

CONSTITUTION
OF THE
GRADUATE STUDENTS ASSOCIATION
OF GHANA (GRASAG)
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST),
KUMASI, GHANA

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PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD,

We the Graduate students of the Kwame Nkrumah University of Science and Technology, Kumasi Ghana, DETERMINED to ensure the best of human qualities, realizing the need to organize ourselves in the spirit of oneness to pursue common goals, equality and fraternity AND IN SOLEMN declaration and affirmation of our commitment to the rule of law, SEEK TO CHAMPIONING and promoting the general welfare of the Graduate Students Association as well as securing ties of fraternal solidarity and fellowship with the student population of the Kwame Nkrumah University of Science and Technology and other universities, INTENDING to promote amicability and tranquility among ourselves and the student body in general based on the exquisite principle of equity, DO HEREBY adopt, enact and give to ourselves this Constitution.

CHAPTER ONE

THE SUPREMACY OF THE CONSTITUTION

Article 1: The Name of the Association

The legitimate body of the graduate students of the Kwame Nkrumah University of Science and Technology shall be known and called the Graduate Students Association of Ghana, hereinafter referred to as GRASAG-KNUST'.

Article 2: Supremacy of the Constitution

1. The sovereignty of GRASAG-KNUST resides in the graduate students in whose name and for whose welfare; the officers of GRASAG-KNUST shall act within the limits laid down in this Constitution.
2. This Constitution shall be the supreme law of all graduate students; clubs, association or unions formed by graduate students, any other law found to be inconsistent with the provision(s) of this constitution, to the extent of the inconsistency, shall be void.
3. Notwithstanding clause (2) of this Article, this constitution shall be subject only to the Constitution of Ghana, the Statutes establishing the Kwame Nkrumah University of Science and Technology, Kumasi and the constitution of the Graduate Students Association of Ghana (GRASAG).

Article 3: Enforcement and Defense of the Constitution

1. Any Member of GRASAG-KNUST who alleges that an act of any GRASAG-KNUST member done under this constitution or any act(s) or omission(s) of members is in contravention of a provision of this Constitution may apply to the Judicial Committee of GRASAG-KNUST for a declaration to that effect.
2. The Judicial Committee of GRASAG-KNUST shall for the purposes of such declaration under clause (1) of this Article, make such orders and give such directions as it may consider appropriate for given to the directions so made.

3. Any person or group of persons to whom an order or direction is addressed under clause(2) of this Article, shall duly obey and carry out the terms of the order or the direction.
4. All members shall have the right and duty, at all times, to defend this Constitution and ensure compliance with any provision of this Constitution, provided such rights are exercised through the Judicial Committee.

Article 4: *Membership*

- (1) A person admitted into a postgraduate programmed in the Kwame Nkrumah University of Science and Technology shall be a member of GRASAG-KNUST.
- (2) Without prejudice to the clause (1) of this article, a person on extension shall not be a member of GRASAG-KNUST and shall not hold any position in GRASAG-KNUST.

CHAPTER TWO

AIMS AND OBJECTIVES

Article 5: *Aim*

The aim of GRASAG-KNUST shall be to seek the academic, social and general welfare of all students pursuing postgraduate programs in the Kwame Nkrumah University of Science and Technology, Kumasi.

Article 6: *Objectives*

1. GRASAG-KNUST shall provide a means of communication between graduate students and the University authorities in all matters affecting graduate students as a whole or any part thereof.
2. To liaise between members of GRASAG-KNUST and the office of the Dean of Graduate Studies on matter affecting the welfare of the graduate students.
3. To provide a forum for Members to discuss matters and issues of mutual interest and benefit.
4. To keep and utilize all relevant records of Members of GRASAG.
5. To co-ordinate with other students' association and unions in the Kwame Nkrumah University of Science and Technology and elsewhere in matters of mutual interest.
6. To organize lectures, symposia, debates, meetings and other activity which shall be deemed by members to be in their interest.
7. To promote interest and facilitate academic progress in graduate studies.

CHAPTER THREE

ORGANS AND THEIR FUNCTION

Article 7: *Organizational Structure*

1. GRASAG-KNUST shall be comprised;
 - a) The General Assembly and
 - b) The three working Organs, namely;
 - i. The Senate;
 - ii. The Executive Council
 - iii. The Judicial Committee
2. The three working organs provided for in 7.1 (b) above shall be independent of each other and the arrangement shall in no way prescribe a line of authority.

Article 8: *The General Assembly*

There shall be a General Assembly comprising all members of GRASAG-KNUST

1. The quorum for General Assembly shall be fifty (50) GRASAG-KNUST members.
2. All decisions by the General Assembly shall be made by a simple majority unless otherwise stated by this constitution.
3. There shall be at least two General Assembly meetings within every semester of the academic year.
4. There shall be a General Assembly meeting fourteen (14) days before general elections at which the Executive Council shall present reports and audited accounts to the General Assembly.
5. All General Assembly meetings of GRASAG-KNUST shall be convened provided at least seventy-two (72) hour notice is given and agenda attached.
6. The President or any thirty (30) members of GRASAG-KNUST, by writing and authenticated by the signatures(s) of these person(s), may request the Secretary to summon a General Assembly meeting provided at least forty-eight (48) hour notice with agenda given.
7. For the meeting in clause (6), no other business except that stated in the agenda shall be discussed.

CHAPTER FOUR

SENATE AND FUNCTIONS

Article 9: *The Senate*

1. All legislative power herein granted shall be vested in the Senate.
2. The Senate shall be composed of an elected representative, called a Senator, from every department of the University offering a postgraduate program, for one academic year renewable and shall have one vote.
3. There shall be a Speaker, a Deputy and a Clerk of GRASAG-KNUST Senate.
4. Any member(s) of the Executive Council who wish to attend Senate sittings shall do so as an Observer.
5. Without prejudice to clause (4) of this article the Executive Council shall be represented at all Senate sittings by the Vice President, who shall be a non-voting member of Senate.

6. All decisions by the Senate shall be by simple major unless otherwise stated by this constitution.
7. The Vice President in conjunction with the Electoral Commissioner GRASAG-KNUST shall, within seventy-two (72) hours of the election of senators call for the first Senate meeting.
8. Senate shall sit at least twice in a semester. The Clerk shall convene sitting by a written statement to members at least forty-eight (48) hours before the meeting time and the statement shall include; Agenda, Time, Venue and Minutes of previous meeting.
9. Notwithstanding clause 8 of this Article, a Senate meeting may be convened at any time if the need be.
10. Senate shall have the power to subpoena any member(s) of GRASAG for questioning based on suspected breach of this constitution and /or abuse of office.
11. The quorum for Senate meeting shall be fifteen (15) Senators plus the Speaker and the Clerk.
12. The Senate shall have the sole power to try all impeachments. And no person shall be convicted without the concurrence of two thirds of the member present.
13. The Senate shall vet and approve all appointments for offices under GRASAG-KNUST.
13. Receiver, discuss and approve all budgets of GRASAG-KNUST.
14. Senate shall pass resolutions which shall concern member of GRASAG-KNUST.
15. The Senate shall receive compensation at the end of their services, to be equivalent to three sittings, and paid out of the treasury of GRASAG-KNUST upon approval by the Dean of Graduate and Research School.
16. Subject to the Provisions of this Constitution, Senate shall by standing orders, regulate its own procedure.
17. An act or omission which obstructs or impedes Senate in the performance of its functions or which obstructs or impedes a Senator in the discharge of his duties or affronts the dignity of Senate or which tends either directly or indirectly to produce that result, is contempt of Senate.

Article 10: *The Senators*

1. The Senator shall represent graduate students of that particular department on Senate.
2. A person elected as a Senator can seek re-election once he has not served more than one term already.
3. All senators shall, before the before assuming office, shall take and subscribe at their first meeting, the Senators' Oath set out in the Schedule of this Constitution.
4. The seat of a member of Senator shall become vacant.
 - (a) Upon the next dissolution of Senator after his election;
 - (b) If he resigns his seat by writing under his hand addressed to the Speaker or, if the office of Speaker is absent, then to the Deputy Speaker;
 - (c) If he absents from the settings of Senate without a writing permission to and from the Speaker for more than two (2) sittings.

