELATION OFFICER**

The public relation officer shall:

- (i) Be the Liaison officer between members and executives of the association.
- (ii) Assist the welfare and sports & games/entertainment committee Chairperson in the discharge of their duties.
- (iii) Be responsible for the publication of the main official journals of the association.
- (iv) Be responsible for giving information in decisions within 48 hours after it has been made.
- (v) Making effective publicity and advertisement of all MASA activities.
- (vi) Perform any other responsibility as may be assigned by the president and or the executive committee.

- (vii) Act as a secretary in the absence of the secretary.

## 6. CHAIRPERSON OF THE SCREENING AND VETTING COMMITTEE

The chairperson of the screening and vetting committee shall:

- (i) Chair all screening and vetting of **nominees** and **appointees** to Committee, commissions and Boards.
- (ii) Be a level 300 student of the association.

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## CHAPTER SIX

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### ARTICLE 9

#### COMMISSION/ COMMITTEES/ BOARDS COMPOSITION AND FUNCTIONS.

##### A. THE ELECTORAL COMMISSION

###### i. COMPOSITION

There shall be a three (3) member independent and autonomous electoral commission which shall be financed from the MASA accounts and shall consist of:

- (a) The electoral commissioner who shall be the chairperson of the commission.
- (b) The deputy electoral commissioner who shall be appointed by the electoral commissioner
- (c) Electoral commission secretary who shall be appointed by the **Electoral**

**Commissioner.**

## ii. OTHER CONDITIONS

- (a) A member shall not be qualified to be a member of the commission if he/she is a member of the executive committee of the association
- (b) Whenever the position of the electoral commission becomes vacant or the Commissioner is unable to perform his/her functions; the deputy electoral commissioner shall act as the electoral commissioner until a substantive one is appointed.
- (c) Notwithstanding section A clause ii (a) and (b) *supra*, whenever the electoral commission is found to be incompetent, the executive committee in consultation with the members of the association shall dissolve and appoint an interim electoral commission.
- (d) The executive committee shall not interfere with the activities of the electoral commission.



### **iii. FUNCTIONS**

- (a) The electoral commission shall make rules and regulations of procedures of the exercise and execution governing the conduct of MASA elections as provided in this constitution.
- (b) There shall be a vetting committee of the electoral commission, which shall consist of members of the commission. The electoral commission secretary shall record all proceedings of the vetting committee. The commission shall make available the provisional and final election results on the notice board twenty-four (24) hours after vetting
- (c) The commission shall organize and supervise manifesto reading and shall keep copies of manifesto presented by candidates.

## **B. THE VETTING COMMITTEE (ELECTION)**

### **i. COMPOSITION**

- (a) The chairperson of the electoral commission shall be the chairperson of this committee.
- (b) The deputy electoral commissioner of the association.
- (c) The Council Attorney.
- (d) Two (2) other members appointed from the association by the electoral commissioner.

### **ii. FUNCTIONS**

- (a) Be responsible for ensuring that candidate(s) who compete(s) for any position in any election under this constitution satisfy the requirement provided for in this constitution or regulation of the electoral commission set out in this constitution.

- (b) Have the power to disqualify any candidate for any election under this constitution on the grounds stated in this constitution.

## **C. FINANCE COMMITTEE**

### **i. COMPOSITION**

The finance committee shall consist of five (5) members and they shall be;

- (a) The vice president as the chairperson of the committee.
- (b) The financial secretary as the secretary of the committee.
- (c) The treasurer of the association.
- (d) Two (2) other members of the association who shall be appointed at a general meeting.

### **ii. FUNCTIONS**

- (a) Be responsible for the management and appropriation of MASA funds.
- (b) Present to the members a budget for

every academic year within twenty-eight (28) days of the beginning of the first semester for approval.

- (c) Be the trustee of the MASA funds.
- (d) Be responsible for the preparation of the association's semester statement of accounts.
- (e) Be responsible for raising extra funds to support MASA programmes.
- (f) Pre-audit all financial transactions of the executive officers and commission/committee involving amounts as may be determined by the members of the association. In case of misappropriation of funds, it shall be deemed an indictable offence and shall be referred to the judicial board.
- (g) Ensure that request forms, fund-raising envelopes on which the association shall
- (h) state items for which the association need money shall be prepared

- (i) The quorum for the finance committee meeting shall be at least three (3) out of five (5) members including the chairperson and the secretary.

## **D. THE AUDIT BOARD**

### **i. COMPOSITION**

- (a) Individual year group shall nominate a member to the audit board namely, level (100, 200, and 300) subject to approval at general meeting.
- (b) The member from level 300 shall be the chairperson of the board.
- (c) No executive committee member shall be qualified to be a member of the audit board.

### **ii. FUNCTION**

The audit board shall:

- (a) Be responsible for the total audit of all transactions carried out by the executive

in its term of office.

- (b) Present an audit report within twenty-eight (28) to the end of every semester.
- (c) If the audit board fails to produce the audit report by the deadlines, it shall be given twenty-four (24) hours to produce the report.
- (d) Notwithstanding clause (c) supra, the board shall be dissolved after the said twenty-four hours. After which a new board shall be established within seventy-two (72) hours.
- (e) For the purpose of clause (b) of this section, have access to all books, records, returns and other documents relating or relevant to these accounts.
- (f) Be responsible for collecting all audited reports of the executive committees and boards before handling over.
- (g) Any person who knowingly or recklessly make either orally or in writing to the

audit board any statement conveying any information or explanation required by the audit board or which the board is entitled and which misleading, false or deceptive shall be liable to any sanction of the board, whichever may be appropriate.

