

THE
CONSTITUTION
OF THE
GRADUATE STUDENTS'
ASSOCIATION OF GHANA,
UNIVERSITY OF MINES AND
TECHNOLOGY CHAPTER
(GRASAG – UMaT)

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PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD,

WE, the members of the Graduate Students' Association of Ghana, University of Mines and Technology Chapter,

Recognising the National Secretariat of the Graduate Students' Association of Ghana as the mouthpiece of the general Postgraduate Students' movement in Ghana,

Cognisant of the need to seek and promote healthy competition between this University and other Universities and Alumni,

Determined to promote the general welfare and ensure continuity in postgraduate education including academic, social and other pursuits,

And in Solemn declaration and affirmation of our commitment to freedom, justice, rule of law, probity and accountability,

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION AS THE SUPREME LAW OF GOVERNANCE FOR POSTGRADUATE STUDENTS OF THE UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA.

CHAPTER 1

THE CONSTITUTION

SUPREMACY OF THE CONSTITUTION

Article 1

- (1) The supreme power of the Graduate Students' Association of Ghana, University of Mines and Technology Chapter, resides in its members in whose name and for whose welfare the officers of the Association shall act.
- (2) Subject to the Constitution of the Republic of Ghana, the Act establishing the University of Mines and Technology and its Statutes, the Constitution of the National Secretariat of the Graduate Students' Association of Ghana, this Constitution shall be the Supreme Law of Members of the Graduate Students' Association of Ghana, University of Mines and Technology Chapter. Any law(s) which is (are) inconsistent with any provision(s) of this Constitution shall, to the extent of the inconsistency be null and void.

ENFORCEMENT OF THE CONSTITUTION

Article 2

- (1) Any member(s), who allege(s) that any act(s) or omission(s) of any member(s) which is (are) inconsistent with a provision(s) of this Constitution may bring an action to the Judicial Committee for a declaration to that effect.
- (2) The Judicial Committee of the Graduate Students' Association of Ghana, University of Mines and Technology Chapter, shall for the purpose of a declaration under clause (1) of this article, give such direction, as it may consider appropriate for giving effect to the declaration so made.
- (3) Every member of the Graduate Student' Association of Ghana, University of Mines and Technology Chapter, shall comply with any provision of this Constitution, provided that such power shall be exercised through the Judicial Committee.
- (4) Failure to obey or carry out the terms of an order(s) or direction(s) made or given under clause (2) of this article constitutes a violation of this Constitution and shall in the case of:
 - a) an executive officer, constitute a valid ground for removal from office.

- b) any member, or an institution(s) or body/bodies under the Graduate Students' Association of Ghana, University of Mines and Technology Chapter, shall be sanctioned as may be appropriate.

CHAPTER 2

NAME AND MEMBERSHIP

NAME

Article 3

- (1) The Association shall be known and called **THE GRADUATE STUDENTS' ASSOCIATION OF GHANA, UNIVERSITY OF MINES AND TECHNOLOGY CHAPTER**, hereinafter referred to as **GRASAG-UMaT**.
- (2) GRASAG-UMaT shall adopt and modify its logo from the logo of the National Secretariat.

MEMBERSHIP

Article 4

- (1) A person admitted into a postgraduate programme in the University of Mines and Technology, Tarkwa, who has fulfilled his/her financial obligations in accordance with the University Statute shall be a member of GRASAG-UMaT.
- (2) A person shall be considered a “member-in-good-standing”, only if:
 - a) He/She has paid his/her dues by the end of the first semester of the academic year.
 - b) He/She has satisfied all other financial obligations as may be determined by an appropriate organ of GRASAG-UMaT.
- (3) All past Executive Officers and Committee Chairpersons, who have completed their postgraduate studies, shall be Elder Statesmen of GRASAG-UMaT for not more than two (2) years unless they, in a written statement to the Secretary, wish otherwise.
- (4) A person who has completed his/her postgraduate studies may be accorded Honorary Membership for two (2) years if the Executive Council deems him/her fit.

CHAPTER 3

AIM AND OBJECTIVES

AIM

Article 5

The aim of GRASAG-UMaT shall be to seek the academic, social and general welfare of all members pursuing postgraduate programmes in the University of Mines and Technology, Tarkwa.