Article 11: *The Speaker of Senate*

1. There shall be a Speaker of Senate who shall be appointed by the President subject to approval by the Senate.
2. He shall, before the assumption of office, take and subscribe before the general graduate student body, at a public gathering, the Speaker's Oath set out in the Schedule of this Constitution.
3. If the office of Speaker falls vacant at any time before the next dissolution of Senate, the Deputy Speaker shall act pending the nomination of another person by the president to be approved by Senate to that office.
4. The Speaker may be nominated either-
 - a. From among person who are members of Senate, but are not executive council member(s) or a member of Judicial Committee and Electoral Commission or
 - b. From among members of General Assembly.
5. The Speaker shall preside over all sitting of Senate and in his absence the Deputy Speaker shall preside.

Article 12: *The Deputy Speaker*

1. When Senate first meets after any general election and before it proceeds to the dispatch of any other business except the election of the Speaker, Senate shall elect a member of Senate, who is not a member of Executive Council or Judicial and Electoral Commission, to be Deputy Speaker of Senate; and if the office of Deputy Speaker falls vacant at any time before the next dissolution of Senate, the House shall, as soon as convenient, elect another such member to that office.
2. He shall act in the absence of the Speaker.
3. He shall Chair the vetting panel of Senate.

Article 13: *The Clerk*

1. There shall be a Clerk of Senate who shall be appointed by the Speaker and approved by a simple majority of the members of Senate.
2. The Clerk shall be appointed from members of the General Assembly and shall not be a Senator.
3. The Clerk shall be the Secretary and shall perform such other administrative functions as the Speaker may request.
4. The Clerk shall receive all communications on behalf of Senate, motion papers for the passing of resolutions, bills and be the custodian of all senate records.
5. The Clerk shall submit to the President for assent any resolution agreed upon by Senate and such a paper shall be known as a resolution bill.

CHAPTER FIVE

EXECUTIVE COUNCIL AND FUNCTIONS

Article 14: *The Executive Council*

1. There shall be the Executive Council of GRASAG-KNUST composed
 - i. The Executive Committee
 - ii. Public Relations Officer
 - iii. All college Representatives
 - iv. All Heads and Secretaries of Committee excluding the Judicial Committee.
2. The Executive Council of the GRASAG-KNUST in times of emergency shall have powers to act promptly and without prejudice to any provision in this Constitution, assume emergency powers appropriate to contain the emergency, provided that the Senate shall be informed within one (1) week of the use of such emergency powers by the Executive Council.
3. Subject to provision of Article 25, the Executive Council shall have the power to set up ad-hoc committees deemed necessary.
4. With reference to clause (2) of this Article, the Executive Council shall present a report within a period as stated in the terms of reference, where it shall be studied and its recommendations considered for implementation.
5. At least fifteen (15) members of the Executive Council shall constitute quorum at any meeting.
6. Decision taken at the Executive Council shall be by a simple majority.
7. Shall ensure the implementation of the strategic plan of GRASAG-KNUST.
8. The Executive Council shall have tenure of one academic year.

Article 15: *Executive Committee*

1. The Executive Committee shall be composed of-
 - (a) The President
 - (b) The Vice President
 - (c) The General Secretary
 - (d) The Treasurer
 - (e) The IDL Coordinators

- (f) The Women Commissioner
 - (g) The Organizer
 - (h) The Public Relations Officer
2. The executive authority of GRASAG-KNUST shall be vested in the President and shall be exercised in consultation with Executive Committee.
 3. The functions of Executive Committee shall be-
 - (a) To draft policies and programs of GRASAG-KNUST.
 - (b) To implement policies and programs of GRASAG-KNUST working with the appropriate body.

Functions of the Executive Committee

Article 16: *The President*

1. He shall, before the assumption of office, take and subscribe before the general graduate student body, at a public gathering, the President Oath and the Oath of Secrecy set out in the Schedule of this Constitution.
2. There shall be a President who shall be responsible for the general running of GRASAG-KNUST in all matters coming under his jurisdiction.
3. He shall be the chief spokesperson of all the graduate students.
4. He shall represent the graduate students on the University Council and all mandatory boards or he may appoint representatives to represent graduate students on any other University Bodies and Committees.
5. He shall chair all meetings of the Executive Council and General Assembly and in his absence, the Vice President except otherwise dictated by his Constitution.
6. He shall report to the General Assembly in all matters except otherwise provided for by this Constitution.
7. The President shall take precedence over all other persons under GRASAG-KNUST and in descending order, the Vice President, the Speaker of Senate and the Judicial Committee Chairman.
8. The President shall in consultation with the executive committee and unless otherwise stated in this Constitution, appoint chairperson(s) and other members of GRASAG-KNUST Committees.
9. Without prejudice to the provisions of article 4 of this constitution, and subject to the operation of the prerogative writs, the president shall not, while in office, be liable personally to proceedings in any judicial or quasi-Judicial Committee for the performance of his functions, or for any act done or omitted to be done, or purported to be done or purported to have been done or purporting to be done in the performance of his functions, under this Constitution.
10. The President shall in consultation with the Executive Council and acting on their advice, shall by the second week of each semester deliver at Senate the state of GRASAG-KNUST and within two weeks to handing over to the incoming GRASAG-KNUST President address General Assembly.

11. The President shall while in office communicate to the Speaker of Senate his intention to travel outside campus or outside the country in writing.
12. The President shall, perform such other functions as may be assigned to him by this Constitution.

2.The Vice President

1.The Vice President shall, before the assumption of office, take and subscribe before the general graduate student body, at a public gathering, the Vice President Oath set out in the Schedule of this Constitution.

2.There shall be a Vice President of GRASAG-KNUST who shall perform duties and functions which shall include but not limited to the following.

3. The Vice President shall assist the President in the discharge of his/her duties.

4. The Vice President shall perform the duties of the President, with the same powers given to the President under this Constitution, in the absence of the President.

5. The Vice President shall perform any additional duties, not inconsistent with any provision of this Constitution, assigned to him/her from time-to-time by the President.

6. The Vice President shall be responsible for all welfare matters of GRASAG-KNUST shall the Chairman of the Welfare Committee.

7. The Vice President shall be responsible for the general maintenance of the GRASAG-KNUST Common Room.

8. He shall in consultation with the IDL Coordinators deal with all IDL issues.

The Secretary

1. The Secretary shall, before the assumption of office, take and subscribe before the general graduate student body, at a public gathering, the Executive Committee Oath and the Oath Secrecy set out in the Schedule of this Constitution.
2. the Secretary shall, with the authority of the President, issue notice of all meetings of the Executive Council and the General Assembly not less than forty-eight (48) hours before the scheduled meetings.
3. The Secretary shall, keep and maintain true and accurate minutes and records of all proceedings at meetings of the Executive Council, and the General Assembly.
4. The Secretary shall, in consultation with the Senate handle all correspondence of GRASAG-KNUST.
5. Publish the report/minutes of the general Student body meetings, at most one week after each meeting.
6. The Secretary shall be responsible for the day-to-day running of the GRASAG-KNUST office and shall have custody of documents of GRASAG-KNUST relevant to the office of the Secretary.
7. Under the directions of the President summon all General Assembly, Executive Council and Executive Committee meetings, stating agenda, date, time and venue.

8. The Secretary shall perform any duty as may be detailed to him/her by the President and/or the Executive Council, but not inconsistent with any provision of this Constitution.
9. Publish the names of all members of the GRASAG-KNUST committees within one week of their formation.

The Treasurer

There shall be a Treasurer of GRASAG-KNUST who shall perform duties and functions which shall include but not be limited to the following.