- (h) It shall investigate all manner of cases of financial irregularities of the association referred to it from time to time by the executive committee or member.

## **E. EDUCATIONAL AND WELFAERE COMMITTEE**

### **i. COMPOSITION**

- (a) The welfare officer shall be the chairperson of the educational and welfare committee.

- (b) Individual year groups shall appoint one (1) member each to the welfare committee namely, levels (100, 200, and 300) subject to approval at a general meeting.

## **ii. FUNCTIONS**

- (a) The chairperson of the welfare committee shall see to the general welfare of MASA members of the association.
- (b) Shall see to the student-teaching staff, students-non-teaching staff relationships.
- (c) Shall in consultation with the president and patron see to the academic welfare of members of the association.
- (d) Be in charge of the social welfare of the students.
- (e) Responsible for all detective matters in the association.



## **F. JUDICIAL BOARD**

### **i. COMPOSITION**

There shall be a five (5) member judicial board made up of:

- (a) Judicial board chairperson
- (b) Judicial board secretary appointed by the chairperson and shall be a student who has spent not less than one year as a member of MASA.
- (c) Individual year shall nominate two (2) members each to the judicial board namely, levels (100, 200 and 300) subject to approval by voting of which one shall be elected from each year group.

### **ii. FUNCTION**

- (a) The judicial board shall have power to interpret and enforce the constitution and be responsible for the amendment of the constitution.

- (b) It shall have the power to co-opt members without voting right on ad-hoc and summon a student or group of students or any member of the executive committee to appear before it to give evidence.
- (c) All impeachment proceedings against any member of the executive committee shall be brought before the judicial board.
- (d) Except where the committee finds it advisable to dissent; all sittings of the committee shall be in public and unless specifically provided in the constitution, the decision of a properly constituted sitting of the committee. In all matters, shall be by a simple majority. In proven cases of misdemeanor on the part of a member or the whole judicial board, a recommendation shall be submitted to the patron for disciplinary action

(e) The judicial shall only be subjected to the dictate of this constitution and the Patron

shall have the power to create subcommittee, issue injunctions and mandamus, prohibition and prorogation and prerogative rights, it shall thus be subjected to no individual or authority except the Patron.

(f) The judicial board shall ensure that every member of MASA has a printed copy of the constitution.

(g) The judicial board shall interpret and apply the provisions in this constitution to resolve conflicts in the association.

(h) Punish offenders and offer relief to the offended.

(i) The judicial board shall be guided by the MASA constitution, statutes and rules and regulations of the university.

(j) The judicial board shall be independent and shall not be subjected to the control

or directions of any person or authority except the Patron.

- (k) No Member of the judicial board shall be liable for any action or suit for any act of omission by him or her.
- (l) In all matters, unless specifically provided to the contrary, the decision of the board shall be a simple majority and shall be bound to give written reason(s) for its decision.
- (m) No student shall qualify as a member of the judicial board unless he or she is of high moral character and proven integrity.
- (n) The judicial board shall make the constitution accessible to members at all time.
- (o) The judicial board shall make it compulsory for all members of the association to have a printed copy of the constitution.
- (p) Make copies of the constitution available

to each executive member, the library and the principles officers of the university

## **G. THE EDITORIL BOARD**

### **i. COMPOSITION**

The editorial board shall consist of the MASA Public Relation Officer (**PRO**) and the various management class PROs.

### **ii. FUNCTIONS**

The editorial board shall;

- (a) Supply the notice board with articles. It shall be responsible for encouraging young people to take interest in management studies to higher levels through seminars, lectures, colloquia, film shows and publications of business education achievements.
- (b) Coordinate members to other educational and professional bodies for career development and research

programmes.

## **H. THE SCREENING AND VETTING COMMITTEE FOR APPOINTEES**

### **i. COMPOSITION**

- (i) The Screening and Vetting Committee shall be a five (5) member committee with at least one (1) member from each of the year groups, Level 100 and 200; and three (3) members from level 300.
- (ii) The Chairperson of the committee shall be a level 300 student.
- (iii) Members of the screening and vetting committee shall be nominated and approved by members personally present at the last General Meeting of every administration.

### **ii. FUNCTIONS**

The Vetting Committee for Appointees shall:

- (a) Screen, vet and approve all appointees/nominees to head Committees, Boards and Commissions under the MASA, except for the Council Attorney of the MASA.
- (b) Shall be an independent body free from any interference in the discharge of its duties.

