

THE CONSTITUTION OF THE
GHANA HERBAL MEDICAL STUDENTS' ASSOCIATION,
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI
(GHEMSA-KNUST)



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PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD, WE the Students of the **Ghana Herbal Medical Students' Association**, In the spirit of truth and fraternity of the members of the Association, as well as ensuring a coherent relationship between us and other student organizations, and wishing to create a vital instrument through which we shall equip ourselves adequately for practical and meaningful services to our motherland, Ghana and humanity as a whole and in the exercise of our inalienable right do for ourselves the means whereby our Association shall be regulated, and in order to have an accountable student government , and desiring to promote the aims and objectives here in below set out , do hereby adopt, enact and establish for ourselves this constitution as the law of instance of the association.

CHAPTER ONE

THE CONSTITUTION

NAME AND SOVEREIGNTY

(1) The student body of the Department of Herbal Medicine shall be and called Ghana Herbal Medical Students' Association of the Kwame Nkrumah University of Science and Technology (GHEMSA-KNUST) herein after referred to as the Association.

(2) The sovereignty of the Ghana Herbal Medical Students' Association dwells in the students of the association in whose name and for whose welfare the powers of the Executive Committee are to be exercised in accordance and within the confines laid down in this constitution.

SUPREMACY OF THE CONSTITUTION

3. (a) This constitution shall be the supreme law of all Herbal Medicine Students of KNUST as well as Other Herbal Medical schools established across Ghana. Any other law found to be inconsistent with any provision in this constitution shall to the extent of that inconsistency, be null and void.

(b) Notwithstanding clause (1) of this article, this constitution shall be subject to the Laws of Ghana, the Statutes of this University, any other Laws made under its Authority and the constitution of the SRC of KNUST.

ENFORCEMENT OF THE CONSTITUTION

4. (i) A member who alleges that-

(a) An enactment or anything done under the authority of that enactment; or

(b) Any act or omission of any member is in dispute of a provision of this constitution, may bring an action to the Judicial Committee for a promulgation to that effect.

(ii) The Judicial Committee, for the purposes of a promulgation under clause (1) of this article, shall make such orders as it may consider appropriate for giving effect to the promulgation so made.

(iii) Any member to whom a propriety is addressed under clause (2) of this article by Judicial Committee shall duly obey and carry out all the terms of the propriety.

(iv) Failure to obey or carry out the terms of an order or direction made under clause (2) of this article constitutes a breach of this constitution and contempt of the Judicial Committee

and shall constitute a ground for removal from office for an already elected or appointed executive.

(5) A member charged by the Judicial Committee under clause (4) of this article shall not be eligible for election, or for appointment, to any office from the date of ruling to the end of the next academic year and shall be duly turned over to the advocates of this constitution for further sanctions.

THE DEFENCE OF THE CONSTITUTION

6. (i) Any person who-

(a) by himself or in coalition with others, by any unlawful means abrogates or halts this constitution or any part of it or attempts to do such act or

(b) aids in any manner with any person referred to under clause (a) of this article commits an offence of contempt of this constitution and shall in the case of the President or his vice, constitute a ground for removal of office.

(ii) A member found to have breached clause (6i) by the Judicial Committee shall

(a) Be liable to suspension as a member for that academic year and

(b) Not be eligible for election, or for appointment, to any office for all subsequent academic years.

CHAPTER TWO

I. AIMS AND OBJECTIVE OF THE ASSOCIATION

7.1 AIMS

- a) To educate the public on the rational use of herbal medicines.
- b) To promote the use of herbal medicines in the country and the world.
- c) To project the views and image of the Association on the local, national and international level.
- d) To serve as the sole body for making representations to the Faculty authorities and other organizations on behalf of the students.

7.2 OBJECTIVES

- a) To encourage and promote the exchange of ideas by international correspondence, to encourage full dissemination of scientific and professional knowledge and by participating in congresses, conferences and seminars with other Herbal Medical Students.
- b) To collate opinions and information subjects of health education and suggest improvement where thought necessary.

- c) To promote cordial relations among student organizations in health sciences.
- d) To encourage and promote international visits among Herbal medical Students and to recommend students for exchange programs.
- e) To publish a magazine annually as an organ of the Association.
- f) To inculcate a sense of duty, professional pride and confidence in members so as to help produce Herbal Medical Practitioners who will maintain high ethical standards.
- g) To organize lectures, excursions, and other such activities as will help educate the general public on the effects of abuse and correct use of herbs.