1. The Treasurer, before assuming office, take subscribe before the general student body, at a public gathering, the Executive Officer's Oath set out in the Schedule of this Constitution.
2. The receipt of all incomes or inflows accruing to GRASAG-KNUST and the disbursement of such monies as the Executive Officers shall direct subject to the approval of the Senate.
3. Keeping and maintaining proper record of accounts of all monies and revenues to which GRASAG-KNUST is entitled.
4. Presenting financial statements to the Senate three times in the year. The said presentation shall be at most five weeks into the first semester, at most five weeks into the second semester and at the end of tenure after auditing is done.
5. The Treasurer shall be the Secretary to the finance Committee and shall perform such duties in relation to the Finance Committee as provided for in this Constitution.
6. Performing other duties, not inconsistent with any provision of this Constitution, as assigned to him/her by the President and/or the Executive Council.

Public relations officer.

1. He shall be appointed by the President in constitution with the Executive Council.
2. He shall:
 - a. Be the Publicity Offers of the GRASAG-KNUST
 - b. Be the Editor-in-Chief of the GRASAG-KNUST and Chairman for the Publication and Information Committee
 - c. In consultation with the Executive Council acts as a liaison between GRASAG-KNUST and the public.
 - d. Together with the Editorial Board be responsible for the publication of the GRASAG-KNUST magazine and all other publications.
 - e. Be in-charge of all Focus FM affair.

Organizing Secretary

1. The Organizing Secretary, before assuming office, shall take and subscribe before the general student body, at a public gathering, the Executive Officer's Oath set out in the Schedule of this Constitution.

2. Shall arrange to secure the venue for all meetings of the association and he shall take minutes of meetings in the absence of the secretary.
3. Shall in consultation with the Executive Council organize meetings, seminar, get-togethers, end of year dinner, symposia etc. for the association.
4. Shall be the head of the Organizing committee.
5. Shall assist the Vice President in maintaining the GRASAG common room.
6. Shall perform any additional duties as may be assigned to him/her by the Executive council or the Senate.

7. IDL Coordinators.

- (1) There shall be one (1) coordinator from each sector as determined by Senate.
- (2) They shall be elected as determined by the Electoral Commission of GRASAG-KNUST.
- (3) They shall;
 - a. Be the liaison between the IDL and GRASAG-KNUST.
 - b. Report to the Executive Council frequently.
 - c. Perform duties assigned to them by the President or Executive Council or Senate.

8. The Women's Commissioner

There shall be a women's Commissioner who shall be elected in a manner provided for in this Constitution who shall perform duties and functions which shall include but not be limited to the following:

1. Women's Commissioner, before assuming office, shall take and subscribe before the general student body, at a public gathering, the Executive Officer's Oath set out in the Schedule of this Constitution.
2. The Women's Commissioner shall be the chairperson of the Women's Commission.
3. The Women's Commissioner shall be the secretary to the Welfare Committee.
4. The Women's Commissioner shall advocate the course and interest of female graduate students.
5. The Women's Commissioner shall design and implement programs aimed at developing the capacities, skills and knowledge of the female graduate students.
6. The Women's Commissioner shall improve and strengthen communication and co-operation between both gender.
7. The Women's Commissioner shall ensure that policies are not inimical to the advancement of female graduate student in general.
8. The Women's Commissioner shall perform any other functions assigned to him/her by the executive committee in relation to her office.
9. Shall represent GRASAG-KNUST on the GRASAG Women's Commission

Article 17: The College Board Representative

- (1) There shall be a representation on all College Boards. This representation shall be the GRASAG-KNUST College board representative.

- (2) College Board representatives shall be elected by senators and course prefects within the college Commission. The date and time for that election shall be determined by the Electoral Commission
- (3) There College Board Representatives shall,
 - a. Be the liaison between the College Board and GRASAG-KNUST.
 - b. Shall seek to the welfare of members within his college.
 - c. Shall report to the Executive Council at least twice a semester.
 - d. Shall perform any other duty assigned by the President or Executive Council.

CHAPTER SIX

COMMITTEES OF GRASAG-KNUST

Article 18: *Committees*

1. In pursuance of the objectives of GRASAG-KNUST, the Executive Committee, at its first meeting, shall nominate members to the STANDING Committees, while membership to all other Committees, as may be necessary for the effective running of GRASAG-KNUST, shall be appointed by the Executive Committee.
2. Without prejudice to any provision in this Constitution, membership of all Committees of GRASAG-KNUST shall not exceed nine (9) but must not be less than three (3).
3. Members of the Standing Committees as mentioned in clause 1 of this Article shall be approved by Senate taking into consideration the integration of the various Colleges of the university.
4. Any Committee appointed under any provision of this Article shall have one term in office which shall be conterminous with that of the Executive Committee which appointed them.
5. Any Committee appointed under this Article shall have the powers, rights and privileges to:
 - a. Enforce the attendance of witnesses and examine them under oath, affirmation of otherwise;
 - b. Compel the production and/or release of documents.
6. All committees shall meet at least thrice every semester.
7. The Standing Committee of GRASAG-KNUST shall:
 - a. The Finance Committee,
 - b. The Research Conference Committee
 - c. Welfare Committee
 - d. The Publication and Information Committee
 - e. Audit Committee
 - f. Organizing Committee
 - g. Women's Commission

Article 19: *The Finance Committee*

- (1) The Finance Committee shall comprise:
 - a. The Treasurer of GRASAG-KNUST who shall be the Secretary to the Committee.

- b. Four other members appointed by the Executive Council provided that such persons have a background in basic accounting, finance and/or shall be of proven integrity; one of whom shall be the chairperson.
- (2) The Finance Committee shall:
- a. Assist the Executive Council to prepare the annual budget which shall be presented to the Senate for approval.
 - b. Encourage and promote the prudent use of funds and resources of GRASAG-KNUST through Effective and efficient financial measures.
 - c. Ensure the Treasurer keeps proper books of account and assist him/her to prepare financial statements.

Article 20: Research Committee

- (1) There shall be a Research Conference Committee comprising;
- a. The Chairman who shall be appointed by the President in consultation with the Executive Council; among members of the General Assembly. He shall be vetted and approve by senate.
 - b. Six (6) other members; one (1) from each college appointed by the President in consultation with Executive Council.
- (2) The Research Committee shall;
- a. Without prejudice to any provisions in this constitution,
 - I. Promote research among graduate students by planning and executing program like Research Seminars and workshops etc.
 - II. In consultation with the Organizing Secretary and the Public Relation Officer, plan and organize the Annual GRASAG-KNUST Research Conference.
 - b. Be the Editorial Assistants to the Editorial Board of GRASAG-KNUST Journal.
 - c. With the Editorial Board see to the publication of the Journal at least twice a year.
 - d. With the Editorial Board coordinate all reviewers.

Article 21: Welfare Committee

- (1) There shall be established a Welfare a Committee which shall be composed of:
- a. The Chairperson who shall be the Vice President.
 - b. Five (5) other members each from the various Colleges excluding the college of the women's commissioner
 - c. One member each IDL sectors
 - d. The Women Commissioner, who shall be the secretary and shall represent her college.
- (2) The Welfare Committee shall:
- a. Investigation cases relating to students boarding and lodging, health and sanitation services, financial condition and report its findings to Senate for necessary action to taken.
 - b. Be the Student Management Board for the GRASAG Bua Wu Fund and perform duties stipulated in the policy document of the fund.

- c. Perform any other duties delegated it by senate or/and Executive Council.

Article 22: The Publication and Information Committee

- (1) The Publication and Information Committee shall compose of;
 - a. The Public Relation Office as Chairman
 - b. One member from each college
 - c. One member of IDL sectors
- (2) The Publication and Information Committee shall;
 - a. Be responsible for editing all GRASAG-KNUST sponsored publications except for publications by the Research Committee.
 - b. Develop a newsletter for GRASAG-KNUST which shall be published (either print or electronic) periodically to inform students on the general happenings in and around campus.
 - c. Perform any other function as may be assigned to it by the Executive Council or Senate.
 - d. Be tasked with the management and updating of GRASAG-KNUST website.
 - e. Be in charge of the GRASAG-KNUST radio program "GRASAG HOUR".