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## CHAPTERSEVEN

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### ARTICLE 10

#### ELECTIONS OF OFFICERS

##### A. QUALIFICATIONS

- i. A member shall not be a candidate in any election unless he is nominated for election as President, Secretary, Treasurer, etc. by a document which is;
  - (a) A signed document by him and
  - (b) It's signed by not less than five (5) members from the association.
  - (c) Delivered to the Electoral Commissioner on or before the date and the time fixed for the close of nominations in relations to the elections.
- ii. A Presidential candidate shall name a running mate in his or her nomination



form. The running mate so nominated shall; himself or herself be qualified to be elected as president.

iii. A member shall not be qualified for elections to any office unless he has been a member for not less than one (1) year and is *a paid-up member* at the time of filling nominations and the vetting committee has declared him/her eligible.

iv. A person shall not be qualified to be in office

if;

(d) He/she is a habitual drunkard

(e) He/she has been adjudged or otherwise declared to have misappropriated funds or conducted him/herself in such a manner as to cause depreciation in respect of loss of otherwise in cash or property entrusted to him/her.

(f) He/she has been found by any committee of enquiry to be incompetent to hold any office.

- (g) He/she has defrauded or misused or abused his office or willfully acted in manager prejudicial to his interest and the findings have not been set aside on appeal or judicial reviews.
- (h) He/she has once been removed from any student's office of the university, without prejudice to any provision of this constitution.
- (i) A student shall qualify to stand and contest election to any executive office, provided he/she is not a final year student.
  - i. Final year students shall be defined to include all students who shall receive **degree/diploma or certificate awards** at the end of the Academic year in which elections are being held.
  - ii. Notwithstanding clause (ii) of this article, a student pursuing a postgraduate

programme in the university shall be

qualified to stand and contest an election provided that such a student pursued his/her undergraduate studies in the university within the last three (3) years.

## **B. ELECTION**

1. Election of executive shall be held in the first (5) weeks of the second semester of every academic year.
2. All executive officers shall be elected by a secret ballot by members of the association.
3. The tenure of office shall commence immediately after handing over ceremony.
4. There shall be handing over from the outgoing officers to newly elected officers of the association at least 6 weeks before the academic year ends. And students of this university and of this department are qualified to stand and

contest for any position provided.

5. Each candidate standing for elections shall have at least six (6) supporting members of the Association other than himself/herself: at least a member from each year group whose official name and signature shall appear on the nomination forms of the candidate(s) in question. The person, thus, nominated shall certify on the nomination form his/her signature.
6. Each nomination shall specify the capacity, which the candidate is contesting and the candidate shall be eligible for that post only.
7. The electoral commissioner shall put up on the notice boards a list of all candidates who have completed nominations for the various positions and it shall remain there until voting commences.
8. In the event where a position is vacant at

the close of a nomination period, the nomination time shall be extended by forty-eight **(48)** hours and all students of the association shall be duly notified.

9. If there is still a remaining vacancy after the forty-eight **(48)** hours extension, the election shall proceed and the executive elected shall within **seven (7)** days of their election appoint the required officer(s) concerned to be approved by at least sixty percent **(60%)** of the members of the association present and voting.
10. All elections shall be secret ballot. Printed ballot papers with the list of all candidates contesting for the respective posts shall be entitled to one ballot paper. **Except** for unopposed, candidates shall require the **simple majority** of the votes cast to win the position concerned.

### **C. BY-ELECTIONS**

1. Without prejudice to the provisions of

the constitution, relevant bye elections shall be held to fill vacancies created by virtue of any of the provisions of the constitution.

2. By- elections to section (a) supra shall be held within two weeks of the creation of such vacancies.
3. No officer shall be eligible to contest any bye-election without first vacating his/her post.

#### **D. RULES AND REGULATIONS FOR ELECTIONS**

1. The electoral commissioner shall by Constitutional Instrument **(CI)** make rules and regulations for the effective performance of its functions under this constitution. Such rules and regulations shall be annexed to this constitution.
2. Officers shall be elected by members of the association under the supervision of

the electoral commission, as shall be directed by the electoral commission.

3. All officers shall be duly elected by a simple majority.
4. Where no winner emerges (in any of the position), there shall be a run-off election between the candidates who attain the first two (2) highest numbers of votes, within **seventy- two (72)** hours after the results have been declared.
5. Soled candidates for any office must attain at least **sixty percent (60%)** of the total number of valid votes cast. Failure to get this percentage shall necessitate fresh elections within **seventy-two (72)** hours after election. Non-elected officers shall be appointed by the president in consultation with the executive committee with final approval by the members of the association at a general meeting.
6. Every candidate may have an authorized

polling agent at the various polling stations on the day of voting.

7. Notwithstanding the provision in clause (6) *supra*, a candidate wishing to present a representative(s) at the various polling stations shall provide the Electoral Commission with the details of such representative(s) not less than twenty-four (24) hours before the day of voting.
8. The Electoral Commissioner shall after an election declare provisional results which shall become final if the result of the election is not challenged within seventy-two (72) hours.
9. Any instrument from the electoral commission which states that a student named in the instrument is declared elected shall be prima facie evidence that the person is duly elected.
10. Any electoral procedure on which this Constitution is silent shall be referred to



the Judicial Board for determination.

## **E. CHALLENGES OF ELECTION**

1. The validity of the election of an executive officer may be challenged by any member of MASA who may present a petition for that purpose to the Judicial Board within forty-eight (48) hours after the declaration of the provisional results of the position in respect of which petition is presented.
2. A find by the judicial board that the election of an executive officer is not valid shall be without prejudice to anything done by any person or authority before such a declaration. The judicial board shall without prejudice to any provision of this constitution decide on the validity of an election within seven (7) days after the petition has been received by the chairperson of the judicial committee.