OBJECTIVES

Article 6

(1) The objectives of GRASAG-UMaT shall be to:

- a) serve as the official mouthpiece of the entire postgraduate student body of the University of Mines and Technology, Tarkwa;
- b) champion the course of members in fighting for their rights and privileges as the Laws of Ghana and/or the Act that established the University of Mines and Technology, Tarkwa, may dictate;
- c) provide means of communication between postgraduate students and Management of the University of Mines and Technology, in all matters affecting postgraduate students;
- d) coordinate with other student associations and unions in the University of Mines and Technology and elsewhere, in matters of mutual interest; and
- e) organise lectures, symposia, debates, meetings and any other activity which shall be deemed to be in the interest of members of GRASAG-UMaT.

CHAPTER 4

ORGANS OF GRASAG-UMaT

COMPOSITION OF THE ORGANS OF GRASAG-UMaT

Article 7

- (1) The organs of GRASAG-UMaT shall be:
 - a) The Executive Council
 - b) The Executive Committee
 - c) Committees/Commissions
- (2) All members of any organ of GRASAG-UMaT shall be members-in-good-standing.

THE EXECUTIVE COUNCIL

Article 8

- (1) There shall be established under this Constitution the Executive Council which shall be the highest decision-making body of GRASAG-UMaT and shall be composed of:
 - (a) The Executive Committee members
 - (b) All members of Committees/Commissions
 - (c) Immediate past Executive Committee members who have not graduated
 - (d) Elder Statesmen
 - (e) Two (2) International Student members
 - (f) Two (2) members from each postgraduate department of UMaT, who shall be selected by majority of students of each department.
 - (g) Clauses (e) and (f) representatives/members should not be members of the Executive Committee and any Committee/Commission
 - (h) Any departmental or international student's representative who will be appointed to any Committee/Commission must be replaced by his/her constituents
- (2) The Executive Council shall approve or otherwise budget proposals and Committees/Commissions formed by the Executive Committee.
- (3) The Executive Committee, Committees/Commissions and any group of persons who derives its power from this constitution shall be responsible to the Executive Council.
- (4) The Executive Council shall concern itself with:

- (a) General policy of GRASAG–UMaT
 - (b) Any issue referred to it by members, the Executive Committee and or any other organ of GRASAG–UMaT.
- (5) All decisions by the Executive Council shall be by simple majority unless otherwise stated by this Constitution and shall be regarded as the decisions of GRASAG–UMaT.
- (6) The Executive Council shall sit for the purpose of carrying out its functions at least ONCE in a semester.
- (7) **The first Executive Council Meeting shall be convened not later than six (6) weeks after assumption of office of the Executive Committee.**
- (8) The Secretary shall convene Executive Council meetings by a written notice to all members at least ten (10) days before sitting and the notice shall state the agenda, time and venue and minutes of the previous meeting.
- (9) Quorum shall be at least one-third (1/3) of members of the Executive Council including the President and the Secretary or their assistants.

THE EXECUTIVE COMMITTEE

Article 9

- (1) There shall be an Executive Committee of GRASAG-UMaT which shall comprise:
- a) The President
 - b) The Vice President
 - c) The Secretary
 - d) The Assistant Secretary
 - e) The Treasurer
 - f) The Organiser
 - g) The Gender Commissioner
- (2) Quorum shall be four (4) members including the President or the Vice President and the Secretary or the Assistant Secretary and decisions taken will bind on all.

- (3) Decisions of the Executive Committee, unless otherwise stated by this Constitution, shall be taken by simple majority of the Executive Committee members present and shall be binding on all members of the Executive Committee.
- (4) The Executive Committee shall be responsible for the organisation of all official meetings, activities and functions for the promotion of the aim and objectives of GRASAG-UMaT.
- (5) The Executive Committee shall, jointly and severally, be accountable to the Executive Council and the entire membership of GRASAG-UMaT.
- (6) Notwithstanding clause (5) of this article, all other members of the Executive Committee shall report to the President in the performance of their duties.
- (7) Notwithstanding clause (6) of this article, no Executive Committee member shall be liable to any civil or criminal proceedings in court for the performance of his/her lawful duty.
- (8) In the event a member of the Executive Committee is unable to perform his/her constitutionally mandated duties, he/she shall, in writing, inform the Executive Council through the President.
- (9) No member of the Executive Committee shall neglect his/her constitutionally mandated duties for a period exceeding one (1) semester.
- (10) All Executive Committee members must ascribe to the Executive Oath of Office set out in Appendix II of this Constitution at a gathering of GRASAG-UMaT members.