Article 23: Organizing Committee

- (1) The Organizing Committee of GRASAG-KNUST shall compose;
 - a. The Organizing Secretary as the Chairman.
 - b. One (1) member from each of the college
 - c. One (1) member from each IDL sectors
- (2) There shall be an Organizing Committee of GRASAG-KNUST which shall;
 - a. Oversee the organization of all GRASAG-KNUST program.
 - b. Assist the Publication and information committee in publicizing all GRASAG-KNUST program.
 - c. Report frequently to the Executive Council
 - d. Perform other duties assigned it by the Executive Council
- (3) The IDL members shall with the Organizing Committee be responsible for the publicity and organization of all activities of GRASAG-KNUST in their sectors.

Article 24: Women's Commissioner

- (1) The women's Commission shall be composed of;
 - a. The Women's Commissioner who shall be the head.
 - b. One representative from each college.
 - c. Two representatives from IDL
- (2) The Commission shall assist the Women's Commissioner in the discharge of his/her duties.
- (3) Shall perform other duties assigned them by the Executive Council or Senate.

Article 25: Ad-hoc Committee

Notwithstanding the provision of this chapter, the Executive Council shall have power to create sub or Ad- hoc Committee Council to deal with any matter in pursuance of the aims and objectives of GRASAG-KNUST.

CHAPTER SEVEN

THE JUDICIAL COMMITTEE

Article 26: *Judicial Power of GRASAG*

- (1) THE Judicial Committee shall comprise,
 - a. The Chairman who shall be appointed by the President in consultation with the Executive Council and approved by Senate,
 - b. A Deputy who shall also be appointed by the Executive Council and approved by Senate
 - c. Two members from IDL and
 - d. Three other members appointed by Senate.
- (2) The provision of Article 38 on the qualification of Elected Officers shall apply to the Chairperson, the Deputy Chairperson and all other members of the Judicial Committee.
- (3) In the exercise of its functions, the Judicial Committee shall be guided by this Constitution, rules and regulations of the University and the Constitution of Ghana; and shall not be subject to the control or direction of any person(s) and/or authority.
- (4) The Executive Council as well as the general graduate student body shall accord the Judicial Committee such assistance as the Committee may reasonably require preserving its independence, integrity and effectiveness subject to the Constitution.
- (5) A Judicial Committee member or any person exercising judicial power shall not be liable to any action or suit for any act or omission by him the exercising judicial power.
- (6) The Judicial Committee shall not be having jurisdiction over:
 - a. All matters relating to the enforcement and/or interpretation of the provisions of this Constitution;
 - b. All matters or cases relating to GRASAG-KNUST elections;
 - c. The receipts and determination of all petition addressed to it, provided such petitions are duly signed by not less than five (5) students from all college of the University;
 - d. Resolution of disputes among members of the general graduate student body;
 - e. Conducting impeachment proceedings against any Elected Officer of GRASAG-KNUST and bringing disciplinary actions against offending officers;
 - f. The prescription of appropriate punishment on any member of GRASAG-KNUST who misconducts himself;
 - g. The swearing in of all elected and appointed officers; and
 - h. Receiving and determine notices of resignations brought before it.

- (7) In the absence of the President, the Vice President and Chairperson of the Senate or in the case of an en block resignation by the Executive Council, the Chairperson of the Judicial Committee shall act as the President of GRASAG-KNUST until a substantive President or Executive Council is constituted.
- (8) In the exercise of its function, the Judicial Committee shall have the power to give directions to the Executive Council, the Senate, all GRASAG-KNUST Committee, as well as the graduate student body on legal issues.
- (9) Without prejudice to any provision of this Constitution, the decision of the Judicial Committee on matters of interpretation of this Constitution shall be final and conclusive.
- (10) Notwithstanding clause (9) of this article, in the exercise of its function, the Judicial Committee shall be guided by the Constitution of the GRASAG-KNUST, the Laws of Ghana, the Statutes of this University and the Constitution of the Graduate Student Association of Ghana (GRASAG).
- (11) Where deemed necessary the Judicial Committee, in consultation with the Executive Council, may seek expert legal opinion in the discharge of their duties.
- (12) The Deputy Chairperson and members of the Judicial Committee shall, before the assumption of office, take and subscribe before the general graduate student body, at a Senate Meeting, the Judicial Oath set out in the Schedule of this Constitution, which oath shall be administered by the judicial Committee chairperson of GRASAG-KNUST.

Article 28: *Appointment of Commissions of Inquiry*

1. The Executive Council shall appoint a Commission of Inquiry into any matter of interest to graduate students whenever:
 - a. A graduate student, supported by twenty (20) other graduate students petitions the Executive Council in writing to do so; or
 - b. The Executive Council are satisfied that such a commission shall be appointed; or
2. A person shall be appointed a Commissioner or Chairperson of a Commission of Inquiry under this article if he/she is:
 - a. A person of consideration experience in student leadership; or
 - b. A person who possess special qualifications or knowledge in respect of the matter being inquired into.

Article 29: *Duties of a Commission of Inquiry*

A Commission of Enquiry shall:

1. Make a full, faithful and impartial inquiry into any matters specified in the instrument of appointment;
2. Report in writing the results of the inquiry, and
3. Furnish in the report, the reasons leading to the conclusions stated in the report.

Article 30: *GRASAG- KNUST Representation on any external committee or board shall be appointed by the Executive Council.*

1. Representatives of GRASAG-KNUST on any external committee or board shall be appointed by the Executive Council.
2. All such representatives as described in clause (1) of this Article must satisfy the provisions of Article 38 of this Constitution.

CHAPTER EIGHT

ELECTIONS

Article 31: *The Electoral Commission*

1. There shall be an electoral Commission of GRASAG-KNUST which shall consist of:
 - a. A commissioner, who is the chairperson of the commission and shall be appointed by the Executive Committee and approved by Senate.
 - b. Deputy Commissioners with one (1) representation from each college.
 - c. There shall be one (1) deputy Commissioner at every IDL Centre. The provision should be progressively implemented depending on the current need of the association.

Article 32: *Deputy Electoral Commissioners*

1. The Deputy Electoral Commissioners shall be appointed by Senate.
2. At least two nominees from each college shall be vetted and only elected by Senate.
3. The notice of election of Deputy Electoral Commissioners shall be made public by the chairperson of the electoral commissioner seven days the first Senate sitting.

Article 33: *Functions*

The Electoral Commission shall have the following functions.

- (1) Conduct and supervise all elections and referenda of GRASAG-KNUST
- (2) Educate GRASAG-KNUST members on the electoral process.
- (3) Shall conduct an open forum within 48 hours to the voting day for candidates to present their manifestos.
- (4) The Electoral Commission shall make rules and regulations for the effective conduct of its functions under this Constitution.
- (5) The Electoral Commission shall provide an equal platform for all candidates without distinction of sex, tribe and religion, programme of study, color, or race.
- (6) To perform such other functions as may be prescribed.

Article 34: *Independence of the Electoral Commission*

Except as provided in the Constitution or in any other law not inconsistent with the constitution, in the performance of its functions, the electoral Commission shall be subject to the direction or control of any person or authority.

Article 35: *The Right to Vote*

Every member of GRASAG-KUNST shall have the right to vote in general elections and referenda.

Article 36: *Qualification and Terms of the Electoral Commission*

1. A person shall not be qualified to be appointed a member of the Electoral Commission unless he/she satisfies all provision in Article 38 of this Constitution.
2. The Commissioner and the Deputy Commissioners of the electoral Commission, while they hold office in the Commission shall not hold any other office in GRASAG-KNUST.
3. If a member for the Electoral commission ceases to hold office, the commission shall continue its work until the electoral commissioner in consultation with Executive Council appoints a qualified person who shall be approved by the senate to fill the vacancy.
4. The outgoing Electoral Commissioner with his/her Deputies shall hand over to the Electoral Commissioner designate, seven days after the appointment of the new Electoral Commissioners.

Article 37: General Elections

General elections to students' leadership positions of GRASAG-KUNST shall be conducted within ten (10) weeks of the commencement of the second semester, unless otherwise directed by Senate.