## **F. TENURE OF OFFICE**

1. All officers, unless otherwise stated, be it elected or appointed, shall be in office for a period not exceeding two academic semesters.
2. The outgoing executive shall handover on the date fixed by electoral commissioner which should not exceed (14) days after the declaration of the results.

## **ARTICLE 11** **VACANCY OF OFFICE**

An office shall be considered vacant if any officer is:

- (a) Transferred from or leaves the university or a vote of no confidence is passed in him/her
- (b) Vacates his/her post for twenty- eight (28) days without official notice.
- (c) Resigns from office, dies or is incapacitated by ill health from performing his/her functions
- (d) In the event of any of (a), (b), and (c) under this article happening, bye-elections shall be held or appointment shall be made to fill the vacant office.
- (e) In the event of officers resigning en bloc, the executive shall appoint a five (5) member interim management committee (IMC) to steer the affairs: until bye-elections are held.
- (f) Any officer of a committee who resigns shall properly handover all monies and properties in his/her possession within forty-eight (48) hours of the resignation

before he/she is considered free.

- (g) In the event of an office becoming vacant, a bye-election or appointment shall be held or made within twenty-one (21) days of the declaration of such vacancy, except circumstances determine otherwise.

## ARTICLE 12

### CODE OF CONDUCT FOR THE MASA EXECUTIVES.

#### A. ADOPTION OF CODE OF CONDUCT FOR MASA EXECUTIVES

There shall be a code of conduct which shall guide all MASA officers under this Constitution.

1. Any MASA officer shall not put himself in

- a position where his personal interest conflicts or is likely to conflict with the performance of the functions of his office.
2. Any MASA officer shall at all-time act in the best interest of MASA.
  3. The exercise of power by any MASA officer shall not be arbitrary, capricious or biased whether by resentment, prejudice or personal dislike and shall be in accordance with due process of law.
  3. Any MASA officer shall not accept a gift, token or any other consideration which he would normally not receive for the performance of his function, from any person.
  4. No MASA officer shall indulge himself in any act that shall bring or is likely to bring the name of the MASA and/or Association into disrepute.
  5. Before entering upon the duties of his

office, a person elected or duly appointed to an office under the MASA shall take and subscribe the oath of allegiance, oath of secrecy and the official oath set out in the third schedule of this Constitution, or any other oath appropriate to his office.

6. Any breach of the provisions set out in clauses 1, 2,3,4,5 and 6 may constitute a ground for removal or suspension from office.

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## CHAPTER EIGHT

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### ARTICLE 13

## REMOVAL/TERMINATION OF OFFICE

### A. RESIGNATION

1. Any officer(s) and member(s) of the other committees may resign from their post

voluntarily. Any such resignation shall be communicated to executive in writing seven days before the date of resignation and in case of executive officer, ten days' notice shall be given.

2. Any officer(s) and member(s) of the other committees relinquishing office under article A (1) supra shall hand over all documents and property of the association to the president or in the case of the president or all executive committee officers en bloc to the judicial committee within three days of resignation.

the event of en bloc resignation of the executive committee and or the officers, the judicial committee shall appoint members of the association to the post till fresh elections are held. Such fresh elections shall be held within two weeks.

## **B. SUSPENSION**

Any other officer may be suspended for proven cases of misconduct for more than four weeks by 50% majority of the entire membership at a meeting specifically called for that purpose.

### **C. CONDITIONS FOR REMOVAL/ INTERDICTION FROM OFFICE**

1. Violation of the constitutional provision,  
An officer shall be removed from office in accordance with the provisions of this constitution if he/she is found:
  - (a) To have acted in violation of the Oaths of office or the constitution of MASA.
  - (b) To have conducted himself/herself in a manner, which bring any office of the association into disrepute, ridicule or contempt, or
  - (c) Which is prejudicial or inimical to the interest of MASA.



(d) To have embezzled funds or recklessly handled finances of MASA.

**2. Incapacitation.**

That is, if an officer is found to be incapable of performing the function of his or her office by reason of infirmity of body or mind.

**3. Inefficiency/Negligence**

If an officer is found to be inefficient or negligent in the discharge of his/her duties.

**A. PROCEDURE FOR REMOVAL/  
INTERDICTION**

**1. By Suspension or Expulsion**

MASA shall have the power to suspend or expel any member who is an executive

officer upon stated misbehaviors, provided that the member shall have the right to appeal to the judicial board.

## 2. **By Impeachment**

Clauses D1 (I) (iv) and 3 of this Article may warrant impeachment.

- (i) Any member shall by notice in writing addressed to the chairperson of the judicial board, commence impeachment proceedings against any officer, provided that the officer shall be served with the copy of the notice three (3) clear days before the start of such proceedings.
- (ii) The chairperson of the judicial board shall within five (5) days of receiving the notice of impeachment, convene a sitting of the Judicial Board for a determination of the grounds for impeachment. The decision of the Judicial Board shall be by simple

majority and shall be communicated to an emergency session of the executive committee called for that purpose by the secretary of the Executive.