II. COMPOSITION OF THE ASSOCIATION

7.3 The members of the Association shall be;

- a) All Herbal Medical Students of KNUST.
- b) Students of any Herbal Medical School to be established in Ghana.
- c) All Ghanaian students studying herbal medicine abroad.

PATRONS

8. The Association shall have the following as its patrons;

- a) The president of the Ghana Association of Medical Herbalists (GAMH).
- b) The Dean of the Faculty of Pharmacy, KNUST.
- c) The Head of Department of Herbal Medicine, KNUST.
- d) Two other persons to be decided by the Student Council for a period of 2 years.

ASSOCIATION GOVERNANCE

9. (i) The association shall be governed by and EXECUTIVE COMMITTEE with headquarters at the department of Herbal Medicine, KNUST.

(ii) The governing bodies shall be composed of four working bodies-

- a) The Executive Committee
- b) The student council
- c) The Committee of appointed executives
- d) The judicial committee

(iii) The four working bodies provided for in clause (9ii) above shall be independent of each other and the arrangement shall in no way prescribe a line of authority.

- (iv) Each working body as stipulated in clause (9ii) above as well as all other offices recognized under this constitution shall each have a unique document that clearly states the functions of the office that each belongs; their duties, delegated authority, control of activities, monitoring of members of the body, chive meetings and all activities must be approved by The executive within two weeks after any compilation or change of any clause in the work document by the members of that particular body. The document shall be deemed by the Judicial Committee as regulations enacted under the authority of The executive committee established by this constitution and shall be binding on all members according to this constitution.
- (v) There shall exist a **student council** which shall comprise the members of the Executive Committee, President of each class of the Department and a representative of the registered members.

ADVOCACY

10. (i) There shall be patrons who shall serve as advisors to the Executive Committee and shall be called upon to aid the association in any matter that is beyond the power of this constitution.
- (ii) The Head of Department of the Department of Herbal Medicine shall be an automatic patron and the Dean of the Faculty shall be the most senior patron.
- (iii) The members of the Executive Committee shall meet all patrons at least once a semester to discuss the state of affairs of the association.

DUES

11. All members shall pay contributions which hereafter shall be referred as welfare Dues per academic year and as determined by the executive committee in conjunction with the patrons.

CHAPTER THREE

AUTHORITIES OF THE ASSOCIATION

12. There shall be an Executive Committee that shall see the circadian running of the Association and shall consist of- (1)
- The President as its Chairman
- (2) The Vice President
- (3) The General Secretary

- (4) The Financial Secretary
- (5) The Organizing Secretary
- (6) The Public Relations Officer
- (7) The Health Officer
- (8) The Women's Commissioner

STANDING COMMITTEES

13. (i) There shall be standing committees whose heads shall be appointed by the President in consultation with the Executive committee

(ii) The standing committees shall assist the Executive Committee with respect to their various specializations namely-

- (1) Women's Commission
- (2) Health Committee
- (3) Organizing Committee
- (4) Welfare Committee
- (5) International Relations Committee
- (6) Students' Academic and Education Committee
- (7) Media and Publicity Committee
- (8) Audit Committee

(iii) The appointment of individuals as heads for the standing committees shall be in accordance with the compliance to electoral commission selection procedure as well as clause 4 (1) of this constitution.

- (iv) The heads of the various committees herein shall be referred to as coordinator or officer
- (v)

CHAPTER FOUR

DUTIES OF ASSOCIATION AUTHORITIES

EXECUTIVE COMMITTEE

THE PRESIDENT

14. (i) There shall exist a President of GHEMSA KNUST who shall be the Head of Administration of the Association.

- (ii) The President shall preside over any meeting of the association; and in descending order, the Vice-President, the public relations officer, and the Judicial Committee Chairperson shall chair any meeting in his absence.
- (iii) He shall represent the Association at meetings according to any law that this constitution recognizes.
- (iv) He shall lead any delegation to represent the association at any level.
- (v) He shall appoint any administrative officer whose office is not contested for at elections according to this constitution subject to screening and approval by the executive committee.
- (vi) He shall be the primary signatory to the accounts however; his/her signature shall not be absolutely satisfactory for a financial transaction of the accounts. An addition of the signature of the Financial Secretary shall in all cases be required.
- (vii) The President shall deliver a state of the Association address to the student populace
 - (a) At the beginning of its first session of the semester
 - (b) On the last session of the semester
 - (c) When he would want to inform or advice the student populace (d) about issues they are about to decide on.
- (viii) The president can establish additional committees necessary to facilitate the administration of the association as well as ad hoc committees with the assistance of the executive committee. The appointment of the committee coordinators shall be in accordance to clause (4i)
- (ix) He shall perform any other activity that shall enable him serve the association properly as long as it is in accordance with this constitution and in the case where the constitution is silent, laid before the Judicial Committee for interpretation.