Article 38: Requirement for an Elected Office

1. Any graduate student of the Kwame Nkrumah University of Science and Technology who has spent at least one semester qualifies to contest elections for any Elective position.
2. Without prejudice to any provision of this Constitution, a graduate student shall qualify for election to any position of GRASAG-KNUST provided he/ she is not a final year student.
3. Notwithstanding the provisions of clauses(1) and (2) of this Article, a person shall not qualify to contest election to any position under this Constitution if:
 - a. He/she has even been voted out of any student office in any university for a stated misconduct.
 - b. Any adverse findings have been made against him/her by any committee of inquiry in any university.
 - c. He/she has misappropriated funds or misconducted him/herself in any other manner as to have loss of money of property entrusted him/her.

Article 39: Expenditure of the Electoral Commission

1. The Electoral Commission shall prepare and submit to the Executive Council, a budget for all elections and referenda.
2. All administrative expenses of the Electoral Commission be charged on the GRASG-KNUST fund.

Article 40: Offence

1. Any person or group of persons who willfully obstructs the Commission or in the discharge of its functions under this Constitution commits an offence and is liable on conviction by the judicial committee.

Article 41: The Vetting Committee

1. There shall be a vetting committee which shall be constituted by the Electoral Commission.
2. The Vetting committee shall be responsible for the ensuring that candidates for any elections under this Constitution satisfy the requirement.
3. The Vetting Committee shall have the power to disqualify and candidate for any election under this Constitution or based on rules and regulations of the Electoral Commission.

4. The composition of the Vetting Committee shall include the following:
 - a. Two members of the Senate in consultation with the speaker; and
 - b. Three members from the general membership no two of which shall come from the same college.

Article 42: Regulations Governing Elections and Referenda

1. At any election(s) or referenda, voting shall be secret ballot.
2. For general elections, there shall be a maximum of two (2) weeks for campaigning.
3. Immediately after the close of the poll, presiding officers shall in the presence of the candidates and/or their representatives and their polling agents as are present, proceed to count, at the polling station or the collation Centre, the ballot papers of that polling station and record the votes cast in favour of each candidate or in case of a referendum, the question.
4. The presiding officer, the candidates and/or their representatives and in case of a referendum, the candidates contesting on their agents and the polling agents if any, shall then sign a declaration stating-
 - a. The polling station; and
 - b. The number of votes cast in favour of each candidate or question;
 - c. And the presiding officer or a member of the Electoral Commission shall, there and then, announce the results of the voting.
5. Subjecting to the provisions of this Constitution, an issue for determination by referendum shall not be taken to be determined unless of the membership of GRASAG-KNUST that voted, at least fifty(50) per cent plus one vote of the valid votes cast is in favour if the issue.
6. Subject of the provisions of this constitution, where at the close of the nominations and on the day before GRASAG-KNUST election,
 - a. Two or more candidates have been nominated, the election shall be held and the candidate who receives the highest number of votes shall be declared elected; or
 - b. Where only one candidate has been nominated, there shall be an election and the candidate shall be declared elected if at least fifty (50) percent plus one votes of the valid votes cast is in his/her favour.
7. Without prejudice to any provision of this Constitution, the Electoral Commission shall declare the results of all elections and referenda within seventy-two (72) hours after the close of the polls/elections.
8. Where at a general election, two or more candidates for a particular position obtain an equal number of votes, which is the highest in that category, then, another election will be held in ten (10) days after the election, at which the candidates shall be the only candidates and the same process shall be, subject to any withdrawal, continued until a candidate is elected.
9. Elections to the Executive positions of GRASAG-KNUST shall be by simple majority.
10. A candidate contesting for an executive position may have a polling agent of his or her choice at the polling station, who should be a member of GRASAG-KNUST.
11. Any candidate may by writing under his hand withdraw his candidature at any time before the election.

Article 43: Bye-Elections

1. Relevant bye-election shall be held to fill vacancies created by virtue of any position of this Constitution.
2. Bye-elections in clause (1) of this article shall be held within three weeks after the creation of vacancy.
3. No elected officer will be eligible to contest without first resigning his/her office.

Article 44: Assumption to office of Elected Officers

The elected officers of GRASAG-KNUST shall resume office within fourteen days after the declaration of GRASAG-KNUST election results, unless otherwise decided by the Senate.

Article 45: Contesting of Election Results

1. The validity of the election of any member elected to the Executive Council may be challenged by any member of GRASAG-KNUST who may present a petition for that purpose of the Judicial committee within forty-eight (48) hours after the declaration of the results of the position in respect of which the petition is presented.
2. A petition presented pursuant to clause (1) be filed with the JUDICIAL COMMITTEE and shall state;
 - a. The full name address of the petitioner(s) and respondent(s).
 - b. The grounds for challenging the validity of the election;
 - c. A statement of the facts relied on to be verified
 - d. The number of witnesses to be called; and
 - e. Other matters as the JUDICIAL COMMITTEE may determine.
3. To answer to the contents of the petition, the respondent (s) or any other person upon whom a petition is served may file with the JUDICIAL COMMITTEE, within three days of the service, an answer to the petition which shall state the following:
 - a. Grounds of opposition to the petition;
 - b. Number of witnesses to be called.
4. The answer to the petition shall be filed with the JUDICIAL COMMITTEE.
5. A finding by the Judicial Committee that the election of an officer is not valid shall be without prejudice to anything done by any person or authority before such a declaration
6. The Judicial Committee shall, without prejudice to any provision in this Constitution, decide on the on the validity of any person within ten (10) days after the petition has been received y the chairperson of the Judicial Committee.
7. The chairperson of the Judicial Committee and Deputy, the Electoral Commissioner and two members of the Senate shall within two months after coming into for4 of the constitution, make rules for the practice and procedure (petition code) for petitions to the judicial Committee challenging the election of an elected officer of GRASAG-KNUST; which rules shall be precedent for such purposes as provided for in this article.

CHAPTER NINE

REMOVAL FROM OFFICE

Article 46: Grounds of Removal

A person elected under the constitution shall be removed from office if;

1. He is found in violation of the oath of office set out in the schedule to this Constitution.
2. He is found to have conducted himself/herself in a manner that;
 - a. Brings or is likely to bring his/her office into disrepute or contempt.
 - b. Prejudicial inimical to the interest of GRASAG-KNUST,
3. He is found to be incapable of performing the functions of his/her office by reasons of infirmity,
4. He is found to have embezzled funds or recklessly handled funds of GRASAG-KNUST,
5. He is found to be inefficient or negligent in the discharge of his/her duties,
6. He absents himself or herself from meetings three (3) times without reasonable excuse to the convener of the meeting.
7. He abdicates his/her office for four (4) weeks within the semester,
8. He resigns in writing under his/her hand with copies delivered to the executive council, Judicial Committee and the Dean of Graduate Students,
9. He is impeached,
10. If a vote of no confidence is passed in him,
11. Adverse finding(s) are made against him by a competent body of inquiry,

Article 47: Impeachment

1. Any member of GRASAG-KNUST may, by notice in writing to the Chairperson of the Judicial Committee in accordance to petition code and upon the recommendation of the committee, commence impeachment proceedings against any executive officer(s) in question three (3) clear days before the start of the proceedings.
2. In arrival at their decision, the Judicial Committee shall give the Executive Officer(s) whom impeachment charges have been preferred shall be given the opportunity to defend him/her self.
3. Where prima facie case has been established, the Judicial Committee shall communicate in writing, within three (3) days, to the Senate for the decision of the Senate at the emergency meeting.
4. The Speaker of Senate shall chair such emergency Senate meetings in cause (3) of this Article and no other agenda but that of the ruling of the Judicial Committee on the impeachment shall be discussed.
5. For the purpose of Senate arriving as mentioned in clause (3) of the Article, the votes of two-third (2/3) of members' present shall be conclusive for or after the motion.

6. Any executive officer (3) so impeached shall cease to be an executive Officer or a member of the Senate and shall not hold any office of GRASAG-KNUST.