- (iii) The member shall debate and thereafter vote on the issue. For impeachment purpose, the vote of at least sixty percent (60%) of the members present and the voting for or against shall be conclusive.
- (iv) The secretary so appointed to record minutes of such a meeting shall within twenty-four (24) hours after the said meeting, notify the chairperson of the judicial board and the executive committee of the outcome of the vote.
- (v) For the purpose of this Article, a non-member of the executive shall chair the emergency session of the said meeting

without prejudice to any other provision in this constitution.

- (vi) Any officer so impeached shall forthwith cease to be a member of the executive committee of the association.

## **1. By Vote of No-Confidence**

- (i) A said group of members being the first group who are seeking for the vote of No confidence shall furnish the executive committee with the allegations of writing not less than three (3) clear days, and the said officers shall have the right to reply within forty-eight (48) hours before the emergency session for which it is conducted.
- (ii) Without prejudice to clause D of this Article 9, the executive committee shall be removed from office on the passing of vote of no- confidence by at least two-third (2/3) of the members present at a

special meeting called for the purpose and voting.

- (iii) For the purpose of this clause, it shall be the duty of the president or his/her vice president to convene such a special meeting for such purpose.
- (iv) The officers referred to in clause 3 (i) of this article shall have the right to attend any meeting convened for the purpose of passing such vote of no-confidence.

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## **CHAPTER NINE**

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### **ARTICLE 14**

#### **FINANCES**

##### **A. SOURCES OF FINANCE**

1. Dues or levies paid by members.
2. Gains accruing from any form of entertainment organized by the

association or any committee within the association.

3. Proceeds accruing from sale of souvenirs and other items.
4. Proceeds accruing from appeal for funds and sponsorship.
5. Proceeds from MASA week celebration.
6. Sale of MASA constitution.
7. A development levy to be paid by members as shall be decided by the executive committee and approved by the general assembly of the association.

## **B. CUSTODY**

1. The executive committee shall open a current and or savings deposit accounts with a bank accessible to the association.
2. The president, patron, financial secretary and the treasurer shall be signatories to all the association's accounts.

3. The Patron and the President as the principal signatories in addition with the Financial Secretary and Treasure shall have the right to sign to withdraw money from the bank account for purposes so decided.
4. No loan shall be contracted on behalf of the Association by any executive member or members of the association.
5. Any withdrawal exceeding **20%** of the total amount in the bank shall first be discussed at a General meeting.
6. The transitional team shall ensure a change of signatories to the account before handing over to the in-coming executive.

### **C. DUES, DUES DETERMINATION COMMITTEE AND MASA BUSINESS OPERATIONS**

1. All students of the MASA shall pay dues per annum as shall be determined by the

MASA Dues Determination Committee.

- (a) The Dues Determination Committee shall be composed of:
  - (b) The Executive Committee.
  - (c) The Patron.
  - (d) The Head of Management Studies Department.
2. The Committee shall meet within two weeks after the handing over ceremony and determine dues for each fresh academic year.

#### **D. ACCOUNT**

1. MASA shall **open a general account** with a recognized Commercial Bank with a
  2. branch in Kumasi, preferably **UBA**, where all MASA dues shall be deposited.
3. There shall be a development fund established by the MASA which shall be used solely for the financing of MASA developmental projects as approved by



members at general meeting.

4. **The Dues Determination Committee** shall recommend to the MASA how the fund stated in clause (2) of this article shall be raised.
5. MASA shall open a separate **Account** with a recognized Commercial Bank with a branch in Kumasi, where the developmental fund shall be deposited.
6. A separate bank account shall be created for all MASA run businesses.
7. For the purpose of successive financial sustainability of the MASA accounts, not less than five (5%) percent of received funds shall be left in the general MASA accounts for each successive administration.
8. Violation of clause (6) of this article shall constitute grounds for the abatement of award of honorarium to officers of any administration that makes such violation.

## **E. DISBURSEMENT OF MASA FUNDS**

1. Disbursement of MASA funds shall be limited to:
  - (a) Provisions for activities and functions as members at meeting may approve.
  - (b) Administrative expenditure.
  - (c) Developmental projects
2. The MASA President, subject to the availability of funds, shall allocate any amount of money approved by members at meeting and the Patron to any office for their activities and other administrative expenses.

### **ARTICLE 15**

### **HONORARIA**

1. A token allowance shall be paid out of the funds left to member(s) on the MASA's assignment as determined by the **Finance Committee** subject to approval by members at general meeting. In addition, a certificate of recognition shall be presented to committee members who perform their assignment to the **satisfaction** of the members of the association.
2. A certificate of appreciation shall be rewarded to a member or a sponsor or any of whose contribution to the development the association is deemed highly appreciable by the executive and members of the association.
3. (a) An amount of money (to be determined by the five (5) member transitional team

comprising of three incoming executive members and two outgoing executive members shall be paid from the funds left to the officers as an end of service benefit (ESB).

- (b) A certificate of office shall be presented to the officers of the association on the day of handing over to successors.
  - (c) A special recognition shall be made to any officer who may perform creditably to the satisfaction of the members.
  - (d) Such an officer, sponsor or any person in clause 1, 2 and 3 above shall be recommended by the president, in conclusion with the executive or members at a general meeting of the association with the patron present.
4. The executive committee shall at the end of the academic year determine who is eligible for a certificate of honor, service or merit.

