

# **THE CONSTITUTION OF THE ADA STUDENTS' UNION (ADASU)**



## **PREAMBLE**

IN THE NAME OF THE ALMIGHTY GOD, We the students from Ada in the various Tertiary Institutions in Ghana; DETERMINED to give a new vision and focus to the student movement, academic and intellectual standards in Ada, with the view to improving the quality of manpower for national and district reconstruction and central policy paradigms in education; RESOLVED to promote unflinching solidarity and fraternity among the people of Ada in the various Tertiary Institutions in Ghana; DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

# ARTICLE ONE

## GENERAL PROVISIONS

1. The official organization of Ada students in Ghana shall be the Ada Students' Union.

2a. This document shall be the constitution of the ADA STUDENTS' UNION, herein after referred to as ADASU.

**b. The slogan of the Ada Students' Union shall be known as ,,,ADA SU, WA SU"".**

3a. This constitution shall be the supreme law of the ADASU and any omission or commission, which is found to be inconsistent with any provision in this constitution shall to the extent of the inconsistency, be considered null and void.

(b) Powers, duties and responsibilities that are conferred, vested and assumed under this constitution shall be discharged in the manner and within the limits laid down in this constitution.

4. The ADASU shall be a permanent block of the various Ada Students' Unions at the local levels.

5a. A member who alleges that;

(i) An act or omission of any person

(ii) A bye law or decision of a body is inconsistent with a provision of this constitution may seek judgment and declaration from the Judicial Committee to that effect.

(b) The Judicial Committee shall for the purposes of a declaration under a clause; (i) Make such orders or give such direction as it considers appropriate in giving effect to the declaration so made.

(c) A member or group of members to whom an order or direction is addressed under a clause by the Judicial Committee, shall obey and carry out the terms of the order or direction.

(d) Failure to obey or carry out the terms of an order or direction given under clause (2) constitutes a breach of this constitution and shall, in the case of Executive officers constitute a ground for the removal from office under this constitution.

6. The nature of the association shall be a non-partisan, non-profit making but development focused association.

7a. Membership of ADASU is open to all accredited Tertiary Institutions (public and private).

(b) Associations of Ada students in Tertiary Institutions abroad may become members of ADASU.

(c) An accredited University or University College in Ghana or an association of Ada students in Tertiary Institutions abroad may become members of ADASU by a written request addressed to the coordinating secretary of the ADASU.

- (d) The membership register of ADASU shall be reviewed at every annual congress.

## **ARTICLE TWO**

### **DIRECTIVE PRINCIPLES OF ADASU**

1a. The Derivative Principles of ADASU contained in this article shall guide all members and bodies of ADASU in applying or interpreting this constitution or in undertaking and implementing any policy set down by ADASU.

(b) The Policy Document shall only be amended through NEC.

2. The Directive Principle of ADASU shall include the following:

(a) To create a forum for Ada students of accredited Tertiary Institutions in Ghana to meet and discuss issues of common interest.

(b) To ensure that issues and problems peculiar to Ada students in Tertiary Institutions are promptly and effectively attended to.

(c) To coordinate with similar organization(s) which share in the philosophy of ADASU to achieve its set agenda.

(d) To ensure that there is effective mobilization of students of member institutions/blocks for the holistic development of individuals, the association and the district as a whole.

(e) To foster mutual cooperation with the relevant authorities for the formulation of appropriate policies and programs concerning education of all Adas.

### **ARTICLE THREE**

#### **STRUCTURE OF ADASU**

1. ADASU shall be made up of National Executive Council, National Executive Officers all composed from member institutions provided for by this constitution.

**2. NATIONAL EXECUTIVE COUNCIL –(NEC)**

**a) There shall be a National Executive Council of ADASU herein referred to as NEC.**

**b) NEC may meet at least 3 times a year.**

**3. NEC shall consist of;**

**(a) Executive Officers**

**(b) Patrons**

4a. NEC shall assist the National Officers in policy drafting of the Association.

(b) NEC shall promptly respond to matters affecting the interest of members.

5a. There shall be 7 executive officers who shall be elected at congress.

(b) Executive officers shall hold office for one term with the option of re-election.

(c) They shall include;

- i. PRESIDENT
- ii. VICE PRESIDENT
- iii. SECRETARY
- iv. TREASURER
- v. FINANCIAL SECRETARY
- vi. CO-ORDINATING SECRETARY
- vii. INFORMATION AND INTERNATIONAL RELATIONS SECRETARY

(d) The executive officers named supra shall perform such functions and exercise such powers as this constitution may confer on them.

e) They shall be responsible for the drafting and implementation of policies.