THE VICE-PRESIDENT

15. (i) There shall exist a vice President who will serve as an assistant to the President and shall assume presidency if the President
- (a) resigns
 - (b) is removed from office
 - (c) or dies

- (ii) Can assist the President in any administrative function assigned to him under this constitution.
- (iii) The candidate for the office shall be appointed by the candidate for the office of President and whose particulars shall be submitted to the Electoral Commissioner for onward scrutiny per election selection regulations and subject to clause (6i) and (36) of this constitution.
- (iv) The provisions of (6i) and clause 4 shall apply to this office.
- (v) The candidate is elected as Vice-President if the candidate contesting for Presidency is duly elected.
- (vi) He shall coordinate the affairs of all Standing Committees and any other committees to be formed.

GENERAL SECRETARY

16. (i) He shall ensure that the documents of the Executive Committee are properly preserved.
- (ii) He shall prepare the agenda for the Executive Committee Meetings.
 - (iii) He shall publish on all notice boards in the College, accurate records of proceedings of Executive Committee meetings within 7 days of such meetings.
 - (iv) He shall keep accurate records of minutes at Executive Committee meetings.
 - (v) He shall produce, process and preserve all memos, minutes, circulars, statements and all other documents of the Executive Committee.
 - (vi) He shall preside over the Executive Committee meetings in the absence of the President and the Vice-President.
 - (vii) The provisions of article (6i) and clause 4 shall apply to this position.

FINANCIAL SECRETARY

17. (i) He shall be in-charge of all financial transactions of the association
- (ii) He shall make available documentation as relating to the financial accounts of the association
 - (iii) He shall make available the details of a budget and all expenditure for the perusal and subsequent approval by the executive.

- (iv) He shall be required to produce, process and preserve all financial documentation relating to association.
- (v) The provisions of article (6i) shall apply to this position.

ORGANIZING SECRETARY

18. (i) He shall chair the Organizing Committee.

(ii) He shall see to the proper organization of ALL functions concerning the association as well as the standing committees

(iii) (a) He has the mandate to setup an organizing committee whose duty and function shall purposefully be in the interim after which that committee shall be dissolved.

(b) Honoria for members of the organizing committee shall be based solely on the discretion of the organizing secretary

(iv) He shall perform other duties such as that which shall be directed by the President.

(v) He shall assume the functions of the General Secretary in his absence.

(vi) The provisions of article (6i) and clause 4 shall apply to this position.

PUBLIC RELATIONS OFFICER

19. (i) He shall chair the Media Committee.

(ii) He shall counsel the Executive Committee on all media related issues and handling of information.

(iii) Be responsible for the publication of newsletters, the annual magazine and the promotion of other literary activities.

(iv) The provisions of article (9i) shall apply to this position.

(v) He shall perform any other function assigned to him in relation to the office by the Executive Committee

CHAPTER FIVE

THE COMMITTEE OF APPOINTED EXECUTIVES

20. (i) This body shall consist of all appointed executives who will serve as heads of the standing committees.

(ii) A joint meeting between the executive committee and the committee of appointed executives is to be organized at least twice every semester to deliberate on various executive decisions as well as issues concerning the association.

(iii) Reshuffling of appointed executives may be done by the president at most twice in an academic year.

STANDING COMMITTEES

HEALTH OFFICER

21. (i) He shall chair the Health Committee.

(ii) He shall be responsible for organizing and coordinating all Health Campaigns and other health-related programs.

(iii) He shall ensure that health education programs are held throughout the year.

(iv) The provisions of article (6i) and clause 4 shall apply to this position.

WOMEN'S COMMISSIONER

22. (i) She shall chair the Women's Commission.

(ii) She shall construct such programs that may benefit the general population of the female membership of the general assembly.

(iii) She shall channel all grievances, appreciations and comments on women to the Executive Committee.

(iv) She shall seek to encourage the general participation of women in the activities of GHEMSA-KNUST.

(v) The provisions of article (6i) and clause 4 shall apply to this position.

INTERNATIONAL RELATIONS OFFICER

23. (i) He shall chair the International Relations Committee.

(ii) He shall initiate, plan and organize exchange programs of the Association.

(iii) The International Relations Officer shall perform any other function assigned to him in relation to the office by the Executive Committee.

(iv) The provisions of article (6i) and clause 4 shall apply to this position.

PROJECTS OFFICER

24. (i) He shall supervise all projects of the Association.