5. There shall be an ad-hoc committee of five
  - (5) elected at the first MASA meeting of the academic year to approve of MASA's Officers who deserve awards in clause (1) above.
6. All honoraria shall be issued by the incoming executive in consultation with the ad hoc committees set up for the said purpose.

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## CHAPTER TEN

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### ARTICLE 16

#### PROTECTION OF MEMBERS AND EXECUTIVE

##### A. PROTECTION OF MEMBERS

1. The association shall offer protection to members when their rights are being infringed upon from within and outside the university.
2. The association shall offer every possible assistance to any member who is involved in any unpleasant situation while performing duties assigned to him/her by the association.

##### B. PROTECTION OF MASA OFFICERS

1. The MASA members as far as legally, shall protect and defend the executive at

all times against any unjust action from whatever authority; within the MASA, in so far as the actions of the said officers/executive are deemed to be in conformity with the letter and spirit of this constitution.

## ARTICLE 17

### INAUGURATION OF THE MASA EXECUTIVE AND OTHER OFFICERS

The **PATRON** or the Judicial Board Chairperson shall administer the oath of office to the elected and appointed officers in the presence of members at a meeting called for that purpose.

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## CHAPTER ELEVEN

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### ARTICLE 18

#### MEETINGS

##### 1. GENERAL MEETINGS

- (i) There shall be at least, two (2) **General meetings**; at the beginning and the ending of each semester.
- (ii) The executive shall call for an extraordinary meeting as and when necessary.
- (iii) One-third (1/3) of the members shall constitute a quorum for both general and extra-ordinary meetings, decisions shall be carried by a simple majority of members present and voting.



## **2. EXECUTIVE MEETING**

- (i) All members of the executive committee shall be present at all executive meetings.
  
- (ii) Any member(s), wishing to absent himself/herself must give urgent reasons in writing to the president or vice-president at least twenty-four (24) hours before the time of the meeting. The quorum for all general or special meetings shall constituted forty (40) members.

## **3. DECISION MAKING**

- (i) The members of MASA shall be the highest decision-making body of the association and all issues concerning the association shall be decided at General Meeting.
- (ii) Decisions concerning finance and other

delicate issues shall be determined by two third (2/3) majority of the members present and voting.

- (iii) Simple majority of members present and voting shall determine all decisions during emergency meetings. In the event of a tie, the President/Vice President shall have a casting vote.
- (iv) A ruling as to whether a matter is a Minor or Major/Delicate which shall attract simple majority respectively at meeting shall be made by the Chairperson of the Judicial Board.

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## CHAPTER TWELVE

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### ARTICLE 19

#### ADOPTION AND AMENDMENT OF THE CONSTITUTION

##### A. ADOPTION

- (i) This constitution shall be adopted at a referendum of MASA's general meeting organized by the respective electoral commission of the association.
- (ii) Subject to (i) above, this constitution shall become operative after endorsement by the Patron and the Dean of Student's Affairs.

##### B. AMENDMENT

This constitution is subject to amendment or review. Any forty (40) members from MAS can call for an amendment of this constitution in part or in whole by submitting such notices to

the chairperson of the Judicial Board on clear moth before a general meeting, where the proposal or the amendment shall be deliberated upon.

The PRO shall put notices in all boards as shall be directed by the Judicial Board Secretary, at least two (2) weeks before the General Meeting. An amendment proposal shall be accepted if it gains two-third (2/3) support of the members present at the meeting and voting.

### **C. AMENDMENT/REVISION**

1. The constitution of MASA may have part thereof amended by the decision of at

least two-third (2/3) majority of members personally present and voting at a special general meeting convened for the purpose.

2. The constitution of MASA shall be reviewed in full by a five (5) member constitution review committee set up by the Judicial Board Chairperson to collate views of members.
3. Such reviewed constitution shall be accepted by at least two-third (2/3) majority of members of MASA personally present at a special general meeting convened for that purpose.

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## CHAPTER THIRTEEN

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### ARTICLE 20

#### INTERPRETATION, STANDING ORDERS, INTERVENTIONS, MOTION, ORDER OF PRECEDENCE, AND VOTING

##### A. INTERPRETATION

1. "He", "His", "Chairman" as used in this constitution shall refer to any male or female officially assigned the association.
2. The word "Resign" in this constitution shall be interpreted to mean permanent Resignation. Any officer who resigns on these grounds may not assume office after the elections.

##### B. STANDING ORDERS

1. Every meeting shall begin and end with a prayer.
2. The President shall chair all meetings and shall maintain order at such meetings and he/she shall exercise the prerogative to rule out of order all matter irrelevant to the issue before the house.
3. A member shall rise to speak only when asked to do so by the President.
4. A speaker shall direct his/her speech to the issue under discussion. Every member shall address him/herself solely to the chair.
5. No member shall be allowed to speak more than once on a motion, as long as a member who has not spoken on the motion desires the floor. No member shall speak for longer than ten (10) minutes at one time without permission from the chair.
6. The chairperson shall interpret the standing order. He shall be free to take

part in all discussions.