Article 48: *Vote of No Confidence*

1. Any member of GRASAG-KNUST supported by at least five (5) other members from each college may petition the Senate for a vote of no confidence to be passed in a member(s) of the Executive Committee provided the said Executive Officer(s) shall be served with a copy for a notice of three (3) clear days before the commencement of the proceedings.
2. For the purpose of vote of no confidence, the vote of the (2/3) of members' present shall be conclusive for or against the motion.
3. The Executive Officer(s) referred to in clause (1) of this Article, shall have the right to attend any meeting convened for the purpose of passing such a vote of no confidence and be given a hearing at the Senate before the vote is passed.
4. Any Executive Officer(s) in whom a vote of no confidence has been assed shall forthwith cease to be an Executive Officer(s) or a member of the Senate and shall not hold office of GRASAG-KNUST.

Article 49: *Abduction of Office*

1. The office of any Executive Officer of GRASAG-KNUST shall be considered vacant if the said officer abdicates his/her office for more than four weeks (4) within a semester without any reasonable explanation or permission from the speaker of the Senate.
2. The Judicial Committee shall communicate the situation in clause (1) above to him/her and request that any GRASAG-KNUST property I his/her possession be handed over to the Chairperson of the Judicial Committee not later than seven (7) days after he/she has been served with the notice.

Article 50: *Resignation*

Any member of the Executive Council or any other committee of GRASAG-KNUST may resign his/her post voluntarily provided such resignation is;

- a. Written and copies delivered to the Executive Council and the Judicial Committee;
- b. Assessed and accepted in writing by the Judicial Committee.

Article 51: *Further Provision on Removal from Office*

1. Any vacancy created by virtue of any provision pf this constitution shall be filed by the provisions of Article 32 and 33 of the Constitution.
2. In the event of a vacancy being created in any position of the Executive Office apart from the Presidency, the Executive Council shall nominate for approval by Senate any member of GRASAG-KNUST to assume that office for the unexpired term if the period left is not more than sixty (60) days to the end of tenure of office.
3. In the event that the Executive Council resign or are removed for office en bloc, the Chairperson of the Judicial Committee shall, be the Acting President, or the expired term of office with effect from the date of resignation or removal from office if the period left is not more than sixty (60) days to the end of tenure of office of the ousted Executive Council.

4. The Acting President as referred to in clause (2) of this Article shall in consultation with Senate appoint interim Executive Officer to run GRASAG-KNUST for the unexpired period in such a period is not more than sixty (60) to the end of tenure of office the ousted Executive Council.
5. Where a vacancy is created due to resignation, or by any means as outlined in this constitution in this Committee or Commission of GRASAG-KNUST, where the Chairperson is involved, Senate shall appoint one member of the committee to act as Chairperson of that committee for the unexpired term of the term of office.
6. In the event that a committee or Commission resign or are removed from office or bloc, Senate shall reappoint a new set of individuals to such committee or commission as provided for by this Constitution and the individuals so appointed shall act for the individual so appointed shall act for the unexpired term of the tenure of office of the ousted Committee or Commission.

Article 52: *Removal of a Senator from the Senate*

1. Graduate students from a particular department shall have the power to withdraw or remove their representative on the Senate provided that such exercise shall be effected through a resolution properly passed two-thirds (2/3) of the graduate students of the said department and communicated in writing to the Executive Council within forty-eight (48) hours of passing such resolution.
2. The Senate shall have the power to suspend or expel any Senator upon the reason(s) stated in clause (1) of this Article.
3. For the purpose of clause (2) of this Article, two-thirds (2/3) of the votes shall be conclusive for or against the motion.
4. Where a vacancy is created due to the resignation or by any means as outlined in this constitution in the position of a Senator, there shall be bye-elections within a period of twenty-one (21) days of such vacancy being created, if the unexpired term is more than sixty (60) days to the end of tenure of office.

CHAPTER TEN

FINANCE

Article 53: *The GRASAG-KNUST Fund*

1. The sources of GRASAG-KNUST fund shall include:
 - a. Subscription or dues as may be proposed by the Executive Council in consultation with the Finance Committee subject to the approval of the general Assembly.
 - b. Revenues accruing from social functions other ventures undertaken in behalf of GRASAG-KNUST.
 - c. Donations or grants obtained from organizations and individuals.
2. Any Committee or Commission of GRASAG-KNUST shall have the power to raise funds or receive revenue for the effective performance of it functions.
3. Any such revenue as mentioned in clause (2) of this article shall be lodged in the GRASAG-KNUST fund within 72 hours of that receipt.

4. Any withdrawal from the GRASAG-KNUST Bank Account by any document or whatsoever shall be authenticated by the signatures of the university's Finance Officer or his representative, the President who shall be the principal signatory, and the Treasurer of GRASAG-KNUST.
5. Any transaction, project or program that shall be approved by the Executive Council and implemented partially or not implemented at all shall be continued by the succeeding Executive Officers.
6. The Senate shall have the power to modify the terms of, or rescind any transaction or contract, which in opinion of two-thirds (2/3) majority of the Senate, is not in the best interest of the members of GRASAG-KNUST or is inconsistent with any provision of this Constitution.

Article 54: Budget

1. The Executive Council shall cause to be prepared or presented to Senate within thirty (30) days from the commencement of the first semester, estimate of revenues and expenditure of GRASAG-KNUST for the academic year.
2. Where in the course of the academic year, it is found that the amount of monies appropriated for any purpose is insufficient or that a need has arisen for expenditure for a purpose for which no sum of monies has been appropriated, a supplementary estimate showing the sum of monies required, shall be presented to the Senate for its approval.

Article 55: Accounting and Financial Policy

1. Accounting Convention

The accounts shall be prepared under the historical cost convention. The day-to-day transactions shall be recorded at the monetary value of the goods and services or fair market value of any donated item.

2. Income

Income represents funds from members, donors, subventions received, interest received from bank deposits and investments. Funds from members, donors, churches, conferences, interest received from bank deposits and investments shall be recognized and income in the period in which they are received.

3. Expenditure

Expenditure represents expenses incurred directly for the running for the association's activities. These are recognized as and when payments are made (i.e. when cheque and cash is disbursed or paid)

4. Currency of account

The accounts of the Branch shall be in the Ghana-Cedi and Pesewas (GHC-P) currency. All foreign currencies received shall be converted using the market stock exchange value as at the time of receipt of such foreign currency.

Article 56: Audit Committee

- (1) There shall be an Audit Committee of GRASAG-KNUST which shall audit the income and expenditure accounts of GRASAG-KNUST every semester.
- (2) The Audit Committee shall be composed of:
 - a. The Chairman appointed by Senate
 - b. Two other members appointed by Senate

- (3) Auditing of the GRASAG-KNUST account(s) shall be done at the end of every semester it shall be done before handing over.
- (4) The audit committee shall work under the guidance and supervision of the University auditor and shall submit their report to the Senate.
- (5) The optimum task of the Audit Committee shall be to perform duties that ensures minimize audit queries to the barest minimum. These duties are;
 - a. Ensures that financial statements prepared and all books made available for verification.
 - b. Ensures the Association's adherence to budget estimates and function within the stated fiscal period.
 - c. Ensure strict adherence to depreciation ratios agreed upon the Senate.
 - d. Ensure/Check that the necessary procedures are applied in relation to all purchases i.e. authorization etc.
 - e. Inspect occasionally where the Association's assets are kept and give recommendations where appropriate to ensure safety of assets.
 - f. Conduct control and Compliances tests of all Committees.
 - g. Verily independently receipts of all items purchased or services paid for
 - h. Submit semester reports to the University Auditor.
 - i. Ensure that the internal control rules and regulations strictly adhered to
 - j. Verily whether program funds utilized are accompanied with a budget and properly accounted for
 - k. Ensure the existence of the following books where appropriate.
 1. Valued Books Register
 2. Fixed assets Register
 - l. For the purposes of its work, Audit Committee shall have the power to subpoena all documents or any student, including the outgoing members of the Executive Council.
 - m. Any student who knowingly or recklessly makes either orally or in writing to the Audit Committee, any statement conveying any information of explanation required by the Audit Committee or to which the committee is entitled and which is misleading, false or deceptive in a particular material shall be liable to any punitive sanctions effected by the Judicial Committee upon the recommendations of the Audit Committee.
 - n. The punitive functions stated in (m) supra shall as much as possible hinge on refunding the amount involved.
- (6) The findings of the Audit Committee shall be communicated to the general graduate student body within seven (7) days before the turnover,
- (7) The Audit report shall include:
 - (a) Income and Expenditure Accounts of the GRASAG-KNUST
 - (b) Statement of the accounts which shall contain the cash at hand, cash at bank at last transaction dates and fixed assets, returns from dues, liabilities, creditors among others.
 - (c) A detailed statement of financial administration.
 - (d) A detailed of creditors and debtors.
 - (e) Audit Committee's assessment of financial position of the GRASAG-KNUST.
 - (f) Audit Committee's opinion and suggestions.
- (8) The audit report shall provide guidelines for the implementation of its reports.