- (ii) He may propose projects subject to the approval of the Executive Committee for implementation.
- (iii) He shall ensure the maintenance of projects carried out by the Executive Committee.
- (iv) He shall perform any other function assigned to him in relation to the office by the Executive Committee.
- (v) The provisions of article (6i) and clause 4 shall apply to this position.

ACADEMIC COMMITTEE HEAD

25. (i) He shall be the chairperson of the Academic Committee and shall represent GHEMSA-KNUST on the faculty and department's Academic Board Committee.

- (ii) He shall represent the academic interest of the general membership of GHEMSAKNUST.
- (iii) He shall perform other such duties in relation to the office as directed by the Executive Committee.
- (iv) The provisions of article (6i) and clause 4 shall apply to this position.

NUGS REPRESENTATIVE

26. (i) He shall represent GHEMSA-KNUST on congresses, conferences and programs organized by NUGS.

- (ii) He shall perform any other function assigned to him in relation to the office by the Executive Committee.
- (iii) The provisions of article (6i) and clause 4 shall apply to this position.

TRATECH REPRESENTATIVE

27. (i) He shall represent GHEMSA-KNUST at all TRATECH KNUST organized programs.

- (ii) He shall ensure that committee members are abreast with innovations especially with regards to Herbal Medicine.
- (iii) He shall perform any other function assigned to him in relation to the office by the Executive Committee.
- (iv) The provisions of article (6i) and clause 4 shall apply to this position.

THE WELFARE COMMITTEE

28. (i) The committee shall be made up of the Vice President (Chairman), Welfare Committee head, Welfare Committee representatives of the various classes and the NUGS representative.
- (ii) It shall be in charge of the general welfare of all students in any form in consultation with the Executive Committee and the patrons.
- (iii) Shall initiate, plan and execute all welfare-oriented activities of the association.
- (iv) Must have a fund where an agreed upon percentage of semester dues will be reserved for welfare activities upon consultation with the Executive committee.
- (v) Shall perform any other duties that are assigned to it by the Executive Committee.
- (vi) The provisions of article (6i) and clause 4 shall apply to this position.

AUDIT COMMITTEE

29. (i) The Audit Committee shall audit the Association's Accounts each administrative year before the Handing over ceremony.
- (ii) The Judicial Committee shall appoint an audit committee head as well as committee members comprising one person from each class.
- (iii) The audit committee shall present its report at least two (2) weeks before the Handing over Ceremony.
- (iv) The audit committee shall report directly to the Executive Committee and Committee of appointed executives.
- (v) Copies of the audit report shall be made available on all the notice boards of the association.
- (vi) The provisions of article (6i) and clause 4 shall apply to this position.

MEDIA COMMITTEE

- (i) The media committee shall be responsible for any Public related GHEMSA activity and where the constitution is silent their role shall be interpreted by the judicial chairman.

(ii) The appointment of individuals to serve on the media committee shall be in conformity with clause (9i) of this constitution

(iii) Subject to (20iv), media committee members of (20ii) shall make their activities known to the PRO for onward deliberation by the executive committee.

(v) The media committee shall be responsible for

(a) Be responsible for all GHEMSA-sponsored publications.

(b) Be responsible for making effective publicity and advertisement of all association activities.

(V) Honoria for members of the media committee shall be by the discretion of the PRO.

(vi) The schedules for clauses 9i and clause 36 shall apply to this committee.

SPORTS COMMITTEE

1. There shall be a sports and Entertainment committee, whose head shall be made by the President in consultation with the executive committee.

2. The sports committee has the mandate to setup an ad hoc committee purposefully for aiding the association in matters related to sports.

3. This committee shall comprise of

(a) The organizing secretary

(b) A representative of each class

(c) The Financial secretary

4. The committee will this be dissolved after the sports activity and Honoria for committee members shall be based solely on the discretion of the sports chairman.

CHAPTER SIX

JUDICIAL COMMITTEE

30. (i) Justice shall be administered in the name of the GHEMSA-KNUST by the Judicial Committee. It shall be absolutely independent of any influence whatsoever and is subject only to this constitution.

- (ii) The Judicial Committee shall have judicial power and neither members nor shall officers of any other body in the association be given absolute judicial power.
- (iii) The Judicial Committee shall have jurisdiction in all matters relating to elections, impeachment and conduct of members in other bodies, including any matter that relates to the interpretation of this constitution, and any authority as the Executive committee through legislature give to it.
- (iv) It shall have power to rule over any matter on which this constitution is silent.
- (v) The administration and supervision of the Judicial Committee shall be exercised by the Judicial Chairperson.
- (vi) The president and any officer is liable to proceedings represented before the Judicial Committee while in office for the performance of his functions, or for any act done or omitted to be done by him under this constitution.
- (vii) Only members of the association may institute proceeding against any officer.