COMMITTEES/COMMISSIONS

Article 10

- (1) GRASAG-UMaT shall have the following Standing Committees:
 - a) Judicial Committee
 - b) Finance Committee
 - c) Electoral Commission
 - d) Welfare Committee
 - e) Gender Commission
 - f) Programmes Committee

- g) Editorial Committee
- (2) Ad-hoc Committees/Commissions may be formed and tasked with specific purposes as given by this Constitution or per its terms of reference as stated by the Executive Committee.
- (3) Notwithstanding clause (2) supra, the following ad-hoc Committees/Commissions shall be formed on a need basis:
 - a) Audit Committee
 - b) Vetting Committee
- (4) Ad-hoc Committees/Commissions so formed per clause (2) supra, stand dissolved once their task is completed.
- (5) Subject to this Constitution, all members of Committees/Commissions shall be appointed by the Executive Committee with approval of the Executive Council.
- (6) Subject to this Constitution, the composition of each Committee/Commission shall not exceed seven (7) members, including the Chairperson, but not less than three (3) members, unless otherwise stated.
- (7) Subject to this Constitution, Committee/Commission members shall choose their own Chairperson and Secretary.
- (8) No individual shall serve on more than one (1) Standing Committee/Commission, at a time, unless otherwise stated in this Constitution or decided by the Executive Council.
- (9) All Committees/Commissions formed per this Constitution stand dissolved at the end of the academic year.

CHAPTER 5
FUNCTIONS AND RESPONSIBILITIES OF THE ORGANS OF
GRASAG-UMaT

FUNCTIONS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

Article 11

(1) The President

- a) The President is the head and official spokesperson of all postgraduate students of the University of Mines and Technology, Tarkwa.
- b) The President, in the performance of his/her functions, shall ensure the achievement of the aim and objectives of GRASAG-UMaT as stated in this Constitution.
- c) The President shall preside over all meetings of GRASAG-UMaT, unless otherwise stated in this Constitution.
- d) The President shall have a casting vote in the event of a tie at Executive Committee meetings and any other official meetings of GRASAG-UMaT, unless otherwise stated in this Constitution.
- e) The President shall be the principal signatory to the GRASAG-UMaT account.
- f) The President shall represent postgraduate students on the University of Mines and Technology Council and shall be a representative of GRASAG-UMaT on the GRASAG National Senate.
- g) The President, in consultation with the other members of the Executive Committee, shall ensure that GRASAG-UMaT is represented on the mandatory boards/committees/commissions of the University of Mines and Technology and GRASAG National.

(2) The Vice President

- a) The Vice President shall assist the President in the execution of his/her duties.
- b) The Vice President shall perform the duties of the President under this Constitution in his/her absence, with the same powers given to the President, except being the principal signatory of the GRASAG-UMaT account.

- c) The Vice President shall chair the GRASAG-UMaT Welfare Committee.
- d) The Vice President shall perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President, the Executive Committee and the Executive Council.

(3) The Secretary

- a) The Secretary shall take, keep and maintain true and accurate minutes of all proceedings of the Executive Council and any other general meeting of GRASAG-UMaT, except otherwise stated by this Constitution.
- b) The Secretary shall have custody of all documents of GRASAG-UMaT relevant to the office of the Secretary and shall be copied, all correspondence received by other members of the Executive Committee.
- c) The Secretary shall on the authority of the President as may apply, summon meetings by issuing notices not less than forty-eight (48) hours before scheduled meetings.
- d) The Secretary shall be a signatory to the GRASAG-UMaT account.
- e) The Secretary shall be a member of the Editorial Committee of GRASAG-UMaT.
- f) The Secretary shall be a representative of GRASAG-UMaT on the Senate of GRASAG National.
- g) The Secretary shall perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President and the Executive Council of GRASAG-UMaT.