## C. INTERVENTIONS.

1. In addition to discussion at meeting, the chairman shall allow the following;
  - i. Point of order
  - ii. Point of information
  - i. Point of correction
  - ii. Point of clarification
- a. A point of order shall be heard at all times except during the act of voting, and the chairman shall give ruling before the issue is further discussed.
- b. Point of order shall deal with the conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the followings:
  - i. That the speaker is travelling outside the score if the motion or item under discussion.
  - ii. That he is using improper language.
  - iii. That he is transgressing the

constitution or standing order

2. A point of information shall consist of a question asked of the last speaker and must be strictly related to the subject under immediate discussion.
3. A point of correction shall seek to correct a wrong impression or information, being supplied to the house by any member on the subject under discussion.
4. A point of clarification shall wither: seek clarification or information from any member if the house does not accept the last speaker on the subject immediately under discussion. If information is desired from or ordered to a person holding the floor, he may decide whether or not he wishes to be interrupted at that time.

## **D. MOTION**

1. All members have the right to file motion/proposal and such shall be seconded.
2. All motion shall be submitted in writing and must be handed over to the chairman.
3. No motion, which is accepted by the meeting, shall be withdrawn without the consent of the meeting; neither shall nay addendum be made to a motion once accepted without such consent.
4. No motion shall be opened for discussion until seconded, but the proponent shall have the right to speak on the motion in order to find a **Secunder**.
5. No matter shall be discussed until it concerns an approval subject on the agenda except with the permission of the house.
6. A motion shall only be opened for

discussion after the proponent and the **Secunder** shall have the opportunity to speak in support of the motion. The debate must be limited to the immediate pending questions by the chair.

The Chairman shall rule out of order any speaker failing to address the subject of discussion.

7. The mover of the motion has the right to reply after the motion has been discussed if he so decides.
8. Discussion of a motion may be detailed in time by a procedural motion from the floor or by the chair, with the approval of the meeting. If the chair intends to curtail discussion however, he shall make it clear how much time shall such motion shall in all cases have the right to speak if wishing to do so.

## **E. ORDER OF PRECEDENCE**

1. The chairman shall allow the following procedural motions to be in when there is already a proposition on the table, in the following order of precedence:
  - (i) Motion to withdraw motion.
  - (ii) Motion to recess.

- (iii) Motion that question or proposal be now put.
- (iv) Motion to limit or expand debate to a certain specified period of time.
- (v) Motion to refer the matter to a committee or sub-committee for investigation and for report.
- (vi) Motion to postpone or adjourn the matter to a later specified meeting or time.
- (vii) Motion to close debate.
- (viii) Motion that the motion be voted upon.
- (ix) If the motion that “the motion be voted upon” has been seconded, no further discussion of the original matter shall be allowed, but a member may give notice of his desire to speak further on the original matter. If the motion is carried, only discussion shall be allowed to put the motion to vote.

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

## **F. VOTING**

1. Voting should be by accredited members.
2. Voting privileges shall include the right of members to make or second motion or nominations.
3. In voting, motion shall be carried by simple majority, unless otherwise provided by the constitution or by following orders: (i)Vote for, against and abstention.
4. If votes for and against an issue are equal

in number, the **Chairman** shall exercise the casting vote. Members abstaining shall be considered as no-voting.

5. Voting shall be done by show of hands or secrete voting or as determined by the chairman unless otherwise stated by the constitution.

## **ARTICLE 21**

### **MISCELLANEOUS**

- (a) The Executive shall hold office for one academic year and shall hand over to the incoming members of MASA at most 28 days after declaration of election results.
- (b) The Executive shall orientate freshmen/women that are members of MASA within three (3) weeks of the beginning of each academic year.



- (c) All out-going members of the executive committee shall duly hand over any inventory of all items taken over and or acquired during their tenure of office to their respective successors a week before the handing over ceremony.
- (d) The NEW executive assuming office shall draw up programme for the academic year within two (2) weeks on assumption of office.
- (e) The NEW executive shall publish an inventory of all items taken over from the out-going executives at least three (3) days before the handing over ceremony.
- (f) The judicial board shall provide every freshman/woman with a copy of the MASA constitution at the expense of the freshmen/women on arrival.

**PROHIBITION ON ALTERATION OF THE  
MASA CONSTITUTION.**

1. Unless where constitutional amendments have been made to some provisions of this Constitution no part thereof shall be altered or excluded or any additions made to its contents.
2. Any person who;
  - (a) alters or excludes or makes additions, or attempts to alter or exclude or make additions to any part thereof of this Constitution without being sanctioned by law shall be held to have committed an offence under this Constitution;
  - (i) In the case of a MASA officer, shall be a valid ground for removal from office; and
  - (ii) In the case of any other member, shall be a valid ground for ineligibility to contest for any MASA position.

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## CHAPTER FOURTEEN

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# PROMULGATION

## A. The President Oath

I.....having been elected to the high office of President of MASA of UEW Kumasi do (in the mane of the Almighty God swear (solemnly affirm) that I will be faithful and true t MASA.

That I will at all times preserve, protect and defend the constitution of MASA UEW Kumasi and that I dedicate myself to the service and well-being of the people of the MASA UEW-Kumasi and to do right to all manner of person.

I further (solemnly swear) (solemnly affirm) that should at any time break this oath of office I shall submit myself to the laws of MASA

UEW-Kumasi and suffer the penalty for it (so help me God).