COMPOSITION

31. (i) The Judicial Committee in order of authority shall consist of- (a)

The Chairperson

(b) The Secretary who shall act as a Recorder to the Chairperson

(c) The Judicial Committee members from each class in the department.

(ii) All appointments per clause (31 i) shall be subject to clause 6i and clause 4 of this constitution.

FUNCTIONS

32. (i) The Judicial Committee shall have jurisdiction in every matter relating to the enforcement and interpretation of any provision of this Constitution and in every matter where it is alleged that a person or body of persons has/have acted ultra-vices, or contravened or acted inconsistent with any provision of the Constitution.

(ii) The Judicial committee shall have the mandate to resolve conflicts between students or group of students in the Association.

- (iii) In the exercise of its functions, the Judicial Committee shall be subject only to the provisions of this constitution, the general university regulations and the SRC constitution and shall not be subject to the control or direction of any other body.
- (iv) All impeachment proceedings against any officer in the Executive Committee shall be brought before the Judicial Committee.
- (v) Any of the members of the Judicial Committee involved in misconduct shall be referred to the HESA and SRC Judicial Committee for disciplinary action.
- (vi) The Judicial Committee shall publish its findings, conclusions and recommendations on any such proceedings on the notice board after any sitting.
- (vii) It shall also have jurisdiction over every matter relating to electoral petitions, disciplinary and all constitutional matters.
- (viii) It shall at least once in a year, educate its members on the provisions of the constitution and Judicial Procedure.
- (ix) The committee shall have power to summon any member to its hearings.
- (x) Monies for the administration of the Judicial Committee shall be obtained from the appropriate fund responsible for the administrative expenses of GHEMSA after a budget has been drawn and submitted by it to the Financial Secretary.
- (xi) All monies should be received by the Judicial Committee not later than one week after submission.
- (xii) Any member who has been found by the Judicial Committee to have acted or made an attempt to act or refused to act and has resulted in the disruption of the normal administration of the Judicial Committee shall be charged for contempt of this Committee and is liable to penalties in article 4 of this constitution.
- (xiii) The Judicial Committee Chairperson or any of the other members exercising judicial power shall not be liable to any action for any act or omission made in the exercise of judicial power unless a higher Judicial body after an appeal declares that he has acted beyond this constitution.

(xvi) 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 Association, until such a ruling is overturned or the provision in question is amended or revised in accordance with the provisions of this Constitution.

THE JUDICIAL CHAIRMAN

33. (i) He shall be appointed by the President and the Executive Committee.

(ii) No person shall be eligible for appointment unless he satisfies article (6i) and clause 4 of this constitution.

(iii) He shall preside over all judicial sittings.

(iv) He may be assisted with his duties by the Secretary who shall act as Recorder.

(v) The Secretary shall be appointed according to article (6i)

EXERCISE OF POWER

34. (i) Any sentence that has been given by the Judicial Committee can be appealed to the Judicial Committee of HESA KNUST as well as SRC KNUST and if such an appeal is granted it shall overrule the sentence given by the Judicial Committee.

(ii) The members of the Committee shall be referred to as Justices in any official address and shall possess an agreed form of identification for themselves and shall wear them when necessary

CHAPTER SEVEN

THE ELECTORATE

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

THE ELECTORAL COMMISSION

36.(i) An Electoral Commission shall exist and except as indicated in this constitution or any other law consistent with this constitution, shall not be subject to the control of any person, and it shall comprise of-

(a) A Commissioner

(b) An assistant appointed by the appointed commissioner subject to the satisfaction of article 6(i)

(c) All Electoral Commission representatives from each class in the department

AUTHORITY OF THE ELECTORAL COMMISSION

37. The Commission shall have the power to perform the following functions- (i)

Making notices of any electioneering process.

(ii) Conducting all elections, referenda, opinion polls, etc. by secret or public ballot.

(iii) The commission shall make rules and/or regulations of procedure for the exercise and execution of its function, subject the rules and regulations governing the conduct of GHEMSA elections as provided by this constitution.

(iv) There shall be a screening (vetting) committee appointed by the Electoral commission to screen candidates for executive positions consisting of

- The judicial chairman
- at least one representative from each class
- The recorder of the judicial committee shall record the proceedings of the vetting committee.

(v) Organize all aspects of the screening and vetting process.

(vi) Have the sole right to declare election results.