(4) The Assistant Secretary

- a) The Assistant Secretary shall assist the Secretary to carry out his/her responsibilities.
- b) The Assistant Secretary shall perform any other duties assigned to him/her by the Secretary and the Executive Council of GRASAG-UMaT.

(5) The Treasurer

- a) The Treasurer shall be responsible for the receipt of all monies accruing to GRASAG-UMaT or any organ of GRASAG-UMaT and the disbursement of such monies as the Executive Council shall approve.
- b) The Treasurer shall keep and maintain proper records of all financial transactions of GRASAG-UMaT.
- c) The Treasurer shall, together with the Finance Committee and the Executive Committee, prepare the budget for GRASAG-UMaT.
- d) The Treasurer shall be a signatory to the GRASAG-UMaT account.
- e) 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.
- f) The Treasurer shall be a representative of GRASAG-UMaT on the Senate of GRASAG National.
- g) The Treasurer shall perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the Executive Council of GRASAG-UMaT.

(6) The Organiser

- a) The Organiser shall be responsible for the organisation of all official meetings, functions and events of GRASAG-UMaT.
- b) The Organiser shall cater for all external official visitors on behalf of GRASAG-UMaT.
- c) The Organiser shall be the Chairperson of the Programmes Committee of GRASAG-UMaT.
- d) The Organiser shall be a representative of GRASAG-UMaT on the Senate of GRASAG National.
- e) The Organiser shall perform any additional duties, consistent with provisions of this Constitution, assigned to him/her from time to time by the President and the Executive Council of GRASAG-UMaT.

(7) The Gender Commissioner

- a) The Gender Commissioner shall be responsible for all female gender issues and matters relating to the integration and participation of female postgraduate students within GRASAG-UMaT and other Associations, Unions *etc.* in and outside the University of Mines and Technology, Tarkwa.
- b) The Gender Commissioner shall, in collaboration with the other members of the Gender Commission, design and implement programmes aimed at developing the capacities, skills and knowledge of female postgraduate students.
- c) The Gender Commissioner shall be a member of the Welfare Committee.
- d) The Gender Commissioner shall be a representative of GRASAG-UMaT on the Senate of GRASAG National.
- e) The Gender Commissioner shall perform any additional duties, consistent with provisions of this Constitution, assigned to her from time to time by the President and the Executive Council of GRASAG-UMaT.

COMPOSITION, FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEES/ COMMISSIONS

Article 12

(1) Judicial Committee

- a) Justice emanates from the members of GRASAG-UMaT and shall be administered in the name of GRASAG-UMaT by the Judicial Committee which shall be independent and subject only to this Constitution.
- b) The judicial power of GRASAG-UMaT shall be vested in the Judicial Committee
- c) The Judicial Committee shall consist of five (5) members of GRASAG-UMaT, who are not members of the Executive Committee and members of other committees of GRASAG-UMaT.
- d) The Judicial Committee shall have a Chairperson and a Secretary.

- e) A member of the Judicial Committee shall cease to be a member through resignation, when proven to have an infirmity of mind or body, death or when a prima facie case has been established against him/her.
- f) The quorum for all the Judicial Committee meetings shall be three (3) members, including the Chairman or the Secretary, who shall sit and determine any case brought before it, except in the case of an appeal where all the five members shall be empanelled.
- g) The Judicial Committee shall have jurisdiction over:
 - i. All matters relating to the interpretation and enforcement of this Constitution.
 - ii. All matters relating to disputes during GRASAG-UMaT elections.
 - iii. The swearing-in of all elected and appointed officers of GRASAG-UMaT.
 - iv. All matters as to whether resolution(s) was/were made or where it is alleged that a person or group of persons or body of persons have acted *ultra vires* to the powers conferred on them by this Constitution.
 - v. The receipt and determination of notices of resignations brought to it.
- h) All cases brought before the Judicial Committee shall be in writing, addressed to the Chairperson of the Committee and such cases shall be heard within seven (7) days.
- i) The Judicial Committee shall determine the case within twenty-four (24) hours of hearing the case and communicate its decision(s) in writing to all parties concerned, the appropriate organ(s) of GRASAG-UMaT and the GRASAG-UMaT membership.
- j) The decisions of the Judicial Committee shall be by simple majority.
- k) Any member(s) to whom a declaration or order is addressed by the Judicial Committee shall duly obey and carry out the terms of the declaration or order.
- l) In the event of refusal by any member(s) to comply with a declaration or order by the Judicial Committee, the Committee shall take the necessary steps to inform the Executive Council.
- m) The Judicial Committee shall in the exercise of its duties be guided by the Constitution of GRASAG-UMaT, the Statutes of the University of Mines and Technology, Tarkwa, the Constitution of GRASAG National and the Constitution of the Republic of Ghana.