6a. The President, Secretary, and Treasurer shall be full-time students who have completed at least one academic year and have, at least, one more academic year to complete their programs of pursuit.

(b) The Financial Secretary, Coordinating Secretary and Information and International Relations Secretary shall be open to both students and National Service Persons.

7a. ADASU shall have the following Standing Committees;

- (i) Audit Committee
- (ii) Judicial Committee

(iii)Electoral Commission

- (b) Except the Electoral Commission, all of the Committees shall be formed and approved at the last sitting of the NEC before Congress
- (c) There shall be ad-hoc committees tasked for specific purposes as given by this constitution or per its terms of reference as stated by the NEC.
- (d) Notwithstanding the clause supra, National Officers shall form Local Organizing Committee to aid them in the organization of programmes
- (e) The Composition of each committee shall not exceed 5 persons including the Chairperson unless otherwise stated.

8 a) ADASU shall be open to all people of Ada who wish to become patrons of the ADASU and meet the criteria stated within this constitution.

- (b) These patrons must be people of impeccable reputation, should be apolitical, should have excelled in their chosen field of specialization and should not be financially insolvent.
- (c) These patrons shall express their desire in writing or by public declaration and shall remain patrons once they continue to satisfy clause (b) of this article.
- (d) In the event of death or infirmity of body or mind, NEC shall have to replace such a Patron.
- (e) Patrons shall advice and assist the Association in any form.

### **ARTICLE THREE**

## **DUTIES OF EXECUTIVE OFFICERS**

1. The President shall;

- (a) Be the Chief Spokesperson of ADASU
- (b) Coordinate the implementation of decisions of the National Executive Council and Congress.
- (c) Represent the ADASU on bodies, organizations and associations to which the ADASU is invited.
- (d) Chair all meetings organized by the Association

2. The Vice President shall;

- (a) Chair all meetings in the absence of the president
- (b) Perform any other functions as delegated to him by the president.

3. The Secretary shall;

- (a) Be the custodian of records of the Executive Council and Congress.
- (b) Act in the absence of the President and the Vice President.
- (c) Prepare the agenda for meetings of ADASU in consultation with the President.
- (d) Be responsible for all correspondence involving the ADASU in consultation with the President.

3. The Treasurer shall;

- (a) Concentrate himself with alternative avenues of raising funds for the activities, programs and projects of ADASU.
- (b) Keep fair and accurate records of all financial transactions of ADASU.
- (c) Be a signatory to any authorization for the disbursement of the funds of



## ADASU

- (d) Perform any other duties as may be assigned by the President or any other organ of ADASU.

### 4. The Coordinating Secretary shall;

- (a) Be responsible for coordinating affairs of the ADASU secretariat.
- (b) Liaise with member institutions to ensure that there is harmonization of activities in all member institutions and that such activities are consistent with the aims and objectives of the Union.
- (c) Consult and collaborate with the President in particular and the other national officers in the discharge of his duties.
- (d) Contact organizations, groups and individuals whose services may be needed for programs, projects or activities or for other purposes.
- (e) Make sure that Meetings, Congress and other Programs of ADASU are properly and timely organized.
- f) Perform such actions that may be assigned to him by the President or any other organ of ADASU.

5a. The Financial Secretary shall be responsible for managing the finances of ADASU in strict accordance with established accounting and financial management principles.

(b) In discharging his responsibility, the Financial Secretary shall perform the following specific functions:

- (i) Collect dues from member Institutions

- (ii) Adopt and formulate measures to mobilize resources for ADASU with the approval of Executive Officers.
- (iii) Record and keep accurate and up to date accounts of the finances of ADASU.
- (iv) Report to the Executive Officers, NEC and Congress the state of the finances of ADASU at every sitting.
- (c) The Financial Secretary shall also keep record of all assets of ADASU and give an account of such assets to Congress.

6. There shall be an Information and International Relations Secretary herein after referred to as IIRS.

a) The IIRS shall

- i) Serve as the coordinator for ADASU with international bodies.
- ii) Regularly publish releases of ADASU stand on International issues.
- iii) Oversee of all public relations issues including preparation for press conferences and the release of relevant information required by component institutions as the Executive Council may direct.
- iv) Be responsible for the making of effective publicity and advertisements of all ADASU activities, programs and projects, and;
- (v) Ensure regular access and interaction with the media by officers of ADASU .