(vii) perform any other function assigned to it by the Executive

Committee, committee of appointed executives or judiciary and by this Constitution.

ELECTION RULES OF CONDUCT

38.(i) Any member of the Association who has reasonable grounds to believe that there has been an electoral offence may within two days after the elections, submit a petition to the Judicial Committee to enquire into the allegations and the decision of the Judicial Committee shall be submitted to the Electoral Commissioner who shall publish it within twenty-four (24) hours of receipt.

(ii) Any candidate who has been found to have engaged in an electoral malpractice by the Judicial Committee shall cease to be eligible for election for that particular year.

(iii) If extraneous irregularities are detected by the Electoral Commissioner or more so during investigations of the Judicial Committee, the election shall be declared as void by the Judicial Committee.

QUALIFICATIONS OF OFFICE

39. A person shall not be qualified for election as a member of the Administrative Committee unless all of the following has been satisfied- (a) should have spent at least one year in the school.

(b) Has not violated the provisions of articles three and four of this constitution.

(c) Has paid all required outstanding dues in full

(d) No proceedings are before the Judicial Committee and has no bad record in its archives.

(e) Has resigned from any student office in the University.

(f) Not on probation for academic work or examination misconduct.

OFFICES TO BE CONTESTED FOR:

40. The following offices shall be contested for during elections

(a) President

(b) General Secretary

(c) Financial Secretary

(d) Organizing Secretary

(e) Public Relations Office

(f) Health Officer

(g) Women's Commissioner

ELECTION REGULATIONS

41.(i) Unless otherwise stated in any other clause, all outgoing officers shall be eligible for re-election to the same or any other office provided they resign from their various offices pending new elections.

(ii) Any presidential aspirant shall designate a running mate who shall be designated the position of vice president once the presidential aspirant wins the election.

(iii) Two members from each year class in the department of the association shall write their names and append signatures to a candidate's nomination papers.

- (iv) A candidate shall also append his signature to the papers to signify his willingness to stand for elections.
- (v) All nomination papers shall be delivered in duplicate to the electoral commissioner personally or to his appointed representative not later than one (1) week before the elections are due to begin.
- (vi) The electoral commission shall nominate three (3) members of the electoral commission that are deemed to be reputable and shall present them before all aspirants or candidates at most six hours before screening commences. These members shall form the Screening Committee.
- (vii) The function of the Screening Committee shall only be to assess and verify documents presented by candidates and recommend candidates according to the criteria in the electoral commission's work document, which shall be published on all notice boards from the day nominations are opened.
- (viii) Twenty-four (24) hours after screening, a full list of eligible candidates shall be put on the notice board by the Electoral Commission until a day shall be set aside for vetting and manifesto reading.
- (ix) The vetting committee shall have the power to recommend or not recommend a candidate who presents him/herself for vetting.
- (x) The non-recommendation by the Screening Committee of a candidate shall not mean the disqualification of a candidate from vying for elections.
- (xi) A non-recommendation by the vetting committee shall not mean disqualification of the candidate but rather deprecates voters of the brio of candidacy presented before the vetting committee.
- (xii) A period of one week shall be given to candidates who have been approved by the Screening Committee to campaign after which one week shall be given candidates after vetting for campaigning their names have been published by the Electoral Commission.
- (xiii) Campaigning according to this constitution shall mean the intention, act or attempt to act in any way so as to inform any member of the Association personally or publicly that a person would want to aspire for a contested position.

- (xvi) No campaigning shall be done before or after the designated campaigning period.
- (xv) All campaign papers shall be removed immediately after the last day of campaigning.
- (xvi) Candidates should present at most two (2) representatives at the polling stations to witness the conduct of the elections on the day of voting, and shall furnish the Electoral Committee with the names and particulars of such representatives not less than 24 hours before the day of voting
- (xvii) On the day of voting, voters of each state shall cast ballots for the offices contested for. Whichever candidate for a particular office gets the most popular votes wins all the election allotted for the position being contested for.
- (xviii) There shall be no vote by proxy in any vote held in the association.
- (xix) In the case of a candidate standing unopposed, he shall be required to pull more than 50% of the electoral votes cast.
- (xx) Upon the failure of a candidate who stands unopposed to poll the required figure thereof, fresh nominations shall be opened within two days after the promulgation of the provisional results by the Electoral Commission.
- (xxi) In case of a tie of electoral votes, a run-off election shall be organized by the electoral commission for the candidates involved in the next twenty four hours.
- (xxii) The provisional results of the elections can be challenged within thirty six (36) hours after they have been made public. After forty eight (48) hours, no complaints shall be entertained and the result shall be declared the final results by the Electoral Commission and approved and signed by the Judicial Committee as official results.
- (xxiii) Where an office becomes vacant, either by resignation, removal from office, death or for any other reason, by-elections shall be held within seven (7) days of the date of occurrence of the said vacancy and any officer elected by a by-election shall occupy the tenure of office not extending beyond the end of the academic year for which he was elected.