(2) Finance Committee

- a) The Finance Committee shall comprise three (3) members, to wit, the Treasurer of GRASAG-UMaT, who shall be the Secretary and two other members of GRASAG-UMaT.
- b) The Finance Committee shall together with the Executive Committee prepare the Annual Budget and Financial statements of GRASAG-UMaT.
- c) The Finance Committee shall encourage and promote the efficient utilisation of the resources of GRASAG-UMaT, through the monitoring of the receipts and payments of the Executive Committee and/or Committee/Commissions of GRASAG-UMaT.
- d) The Finance Committee shall liaise with the Programmes Committee to solicit for funds for GRASAG-UMaT programmes.

(3) Electoral Commission

- a) The Electoral Commission shall be independent and subject only to this constitution.
- b) The Electoral Commission shall consist of five members of GRASAG-UMaT who are not members of the Executive Committee and other Committees/Commissions of GRASAG-UMaT.
- c) No member of the Electoral Commission shall serve as Chairperson for more than one (1) academic year.
- d) A member of the Electoral Commission shall cease to be a member through resignation, when proven to have an infirmity of mind or body, death or when a prima facie case has been established against him/her.
- e) The Electoral Commission shall be responsible for the conduct of all GRASAG-UMaT elections and referenda and shall formulate their own *modus operandi* which shall not be in contravention with any provision(s) of this Constitution.
- f) The Electoral Commission shall be responsible for educating members of GRASAG-UMaT on matters relating to electoral process.
- g) The Electoral Commission shall provide a platform for all members of GRASAG-UMaT to interact with candidates in any GRASAG-UMaT election.

(4) Welfare Committee

- a) The Welfare Committee shall consist of five (5) members of GRASAG-UMaT, including the Chairperson who shall be the Vice President of GRASAG-UMaT and the Gender Commissioner.
- b) The Welfare Committee shall be responsible for ensuring the welfare of all members of GRASAG-UMaT.
- c) The Welfare Committee shall perform any additional duties, consistent with provisions to this Constitution, assigned to it from time to time by the Executive Council of GRASAG-UMaT.

(5) Gender Commission

- a) The Gender Commission shall consist of five (5) members of GRASAG-UMaT.
- b) The Gender Commission shall have the Gender Commissioner as its Chairperson and a Secretary chosen from the other four (4) members, two (2) of whom shall be males.
- c) The Gender Commission shall be responsible for all female gender issues and matters relating to the integration and participation of female postgraduate students within GRASAG-UMaT and other relevant collaborating bodies.
- d) The Gender Commission shall design and implement programmes aimed at developing the capacities, skills and knowledge of female postgraduate students.
- e) The Gender Commission shall consult with the members of the Executive Committee in the discharge of their duties.

(6) Editorial Committee

- a) The Editorial Committee shall consist of five (5) members of GRASAG-UMaT including the Secretary of GRASAG-UMaT.
- b) The Editorial Committee shall have an Editor-In-Chief.
- c) The Editorial Committee shall be responsible for managing the GRASAG-UMaT website and various notice boards of GRASAG-UMaT and also be responsible for the production of GRASAG-UMaT magazines, newsletters and other publicity documents of GRASAG-UMaT.