## **ARTICLE FOUR**

## **COMMITTEES OF ADASU**

1. There shall be an Audit Committee of ADASU.

- a) At least one member of the committee shall have accounting background
- b) The audit committee of a coming year shall be appointed and approved by congress after all electoral processes
- c) Members of the audit committee shall perform an independent review of all accounts

2a. The accounts of ADASU and all Committees, Commissions and Boards established under this constitution or by a resolution of NEC or Congress shall be audited and reported on by the Chairperson of the committee to Congress.

(b) For the purpose of Clause (2a) of this article, the Chairperson of the Audit Board or any person of the Audit Board shall

(i) Have access to all books, records, returns and other documents relating to financial transactions or that may be relevant to those accounts.

(ii) Have the power to subpoena any person including members of the executive council through the judicial committee to appear before it.

(c) The findings of the Committee shall be communicated to Congress or together with its opinions as to the transparency or otherwise of the transactions undertaken by ADASU, its commissions or committees.

3. In the performance of its functions under this constitution or any other resolution of NEC, not inconsistent of this constitution, the Audit Committee shall not be subject to the control of any other person or authority.

4. There shall be an independent Electoral Commission.

- a) The Commission shall comprise of a Commissioner, 2 Deputies and 2 Other Members.
- b) The Electoral Commission shall be established two weeks to each Annual Congress for the purposes of coordinating elections.
- c) Voting may be by all members present or by delegates as shall be prescribed by the Electoral commission
- d) Provision in clause (c) shall apply only to the election of national executives
- e) No member of the Electoral commission shall contest any election at the Congress

5a. The Electoral Commission shall be responsible for the conduct of all voting procedures at Congress and NEC.

- (b) The Electoral Commission shall make rules not inconsistent with this constitution to govern the conduct of all ADASU elections.
- (c) Only the Electoral commission shall determine who is eligible to vote
- (d) The Commissioner or his representative shall make known to congress results of elections immediately after the election.

6a. there shall be a judicial committee of ADASU made up of preferably Judicial Committee Chairpersons of component institutions.

- (b) Members of the Judicial Committee shall be called justices.
- (c) The chairperson of the judicial committee shall be nominated by the other members of the committee.

7. In the exercise of its functions the judicial committee shall be subject to this constitution only and shall not be subject to the control and direction of any person or authority.

8a. all students, committee of ADASU shall accord the judicial committee such assistance as the committee may reasonably require protecting the independence, dignity and effectiveness of it.

(b) A member of the judicial committee shall not be liable to any action suit for any act of commission or omission by him in the exercise of judicial power.

(c) Members of the Judicial Committee shall be present at NEC meetings and Congress.

9. The judicial committee shall have jurisdiction in:

(a) All matters relating to the enforcement or interpretation of this constitution

(b) All matters arising as to whether a resolution was made or, authority has acted in excess of the powers conferred on it by this constitution or any other provision made there under.

(c) All matters relating to elections under this constitution,

(d) Impeachment proceedings against any member of the Executive council.

(e) A dispute amongst component institutions of ADASU.

(f) In the exercise of its functions the judicial committee shall have power to give advisory opinions to the executive council or other committee of NEC on any legal issues on request.

## **ARTICLE FIVE**

### **FINANCE**

1a. The Financial Secretary shall submit its annual budget to NEC at its first sitting after Congress.

(b) The disbursement of funds shall be subject to the approval of NEC.

(c) A comprehensive written Financial Statement by the National Officers shall be submitted and presented to NEC members at each NEC and Congress sittings.

(d) None conformity to the clause supra constitute a ground for removal from office or any appropriate sanctions meted out to the person or group of person concerned. (e) An account so rejected by NEC or Congress shall be referred to external auditors for scrutiny and presented to NEC.

2a. Signatories to the accounts shall be the National President, Financial Secretary and the Treasurer.

(b) The National President shall be the Principal Signatory to the ADASU account/Fund.

(c) Any two (2) of the signatories including the Principal Signatory may sign at a time for any amount.

3a. Annual Dues as determined by NEC shall be paid by members and sent to the ADASU Consolidated Fund by the Local member institutions.

(b) Congress or NEC may impose special levy on member institutions as and when necessary.

- (c) Dues shall be paid into ADASU Funds at least within Six (6) week from the start of the local academic year.
- (d) All payment to or by National Officers shall be made by cheque or any other means prescribed by NEC
- (e) Default in Payment of institutional dues shall result in loss of voting rights at NEC, National Officers and Congress sitting.

## **ARTICLE SIX**

### **ELECTIONS**

1a. The Electoral Commissioner shall within 12 hours before voting starts;

(i) Compile an electoral register

(ii) Make rules for the conduct of elections and publish it to Congress at least 12 hours before voting starts.

(b) Aspirants shall have written copies of both documents within the mandated time frame before voting.