CHAPTER ELEVEN

MISCELLANEOUS

Article 57: *Honorarium*

1. The vacation residence fees and the cost of meals of the officers of the GRASAG-KNUST or any other student under the GRASAG-KNUST on assignment shall be paid out of GRASAG-KNUST funds with approval from Senate and authorization granted by the Dean of Graduate and Research studies.
2. Certificates of Honour and/or awards shall be presented to members of the Executive Council upon the successful completion of their tenure of office at handing over ceremony to be in public gathering of the general graduate student body.
3. Ex-gratia of outgoing Executive Committee, electoral Commission and other Committees shall be equivalent to three times if the current sitting allowance.
4. All members of all committees and individuals of GRASAG-KNUST who have contributed to the course of graduate students shall be entitled to certificates or awards.
5. The honoraria mentioned in clause 2, 3 and 4 this article shall be subject to the approval of the Dean of graduate and Research Studies.

Article 58: *Oath of Office*

- (1) All Executive officers, chairperson of the Judicial committee and the chairperson of the electoral commission under the GRASAG-KNUST shall take and subscribe to the oath of a member of the Executive Council, the judicial oath and the oath of head of Committee respectively and shall be administered by the outgoing Chairperson of the Judicial committee before gathering of the graduate student body during the handover ceremony.
- (2) The President and the Vice-President shall in addition to the provision in the clause (1) of this article, shall take and subscribe to the Presidential Oath at the handover ceremony.
- (3) All committee Heads and Secretaries shall take and subscribe to the oath of the Executive Council to be administered by the President at the First General Assembly meeting.

Articles 59: *Copies of the Constitution*

1. Copies of the constitution shall be made available to every GRASAG-KNUST at his/her cost.
2. Without prejudice to clause (1) of this Article, the Secretary of GRASA-KNUST shall cause to be kept in each college library of the Kwame Nkrumah University of Science and Technology, copies of this Constitution.

Article 60: *Others By-Laws*

All organs and committees shall have a working document regulating their activities.

CHAPTER TWELVE

AMENDMENTS AND REVIEWS

Article 61: Amendments and Reviews

1. No provision of this shall be amended unless;
 - a. A written proposal of such amendment signed by at least one-hundred (100) students consisting of not less than fifteen (15) students from each college of this University and addressed to the chairperson of the Judicial Committee.
 - b. Such proposal for amendment shall be considered by the judicial Committee and the findings and the recommendations made by the Committee are submitted to the Senate.
 - c. Senate shall upon the receipt of the proposal, debate and may adopt it by a not less than two-thirds (2/3) majority of Senate present and forward to the President for his assent.
2. Without prejudice to any provision of this constitution, the constitution shall be subject to review at least five (5) years after coming into force as the supreme law of GRASAG-KNUST.
3. A constitutional review committee shall be set up by the Senate to review the constitution.
4. Without prejudice to clause (2) of this article, a proposal for a review of this Constitution shall go through the same process as an amendment but shall be signed at least one-hundred-and-twenty (120) graduate students consisting of not less than twenty (20) graduate students from each College of this University.
5. Where the proposals approved, promulgated and adopted, the new Constitution shall come into effect within seventy-two (72) hours after adoption.

Article 62: Handing Over

1. GRASAG-KNUST shall hand over power to a newly elected GRASAG-KNUST Executives within seven (7) weeks from the commencement of the GRASAG-KNUST electoral process.
2. The GRASAG-KNUST electoral process shall commence at least six (6) weeks from the official re-opening date of the second semester of the University Academic Year.
3. Formal dissolution of the GRASAG-KNUST shall be on the eve of the scheduled date for handing over to the GRASAG-KNUST Executives-elect, after joint meeting of outgoing GRASAG-KNUST Executives and GRASAG-KNUST Executives-elect, where the Judicial Council chairman.
4. The outgoing Judicial chairman automatically relinquishes his status immediately after swearing in the Judicial Council chairman-elect.

Article 64: Transitional Provisions

1. Notwithstanding anything in this constitution any person duly appointed or elected under the Law immediately in force before the coming into force of this constitution shall be taken to have been duly elected for the purposes of this Constitution.

2. There shall be an ad hoc transitional committee set up and chaired by the Deputy Judicial council chairman to facilitate the proper and legal transfer of power from the outgoing GRASAG-KNUST Executives to the incoming GRASAG-KNUST Executives.
3. The Committee shall comprise
 - a. The Deputy Judicial Council
 - b. Two persons appointed by the Outgoing-President
 - c. Two persons appointed by the President-elect
4. The transition period shall begin in forty-eight (48) hours after the declaration of the results of the general election and end immediately after a new GRASAG-KNUST Executive is sworn into office.
5. The committee shall ensure that al GRASAG-KNUST assets are properly for by an outgoing GRASAG-KNUST.
6. The Committee shall see to it that the outgoing GRASAG –KNUST hands over to the newly elected GRASAG-KNUST within the time stipulated in this constitution.
7. All executive Committee members, Heads of Committees, IDL Coordinators and College Board representatives shall write and hand over their notes or reports and/or any other property of GRASAG-KNUST in their possession to the chairman of the Transitional Committee at most four days before the beginning of the General Election.
8. The Committee shall have the mandate to review the audit report and the transactions of the previous administration.
9. The Committee shall for the effective performance of its functions have the power to issue subpoena orders to compel anybody to appear before it.
10. The Committee shall for the effective performance of its functions liaise with the office of the Dean of Graduate Students.
11. The committee shall within forty-eight (48) hours after expiration of the transitional period present a report Senate.

Article 65: Interpretations

1. In this Constitution, unless the context otherwise requires-
 - “EC” means Electoral Commission
 - “JC” means Judicial Committee
 - “GRASAG” means Graduate Students Association of Ghana;
 - “He”, “his”, “him”, “himself”, “chairman”, “chairperson” shall refer to any student, male or female;
 - “University” means Kwame Nkrumah University of Science and Technology (KNUST)
2. The Judicial Committee shall have the power to rule on matters on which the constitution is silent or which are ambiguous and such rulings shall be expressed in precise terms and shall become a precedent of binding authority on the GRASAG-KNUST, until such a ruling is overturned or the provision in question is amended or revised in accordance with the provisions of the constitution.

Dated this 11th day of March in the year of our Lord Two thousand and Thirteen (2013) and first amended on the 9th day of May in the Year of our Lord Two Thousand and Fourteen (2014).

Signed:

Chairman, Constitutional Review Committee.

SCHEDULES

THE PRESIDENTIAL OATH

I..... having been elected to the high office of GRASAG-KNUST do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to the GRASAG_KNUST; that I will at all times preserve, protect and defend the constitution of the GRASAG-KNUST; and that I dedicates myself to the service and well-being of the members of the GRASAG-KNUST and to do right to all manner of persons.

I further (solemnly swear) (solemnly affirm) that should I at any tie break this oath of office I shall submit myself to the dictates of the GRASAG-KNUST and suffer the penalty for it. (So help me God).

To be administered by the outgoing chairperson of the Judicial Committee.

THE OATH OF THE VICE PRESIDENT

I having been elected to the office of the Vice-President of the GRASAG-KNUST, do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to the GRASAG-KNUST; that I will at all times preserve, protect and defend the Constitution of the GRASAG-KNUST; and I dictate myself to the service and well-being of the people of the GRASAG-KNUST and to do right all manner of persons.