- d) The Editorial Committee shall perform any additional duties, consistent with provisions of this Constitution, assigned to it from time to time by the Executive Council and/or Executive Committee of GRASAG-UMaT.

(7) Audit Committee

- a) The Audit Committee shall be independent and subject only to this Constitution.
- b) The Audit Committee shall consist of three (3) members of GRASAG-UMaT who are not members of the Executive Committee.
- c) The Audit Committee shall audit all GRASAG-UMaT accounts and present it to members of GRASAG-UMaT two (2) weeks prior to the handing-over ceremony.
- d) In the event of a rejection of an audit report by the members of GRASAG-UMaT, such a rejected report shall be referred to the University of Mines and Technology auditor(s).
- e) All auditors appointed under this Constitution shall have the power to subpoena any person(s) including members of the Executive Committee to appear before it and shall have complete access to all documents and information necessary for the execution of their duties.

(8) Vetting Committee

- a) The Vetting Committee shall be composed of:
 - i. An Elder Statesman appointed by the Executive Council who will be the Chairperson.
 - ii. Two (2) members, appointed by the Executive Committee, one of whom shall be a member of the Executive Committee.
 - iii. Two (2) members appointed by the Electoral Commission, provided those members are not members of the Executive Committee, Judicial Committee and are not candidates in that election.
- b) The Vetting Committee shall be responsible for ensuring that candidates for the Executive Committee elections under this Constitution satisfy the requirements provided for in this Constitution or regulation(s) as may be set by the Electoral Commission.

- c) The Vetting Committee shall recommend or nullify a person's candidature after vetting, based on constitutionally justifiable grounds.
- d) Vetting report shall be released seventy-two (72) hours after the vetting has taken place.
- e) The Vetting Committee shall submit a report to the Electoral Commission and copy the Executive Council and the Executive Committee after the performance of its duties.
- f) Any candidate(s) dissatisfied with a Vetting Committee's decision against his/her candidature shall have forty-eight (48) hours within which to appeal to the Judicial Committee.
- g) Any member of GRASAG-UMaT dissatisfied with a Vetting Committee's decision on a candidate shall have forty-eight (48) hours within which to appeal to the Judicial Committee.

(9) Programmes Committee

- a) The Programmes Committee shall consist of five (5) members appointed by the Executive Committee with the approval of the Executive Council.
- b) The Programmes Committee shall have the Organiser as its Chairperson.
- c) The Programmes Committee shall be responsible for the planning and execution of GRASAG-UMaT funded programmes.
- d) The Programmes Committee shall liaise with the Finance Committee to solicit for funds for GRASAG-UMaT programmes.

CHAPTER 6

ELECTIONS

VOTING

Article 13

- (1) Every member of GRASAG-UMaT in good standing shall have the right to vote in elections and referenda.
- (2) Voting at elections and referenda shall be by secret ballot.
- (3) Immediately after the close of polls, the presiding officers shall, in the presence of candidates or their representatives and their polling agents, proceed to count, at the polling station, the ballot papers and record the votes cast in favour of each candidate in question.
- (4) The Electoral Commissioner shall declare provisional electoral results within twenty-four (24) hours after the end of counting of votes.

ELIGIBILITY

Article 14

- (1) A person shall not qualify to contest for any position on the Executive Committee of GRASAG-UMaT unless he/she satisfies all of the following criteria:
 - a) He/She is a member of GRASAG-UMaT in good standing.
 - b) He/She has not once been impeached from any student office in any University or academic institution.
 - c) He/She has not been convicted of any crime(s) per the laws of Ghana.
- a) Any member of GRASAG-UMaT in good standing shall be eligible to contest elections only when he/she has been nominated by three (3) members of GRASAG-UMaT in good standing from each Faculty (at least a member per department in the Faculty) in University of Mines and Technology, Tarkwa.
- (2) The eligibility of a member of GRASAG-UMaT to contest for election may be challenged by any member of GRASAG-UMaT who may present a petition to that effect to the Vetting

Committee within forty-eight (48) hours of the person being advertised as a nominee for the elections.