(c) Voting shall be by Secret ballot.

(d) A person shall be considered as duly elected by simple majority.

2a. A person may challenge the results of an election at least within 6 hours after the declaration of the electoral results in respect of which the petition is presented.

(b) The challenge must be in a form of a petition addressed to the Judicial Committee Chairman.

(c) A declaration of Judicial Committee shall be binding without prejudice to anyone.

3a. Subject to the clause below, an accredited delegate of a member institution shall have a right to vote.

(b) An accredited delegate shall bear the Official ID Card of the member institution.

4a. A candidate aspiring to the offices of President, Secretary and Treasurer must first qualify to contest the equivalent of that office in his/her institution.

(b) Without prejudice to any provision in this constitution, any student aspiring to the position of President and Secretary must have a proven record of active involvement in students' activities.

(c) Candidates wishing to contest the positions of Coordinating Secretary and Financial Secretary must be prospective national service personnel of any member institution of ADASU.

5. A person shall not be qualified to stand for a National Executive position if he—

(a) Has been convicted under any crime in Ghana

(b) Has been declared or involved in any financial misappropriation

(c) Is of an unsound mind.

(d) Has ADASU dues outstanding



6a. without prejudice to any provision in this constitution, any student aspiring to any position shall be subjected to a vetting by a 7 member committee constituted by NEC before congress.

(b) The Vetting Committee shall not be subjected to the instruction of any person or body in the performance of its duties.

(c) It shall recommend or nullify a person's candidature after Vetting based on justifiable grounds.

d) A candidate affected by a Vetting Committee's decision shall have 24 hours within which to appeal to the Judicial Committee.

7a. an executive officer, except the President, may resign from office by writing under his hand addressed to the President at least 2 weeks before the commencement of his resignation.

(b) The President shall notify NEC by writing.

(c) NEC shall appoint a substantive officer to act in the vacant position

8a. The President may resign from office by notifying the JC at least one month before resignation takes place.

(b) The JC shall notify the Secretary to convey an emergency NEC meeting. (c) The vice president shall act as the president until a substantive president is elected.

9. A day Congress shall be organized within 2 weeks of notice to fill vacancies for en bloc resignation of Executive officers.

10. An executive officer shall be removed from office if he is found

(a) To have willfully violated the executive oath of office.

(b) To have conducted himself in a manner which brings or is likely to bring the name of the association into disrepute, ridicule or contempt.

c) To be incapable of performing the function of his office by reason of infirmity of body or mind.

11a. For the purpose of the removal from office of an executive officer, a notice in writing

(i) Signed by not less than one-third members of NEC or National Officers and

(ii) Stating that the conduct or the physical or mental capacity of the officer to be investigated on grounds specified supra shall be given to the Judicial Committee Chairman who shall notify all component institutions of ADASU.

(b) The notice referred to in the clause above shall be accompanied by a statement setting out in detail the facts, supported by the necessary documents on which the removal is sought.

(c) The Judicial Committee shall add its independent opinion to the facts as to its merits or otherwise.

(d) The President shall convey a NEC meeting within two weeks upon the notification of an executive officer except in the case of the President where the notice by the JC shall specify the venue amongst other things for the meeting.

12a. On impeachment, NEC shall be chaired by the Judicial Committee Chairman.

b) For the purposes of impeachment NEC shall validly constitute upon the presence of not less than two thirds of NEC members.

- (c) NEC shall hear the facts of the allegations given due recognition to the rules of natural justice.
- (d) An officer ceases to hold office upon the approval of seventy percent of NEC members present at the sitting.
- (e) NEC shall appoint an individual to act in such a capacity until a substantive officer is elected.

## **ARTICLE SEVEN**

### **AMENDMENT OF THE CONSTITUTION**

1. Subject to the provisions of this Constitution, NEC may, by a by-law amend any provision of this Constitution.
- 2a. A proposal for an amendment by-law shall be sent to member institutions at least two weeks before NEC Meeting.
- (b) The President shall be notified of the proposal of an amendment by-law at least three weeks before NEC meeting.
- (c) The President shall notify the Secretary to make the amendment by-law proposal part of the agenda of the NEC meeting.
- (d) NEC shall discuss the amendment by-law proposal to consider the merits of it.
- (e) An amendment by-law shall take effect by an affirmative simple majority of NEC.

3. The following provisions are entrenched provisions;

- (a) General Provisions
- (b) The Structure of ADASU
- (c) Elections
- (d) The Judicial Committee.
- (e) The Electoral Committee.
- (f) The Audit Committee.