I further (solemnly swear) (solemnly affirm) that should I at any time break the oath of office, I shall myself to the laws of the GRASAG-KNUST and suffer the penalty for it. (So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

THE JUDICIAL OATH

I, having been appointed (Chairperson/Deputy Chairperson/member of the Judicial Committee) of GRASAG-KNUST, do (in the

name of the Almighty God swear) (solemnly affirm) that I will bear true faith-and allegiance to the GRASAG-KNUST as by established; that I will uphold the sovereignty and integrity of the GRASAG-KNUST Constitution and perform the functions of my office without fear or favour, affection or ill-will or personal interest.

I further affirm that I shall not be found wanting in the discharge of my responsibilities as a member of the GRASAG-KNUST Judicial Committee nor place myself in such a position as to frustrate the efficient functioning of the Judicial Committee of GRASGKNUST. (So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

THE EXECUTIVE COUNCIL/COMMITTEE OATH

I, having been appointed a member of the Executive council/Executive Committee do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly reveal such matters as shall be debated by the Executive Council/Executive Committee and committed to my secrecy; and that I will uphold, preserve, protect and defend the constitution of the GRASAG-KNUST. (So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

THE OATH OF HEADS OF COMMITTEE/MEMBERS

I, having been appointed Head/Member of the Committee of the GRASAG-KNUST, do (in the name of Almighty God Swear) (solemnly affirm) that I will at all times well and truly serve the GRASAG-KNUST in the office of Head/Member of the committee of the GRASAG-KNUST; that I will uphold, preserve, protect and defend the constitution of the GRASAG-KNUST; that I will, to the best of my judgement, at all times when required, freely give my counsel and advise for the good management of affairs of the GRASAG-KNUST; and that I will not directly or indirectly reveal an matters that shall come to my knowledge in the discharge of my duties and committed to my Secrecy as

Head/Member. (So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

THE OATH OF SECRECY

I holding the office of
..... 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 my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by law. (So help me God)

To be administered by the out-going Chairperson of the Judicial Committee.

THE SPEAKER’S OATH

I, do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the GRASA-KNUST as by law established; that I will uphold the integrity of the GRASAG-KNUST; that I will faithfully and conscientiously discharge my duties as Speaker of Parliament; and that I uphold, preserve, protect and defend the constitution of the; and that I will do right to all manner of persons in accordance with the Constitution of GRASAG-KNUST and the laws and conventions of the Senate without fear or favour, affection or ill will. (So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

THE OATH OF A SENATOR

I, having been elected/appointed to the Senate of GRASAG-KNUST (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to RASAG-KNUST; that I will uphold, preserve, protect and defend the constitution of GRASAG-KNUST; and that I will faithfully and conscientiously discharge the duties of a Senator and expose with faithful zeal any act, commission or omission or any other matter that may undermine the GRASAG-KNUST constitution.(So help me God).

To be administered by the out-going Chairperson of the Judicial Committee.

APPENDICES

Appendix: Conduct of General Assembly Meetings

- (a) The President of GRASAG-KNUST shall chair all meetings, shall maintain order and shall exercise the prerogative to rule out of order, all irrelevant issues before the House.
- (b) A member shall rise to speak only when asked to do so by the President.
- (c) A speaker shall address himself solely to the chair and shall direct his speech to the issue under discussion.
- (d) No member shall be allowed to speak more than once on a motion, as long as a member who has not spoken on that motion desires the floor.
- (e) Any more standing orders may, in the case of emergency, or after notice duly given, be suspended or changed at any meeting so far as regards business at that particular meeting provided there is two-thirds (2/3) majority in favour.

Appendix 2: Interventions.

In addition to discussions at a meeting, the chairperson shall allow the following points in order of precedence.

- i. Point of Order
 - ii. Point of information
 - iii. Point of Correction
 - iv. Point of clarification
- (a) (i) A point of order must be heard at all times except during voting, and the chairperson shall give his/her ruling before the issue is further discussed.
 - (ii) Points of order shall deal with the conduct of procedure of the debate. The member risin to put the point of order shall prove one or more of the following:
 - a. That the speaker is digesting the scope of the motion or item under discussion.
 - b. That he/she is using improper language.
 - c. That he/she is transgressing the constitution or standing orders.
 - a. A point of information is a question or brief statement of relevant fact concerning the matter under discussion. It should be directed to either the last speaker or the chairman.
 - b. 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.
 - c. A point of clarification shall either:
 - i. Seek clarification of information from a member of the House, except the last speaker, on the subject immediately under discussion; or
 - ii. Seek to clarify an issue on the subject under discussion.

Appendix 3: Motions

- a. All GRASAG-KNUST members have the right to file motions/proposals. Such motion/proposals shall be seconded.
- b. All members shall be submitted in writing and must be handed over to the chairperson.

- c. No motion which has not been accepted by the meeting shall be withdrawn without the consent of the meeting; neither shall any addendum be made to a motion once accepted. Without such consent.
- d. No matter shall be discussed unless it concerns an approved subject on the agenda. Except with the permission of the House.
- e. A motion shall only be opened for discussion after the proposer and seconder have the opportunity to speak in support of the motion.
- f. The debate shall be limited to the immediately pending question by the chair and the chairperson shall rule out any speaker failing to adhere to the subject under discussion.
- g. The mover of the motion has the right to reply after the motion has been discussed; if he/she so chooses.
- h. Discussions of a motion may be curtailed in time by a procedural motion from the floor by the chair, with the consent of the meeting.
- i. For the purposes of (g) the chair shall make it clear how much time shall be allowed provided that the mover and one speaker against such motion shall in all cases have the right to speak if they so wish.

Appendix 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, the following order of precedence:
 - (i) Motions to withdraw the motion;
 - (ii) Motion to recess;
 - (iii) Motion to reverse the decision of the chair;
 - (iv) Motion that a question or proposal be now put;
 - (v) Motion to limit or expand debate to a certain specified period of time;
 - (vi) Motions to refer to matter to a committee or sub-committee investigations and for report;
 - (vii) Motion to postpone or adjourn the matter to a later specified meeting or time;
 - (viii) Motion to close debate;
 - (ix) Motion that the motion be voted upon.
- (b) If the motion that 'the motion be now moved' has been seconded, no further discussion of the original question shall be allowed.
- (c) If the motion in (b) is carried, only the proposer of the original question under discussion shall be allowed to speak before the original question is put to vote.
- (d) If the motion of the 'limit debate to a certain specified period of time' is carried, the chairperson shall draw up a list of those within to make their first speech on the subject and allow each one an equal opportunity of the specified period. And the proposer shall be allowed a maximum of five (5) minutes to sum up before the original motion is put to vote.
- (e) Should any procedural motion be defeated, twenty (20) minutes shall elapse before such a motion can be accepted again by the chairperson, unless the chair is of the opinion that the circumstances have materially altered.

Appendix 5: Voting at meetings

- (a) Voting shall be all GRASAG-KNUST members present at the meeting, with each member entitled to only one vote for every motion moved.
- (b) Voting privileges shall include the right of member(s) to make or second motion(s) or nomination(s).

- (c) In voting, motions shall be carried by simple majority, unless otherwise provided for by this Constitution or by the standing orders.
- (d) For the purposes of (c) above, the casting of votes shall be in following orders:
- (e) Votes for; (f) votes against;
- (f) Abstentions
- (g) If the votes, cast as cast in (d) above, for and against an issue are equal in number, the chairperson shall exercise the casting of the deciding vote,
- (h) For the purpose of (d) and (e) above members abstaining shall be considered as non-voting.
- (i) Voting shall be done by show of hands or as determined by the chairperson, unless otherwise stated by this Constitution.

MEMBERS OF THE CONSTITUTIONAL AMMENDMENT COMMITTEE (2013/2014)

- | | |
|---------------------------------|------------------|
| 1. Daniel Yeboah- | Chairman |
| 2. Joshua Addae - | Deputy |
| 3. Eric Badu - | Member |
| 4. Eugene Abankwa - | Member |
| 5. Richard Kanton Bello- | Secretary |

This constitution was promulgated on the 11th of March 2013, and amended on the 9th of May 2014 under the authority of President DAVID AYIMAH-MENSAH.