RULES GOVERNING THE CONDUCT OF ELECTIONS

Article 15

- (1) Notwithstanding any provision in this Constitution, elections in GRASAG-UMaT shall be held in the Second Semester of the School of Postgraduate Studies' academic year and guided by the rules contained in this Article and/or rules set out by the Electoral Commission.
- (2) Notwithstanding clause (1) supra, the Electoral Commission shall have the power to set rules and regulations for an election that are consistent with the rules in this Article.
- (3) In the event where there is more than one candidate for a particular position, a person shall be considered as duly elected by simple majority of valid votes cast.
- (4) In the event where there is only one candidate for a particular position, such a person shall be required to obtain at least fifty percent plus one (50% + 1) of the valid votes cast.
- (5) The Electoral Commissioner shall re-open nomination in the event an unopposed candidate is unable to fulfill clause (4) supra.
- (6) An unopposed candidate who is not able to fulfill clause (4) supra, shall not be eligible to contest for the same position when nominations are re-opened.

CHALLENGING OF ELECTION RESULTS

Article 16

- (1) Any member of GRASAG-UMaT in good standing may challenge the results of an election within forty-eight (48) hours after the declaration of the provisional electoral results.
- (2) The challenge must be in a form of a petition addressed to the Judicial Committee Chairperson.
- (3) The Judicial Committee shall, without prejudice to any provision in this Constitution, decide on the validity of the petition within twenty-four (24) hours of receipt of such a petition.

- (4) The Electoral Commissioner shall proceed to declare the final results provided forty-eight (48) hours pass and there is no challenge to the provisional results.
- (5) Where the validity of the results is found to be questionable per the ruling of the Judicial Committee, the appropriate internal correctional measure shall be applied.

TENURE OF OFFICE

Article 17

- (1) All officers of the Executive Committee shall hold office for one (1) academic year and may contest again.
- (2) Newly elected members of the Executive Committee shall be inducted into office within twenty-eight (28) days of the declaration of the final results of the election of new members of the Executive Committee.

CHAPTER 7

REMOVAL FROM OFFICE

REMOVAL FROM OFFICE

Article 18

(1) Any person elected/appointed under this Constitution shall be removed from office if he/she is found to:

- a) have acted in violation of his/her Oath of Office;
- b) have conducted himself/herself in a manner which brings or is likely to bring his/her office into disrepute, ridicule or contempt;
- c) have conducted himself/herself in a manner prejudicial or inimical to the interest of the members of GRASAG-UMaT;
- d) have acted contrary to the provisions of this Constitution;
- e) be inefficient or negligent in the discharge of his/her duties;
- f) have embezzled funds or recklessly handled finances of GRASAG-UMaT;
- g) be incapable of performing the functions of his/her office by reason of infirmity of body or mind; and
- h) Not to have satisfied the requirements to contest for a position on the Executive Committee or Committee/Commission of GRASAG-UMaT.

RESIGNATION FROM OFFICE

Article 19

(1) A member of the Executive Committee may resign from the office in writing addressed to the Judicial Committee and copy the Executive Council at least **two (2) weeks** before the commencement of his/her resignation.

(2) Upon receipt of a letter as in (1) supra, the Chairperson of the Judicial Committee shall notify the Electoral Commission.

(3) The Electoral Commission shall within **one (1) week** upon the receipt of such notice begin the process to elect a substantive officer to act in the vacant position.

- (4) Upon the resignation of the President, the Vice President shall assume the position of the President of GRASAG-UMaT. And upon the resignation of the Secretary, the Assistant Secretary shall assume the position of the Secretary of GRASAG-UMaT. The Vice President and the Assistant Secretary positions would therefore be advertised by the Electoral Commission as vacant.
- (5) In the event of an en bloc resignation of members of the Executive Committee, the Electoral Commission shall within **one (1) week** upon the receipt of such notice begin the process to elect a substantive Executive Committee.
- (6) An officer who resigns his/her position or who otherwise leaves office shall hand over all properties of GRASAG-UMaT in his/her possession to the Chairperson of Judicial Committee and clear him/herself in respect of any other obligation(s) he/she may owe to GRASAG-UMaT within two (2) weeks.