4a. A proposal for an amendment of entrenched provision shall be sent to member institution at least one month before NEC meeting.

- (b) The proposal for entrenched provision amendment, before NEC considers it, shall be sent to NEC for its advice.
- (c) NEC shall set up a five member committee to embark on the amendment.
- (d) The amendment committee shall submit its report to Congress.
- (e) The amendment shall be subjected to debate by Congress with the necessary inputs made.
- (f) The final draft of amendment shall be submitted to Congress.
- (g) The amendment shall take effect after 60% members have voted YES in approval.

## **ARTICLE EIGHT**

## **MISCELLANEOUS**

1. In this Constitution unless the context otherwise requires-

“Accredited” means a person or institution that has satisfied his entire financial mandate guaranteed by this Constitution.

“Article” means an article of this Constitution “By-law” means a rule made by NEC.

“Clause” means a clause of this Constitution

“Functions” includes powers and duties

“He” is inclusive of a female

“IIRS” means Information and International Relations Secretary

“Judgment” includes a decision, an order or decree of the Judicial Committee

“NEC” means National Executive Council “ADASU” means Ada Students’ Union.

“One term” means one year.

“Alumni” means a person who has graduated from school and is no longer a student

“Student” means a person currently attending any of the accredited tertiary institution

## FIRST SCHEDULE

### TRANSITIONAL PROVISIONS

1. Notwithstanding anything in this Constitution, the persons duly elected as National Officers of ADASU at the Annual Congress preceding the coming into force of this Constitution shall be taken to have been duly elected and shall assume office for the purpose of this Constitution.
2. The NEC and National Officers, before the coming into force of this Constitution shall be deemed to be the NEC and National Officers under this Constitution.
3. NEC shall approve of Committees at its first meeting after the coming into force of this Constitution.
4. NEC and National Officers at their first sitting after the coming into force of this Constitution shall adopt their own Meeting Procedure. It shall be made an appendix to this Constitution.

## **SECOND SCHEDULE**

### **FORMS OF OATH**

#### **PRESIDENTIAL OATH**

I.....having been elected to the high office of  
..... of the

Ada Students' Union (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true, and that I dedicate myself to the service and wellbeing of the Ada Students' Union; that I will at all times preserve, protect and defend the Ada students' Union.

I further (solemnly swear) (solemnly affirm) that should I at any time break this oath of office, I shall submit myself to the laws of this Association and suffer the penalty for it.

(So help me God)

*To be sworn before the Out-going Judicial Chairman of the Ada Students' Union.*

#### **THE JUDICIAL OATH**

I .....having been duly elected the Chairman of the  
Judicial Committee of Ada students' Union (In the name of the Almighty God swear) (Solemnly affirm) that I will interpret the Constitution of ADASU without fear or favour and to defend and uphold the Constitution and adjudication on all matters that shall be brought to the Judicial Committee without neither Affection, Ill-will nor Personal Interest.

I further solemnly swear (affirm) that I shall not be found wanting in the discharge of my responsibility as the Chairman of the committee nor place myself in such a position as to frustrate the efficient functioning of the Judicial Committee of

ADASU (So help me God)

*To be sworn before the Out-going Judicial Chairman of the Ada Students' Union.*

### **EXECUTIVE OATH**

I .....having been made a member of the Ada Students' Union's NEC by virtue of my position as .....of

.....(institution)..... (In the name of the Almighty God swear) (Solemnly affirm) that I will bear true faith and I will uphold, preserve, protect the interest of the Ada students; and that I will faithfully and conscientiously discharge the duties of a member of NEC.( So help me God) *To be sworn before the ADASU President.*



## **THIRD SCHEDULE**

### **LIST OF MEMBER INSTITUTIONS**

1. KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY-  
KUMASI
2. UNIVERSITY OF CAPE COAST- CAPE COAST
3. UNIVERSITY OF GHANA- LEGON
4. UNIVERSITY OF EDUCATION, WINNIBA

**THIS CONSTITUTION WAS PROMULGATED THIS 15TH DAY OF  
MAY, 2012 BY A TWO MEMBER COMMITTEE COMPRISING**

**CHRISTOPHER ADDO HUAGO**

**- CHAIRMAN**

**CHRISTIANA KABUKUOR AKUAKU**

**- SECRETARY**

**AND**

**AMENDED BY A FIVE MEMBER COMMITTEE COMPRISING:**

**LAWRENCE AMANORTEY AYORNU**

**-CHAIRMAN**

**ISAAC NARH QUARSHIE**

**CHRISTIANA KABUKUOR AKUAKU**

**IVAN ADJOVU**

**WISDOM OCANTEY**