CHAPTER EIGHT

CONSTITUTIONAL AMENDMENTS AND REVISIONS

42. (i) Any notice for the amendment of any provision in this constitution shall be deliberated upon by the Judicial committee.
- (ii) Any notice for the amendment of any provision in this constitution made by an association member shall be addressed to the Judicial Committee by any member of the Association.
- (iii) Any notice for the amendment of any provision of this Constitution shall be accompanied by a schedule containing the names, academic year, course and signatures of five(5) students from each class in the department.
- (iv) The Judicial Committee Chairperson shall constitute a committee of at least seven (7) members from the various classes after which the Judicial Committee shall sit within seven days on the receipt of such a notice.
- (v) The Judicial Committee shall report its decision for amendment or otherwise to the Executive Committee which shall within two (2) days of receipt of such a report.
- (vi) The decision of the student council for the amendment shall be served on the President in the form of a resolution bill for him to assent.
- (vii) Any notice for a total review of this constitution shall be addressed to the Judicial Committee by any member of the association.
- (viii) Any notice for the total revision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of ten (10) students from each student departmental association.
- (ix) The Judicial Committee shall sit within forty-eight (48) hours on the receipt of such a petition to consider its merits or otherwise.
- (x) In the event where merit is found in such a petition, a Constitution Review Committee shall be set up by the Judicial Chairperson to solicit and collate views of students and to review the Constitution.

- (xi) The Constitution Review Committee shall prepare a draft constitution and a report and forward same to the Executive Committee which shall within three (3) days of receipt of such draft constitution and report, submit it to the Senate for debate.
- (xii) A total revision of this constitution may be done at least every Ten (10) years.
- (xiii) Scrutiny of revision findings shall be approved by patrons before any revision is made

CHAPTER NINE

MISCELLEANEOUS

RESIGNATION

43. (i) Any officer of the Association may resign voluntarily.

(ii) In the event of any officer resigning, the Executive Committee shall communicate to all members through the notice boards within three (3) days of the receipt of the resignation letter.

(iii) Any such resignation shall be communicated in writing to the Executive Committee at least five (5) days before the date of resignation. The President shall appoint a member to act until elections are held.

(iv) All documents and properties shall be handed over to the Executive Committee upon resignation.

(v) In the event of en bloc resignation by the Executive Committee, the Judicial Committee shall be notified and it shall in turn notify the student body and assume temporary responsibility until fresh elections are held. The Judicial Committee shall then keep all documents and assets.

REMOVAL FROM OFFICE

44. (i) All officers of the Association shall individually or severally be removed or suspended from office after a committee set up by the Judicial Committee investigates into allegations after it has been petitioned and finds that the officer has been involved in any of the following-

(a) Acted in shelfful violation of the oath of office or in violation of any provision of this constitution.

(b) Misappropriated or embezzled GHEMSA funds.

(c) Grossly misconducted himself and is suspended or dismissed from this University.

(d) Conducted himself in a manner which brings or is likely to bring the name of the Association into disrepute.

(e) Repetition of an academic year.

(f) Inefficient and or negligent discharge of duties.

(g) Be incapable of performing the functions of his office by reason of infirmity of mind and body.

HONORARIA

45. (i) Certificates of Honor shall be presented to all elected and appointed officers only recognized in this constitution at the end of their tenure of office.

(ii) The Executive Committee shall identify and honor dedicated and committed members of the Association.

(iii) On any grounds of resignation, impeachment or vote of no confidence passed against any officer, he shall automatically forfeit his certificate of honor.

(iv) Appointed Officers shall be given appointment letters to confirm their appointments.

CHAPTER TEN

OATHS OF OFFICE

46. All officers under the Association shall take and subscribe to the oaths in the Third Schedule attached to this Constitution by the Judicial Committee Chairperson.

SCHEDULE OF OATHS

THE PRESIDENTIAL OATH

Ihaving been elected President of the Ghana Herbal Medical Students Association, do hereby in the name of the Almighty God swear, that I shall at all times faithfully and truly serve the Association and Students of the Ghana Herbal Medical Students Association, That I shall support and uphold the principles of meticulous accountability in my capacity as the President. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Association thereof. So help me God.