## **B. Oath of Office**

I ..... having been elected/ appointed as ..... do (in the name of the Almighty God swear) that I will bear true faith and allegiance to MASA, UEW-Kumasi as by law established that I will uphold, preserve, protect and defend the constitution of MASA, UEW-Kumasi and that I will faithfully and conscientiously discharge the duties of an Executive member of MASA (so help me God).

**C. The oath of Secrecy** I .....holding the office ..... do (in the name of the Almighty God swear (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under consideration or shall come to my knowledge in the discharge of my

official duties or as may be specially permitted by law (so help me God).

#### **D. Judicial oath**

I ..... have been appointed Chief Justice/ a Justice of the MASA ..... Do in the name of the Almighty God swear (solemnly affirm) that I will bear true faith and allegiance to MASA –UEW, Kumasi as by law establishment; that I will truly and faithfully perform the functions of my office without fear or favour affection or ill-will; and that I will at all times uphold, preserve, protect and defend the constitution and laws of MASA (so help me God).

## **CONSTITUTIONAL DRAFTERS**

1. Isaac Ofosu Appiah
2. Jemimah Nasonaa Mahmudu
3. Boating Eric
4. Eric Yileia
5. Amonoo-Monney Michale
6. Lydia Ayensu
7. Angelina Akyaa Donkor
8. Abdallah Salifu
9. Boama Richard

## **FOUNDERS**

1. Isaac Ofosu Appiah
2. Jemimah Nasonaa Mahmudu
3. Boating Eric
4. Eric Yileia
5. Amonoo-Monney Michale
6. Lydia Ayensu
7. Angelina Akyaa Donkor
  
8. Abdallah Salifu

9. Boama Richard

**FIRST            CONSTITUTIONAL            REVIEW  
MEMBERS**

1. Abdulai A. Y. Fatawu
2. Antwi Boasiako Samuel
3. Henry Boakye
4. Jawula Najib
5. Wumbei Salisu Adam

**2012/2013 Academic Year Executives**

1. Aleem Abdul Kareem (President)
2. Tonny Owusu (Vice President)
3. Juliet Okrah (Secretary)
4. Mohammed Muhib (Financial Secretary)
5. Otu Reindolf (Treasurer)
6. Samuel Oduro (Organizer/Welfare Office)
7. Ahmed Mohammed (PRO)

**2013/2014 Academic Year Executives**

1. Emmanuel F. Debrah (President)
2. Agyei Frederick Mensah (Vice President)
3. Adwoa Baah (Secretary)
4. Oppong Baah (Financial Secretary)
5. Abigail Boakye (Treasurer)
6. Patrick Ayaakawen (Welfare Officer)
7. Benjamin G. Gaani (PRO)

### **2014/2015 Academic Year Executives**

1. Agyaben Eric
2. Nimo Emmanuel
3. Adutwumwaa Precious
4. Boadi Michael
5. Oppong Christian
6. Nkrumah Elvis
7. Oppong Richard

### **2015/2016 Academic Year Executives**

1. Hayford Owusu (President)
2. Kwesi Adu Boamah (Vice President)
3. Ebenezer Selby (Secretary)



4. Isaac Osei Anin (Financial Secretary)
5. Gilda Eshun Selpy (Treasurer)
6. Cynthia Ackoom (Wocom)
7. Michael Yeboah (Welfare Officer)
8. Nsiah Ababio Rockson
9. Jerry John Acquah

### **2016/2017 Academic Year Executives**

1. Emmanuel Acheampong (President)
2. Amin Samuel (Vice President)
3. Kenneth Oppong (Secretary)
4. Joseph Addai (Financial Secretary)
5. Jeanette Opoku Agyemang (Treasurer)
6. Lawrencia Ackah (Wocom)
7. Andrews Acheampong (Welfare Officer)
8. Thomas Appiah (E.C. Chairman)
9. Joseph Saah (Deputy E.C.)
10. Benjamin N. Awuni (PRO)
11. Daniel Yakubu (Chief Justice)
12. Godwin Antwi (Entercom)
13. Atta O. Benjamin (Executive Member)

## **2017/2018 Academic Year Executives**

1. Sammed M. Jackson (President)
2. Gyamfi Bright (Vice President)
3. Appiah Clement (Secretary)
4. Prince Adusei Kennedy (Fin. Secretary)
5. Okwae Agyekum Alice (Treasurer)
6. Amoako Jones (Welfare Officer)
7. Agyeiwaa Grace (Wocom)
8. Ebenezer Afari (Chief Justice)
9. Hussein Amina (E.C)
10. Adjei Desmond (PRO)
11. Quao Ayitey Nathaniel (Chaplain)
12. Desmond Gyabaah Kingsford (Entercom)
13. Stephen Kofi Yeboah (Executive member)

## **SECOND CONSTITUTIONAL REVIEW MEMBERS (2018)**

1. Afari Ebenezer  
**(Chairman)**
2. Bentil-Ofori Prince Yaw **(Secretary)**

3. Abubakar N. Rashidatu  
(Coordinator)
4. Owusu Achiaw Amos  
(PRO)
5. **Kututera Tuumwai Nicholas**  
(Researcher)

This constitution was studied carefully and reviewed in the year 2018 by the members listed above.