VICE PRESIDENTIAL OATH

Ihaving been elected Vice President of the Ghana Herbal Medical Students Association, do hereby in the name of the Almighty God swear, that I shall at all times faithfully and truly serve the Association and Students of Health Students' Association, That I shall support and uphold the principles of meticulous accountability in my capacity as the Vice President. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Association thereof. So help me God.

OATH OF ELECTED EXECUTIVES

I having been elected for the position of of the Ghana Herbal Medical Students Association do hereby in the name of the Almighty God swear that I shall at all times faithfully and truly serve the Association and Students of Ghana Herbal Medical Students Association. That I shall support and uphold the principles of holistic accountability and that I shall seek the welfare of Ghana Herbal Medical Students Association. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Association thereof. So help me God.

OATH OF APPOINTED EXECUTIVES

Ihaving been elected (appointed) of the Ghana Herbal Medical Students Association, do hereby in the name of the Almighty God swear that I shall at all times faithfully and truly serve the students of the Ghana Herbal Medical Students Association and that I shall support and uphold the principles of holistic accountability and that I shall seek the welfare of the students of the Ghana Herbal Medical Students Association. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Association thereof. So help me God.

OATH OF SECRECY

I holding the Office of..... do in the name of the Almighty God swear that I shall 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 or as may be specially permitted under this Constitution.

All provisions specified in the schedules are regarded as part of this constitution.

INTERPRETATIONS

47(i). In this Constitution, unless the context otherwise requires-

- (a) “He” “him” “his” “himself” “Chairman” shall refer to both male and female persons.
- (b) “The Association” shall refer to the Ghana Herbal Medical Students Association of the Kwame Nkrumah University of Science and Technology (GHEMSA-KNUST).
- (c) “NUGS” means National Union of Ghana Students.
- (d) “Officer” means any student who holds an office in any of the three working bodies that make up the Administrative Committee.
- (e) “SRC” means Students’ Representative Committee of the Kwame Nkrumah University of Science and Technology.
- (f) “Tratech” means Trade and Technology.
- (g) “University” means Kwame Nkrumah University of Science and Technology. (KNUST)

HANDING OVER

48. Formal dissolution of the administration shall be on the eve of the scheduled date for handing over to the incoming Committee members, after joint meeting of outgoing and incoming Committee members where the Judicial Committee Chairperson alone retains his status.
49. Outgoing Judicial Chairman automatically relinquishes his status above immediately after swearing in the incoming Judicial Chairman
50. Final swearing in of all incoming executives shall be by the incoming Judicial Chairman at the General Assembly clause
51. All executives shall take and subscribe to their respective oaths in the third schedule attached to this Constitution.
52. A breach of clause (6i) and (36) above shall constitute grounds for removal or suspension from office.

CHAPTER ELEVEN

THE FIRST OFFICERS

53. Notwithstanding anything in this Constitution, the persons duly elected and appointed officers of this association, under the law in force immediately before the coming into force of this constitution shall be taken to have been duly elected and appointed for the purpose of this Constitution.

54. Where an office did not exist in the immediate past constitution, the President shall appoint persons to those offices with the approval of the student council.

TRANSITIONAL PROVISIONS

55. (i) There shall be an ad hoc Transitional Committee set up and chaired by the Judicial Chairman to facilitate the proper and legal transfer of power from outgoing Committee members to incoming members.

(ii) The Committee shall comprise-

- (a) Judicial Committee Chairperson.
- (b) Two (2) persons appointed by outgoing President.
- (c) Two (2) persons appointed by incoming President.

(iii) The transition period shall begin three (3) seven days after the promulgation of final results of general elections and end immediately after swearing in of incoming Committee members and executives.

(iv) The Committee shall ensure that all association assets are properly accounted for by outgoing committee members as per the audit committee's roles.

(v) The Committee shall have the mandate to review audit report and transactions of the outgoing administration.

(vi) For effective performance of its functions, the Committee shall have the power to issue subpoena orders to compel anybody to appear before it.

(vii) The executives led by the president shall state and make known all available assets of the association at the first and last general assembly meeting in first and second semester respectively.

(viii) He is required to explain the losses or addition of assets of the association to the student populace

(ix) Report on asserts of association should then be sent to the head of department copied to the students council.

Completed and promulgated in JUNE, 2020 by the Judicial Committee

SIGNED BY:

PROFFESSOR GEORGE ASUMENG KOFFUOR

(HEAD OF DEPARTMENT)

AMPONG STEPHEN

(JUDICIAL CHAIRMAN)

KWAKYE THEOPHILUS AMANKWAA

(GHEMSA PRESIDENT)