IMPEACHMENT

Article 20

- (1) Any member of GRASAG-UMaT in good standing, supported by at least ten (10) members from each Faculty with at least two members per department in the Faculty in good standing, may, in writing, addressed to the Chairperson of the Judicial Committee, commence impeachment against a member of the Executive Committee, provided that, the affected individual is served with a copy of the notice, three (3) clear days before the start of the proceedings.
- (2) In the case of the Gender Commissioner, twenty percent (20%) of the total female population need to append their signatures to the said petition.
- (3) The Chairperson of the Judicial Committee shall, within five (5) days of receiving the notice of impeachment, convene a sitting of the Judicial Committee to hear the case.
- (4) For the purpose of the ruling of the Judicial Committee, the decision by the Judicial Committee shall be by simple majority.
- (5) The Judicial Committee shall rule on whether there is/are a ground(s) for impeachment forty-eight (48) hours after the hearing.

- (6) Such officer(s)/member(s) shall be given the chance to defend himself or themselves by oral or written statements before a vote of no confidence is cast.
- (7) Notwithstanding any provision of this Constitution, there shall be no by-election if the time left for the Executive Committee to handover is less than ninety (90) days, and the person so appointed shall act till the handover.

VACANCY OF OFFICE

Article 21

- (1) An office shall be considered vacant if any officer:
- a) Resigns from office, dies or is incapacitated from performing his/her functions by ill health;
 - b) Suffers an impeachment;
 - c) Absents him/herself from all Executive Committee meeting(s) in a semester without any official notice.

CHAPTER 8

FINANCE

GRASAG-UMaT ACCOUNT

Article 22

- (1) GRASAG-UMaT shall maintain a Current, Savings and Investment Accounts with a Financial Institution(s) that is/are networked nationally and with a branch in Tarkwa.
- (2) Eighty percent (80%) and twenty percent (20%) of all monies collected on behalf of GRASAG-UMaT shall be paid in the Savings and Investment Accounts respectively within forty-eight (48) hours upon receipt of the said monies before disbursement.
- (3) The Dean of the School of Postgraduate Studies (SPS), President, Secretary and Treasurer shall be signatories to the GRASAG-UMaT Savings and Investment Accounts. The Dean of SPS and the President together with any of the two (2) officers shall sign for the purpose of withdrawals from the Savings and Investment Accounts.
- (4) All monies saved in the GRASAG-UMaT Savings Account shall only be withdrawn with the approval of the Dean.
- (5) Annual budget approved by the Executive Council and the Dean of SPS shall be deposited into the GRASAG-UMaT Current Account.
- (6) The President, Secretary and Treasurer shall be signatories to the GRASAG-UMaT Current Account. The President together with any of the two (2) officers shall sign for the purpose of withdrawals from the Current Account.
- (7) Interest from the Investment Account shall always be rolled over until the Executive Council and the Dean of SPS deem otherwise.

INCOME

Article 23

- (1) The funds of GRASAG-UMaT shall include:
 - a) Annual membership dues;
 - b) Fund raising;

- c) Donations; and
 - d) Any other lawful source of cash contribution.
- (2) Any Committee/Commission of GRASAG-UMaT shall have the power to raise funds for the effective performance of its function(s).
- (3) Any such Committee/Commission shall, within seventy-two (72) hours of raising or receiving any revenue on behalf of or in trust of GRASAG-UMaT, channel the money through the Treasurer of GRASAG-UMaT into the GRASAG-UMaT Bank Account.

EXPENDITURE

Article 24

- (1) The expenditure of GRASAG-UMaT shall include the following:
- a) Administrative expenses;
 - b) Honorarium and/or per diem of members of GRASAG-UMaT or members of the Executive Committee who work for and on behalf of GRASAG-UMaT;
 - c) Cost of Projects duly approved by the Executive Council and the Dean of SPS;
 - d) Organisation of Executive Council, Executive Committee and Committee/Commission meetings;
 - e) Dues paid to GRASAG National.
- (2) Where it becomes exclusively necessary, in the interest of postgraduate students, that any member(s) of GRASAG-UMaT or any member(s) of the Executive Committee remain(s) in residence during vacation(s), the cost of transportation, vacation residence fees and two meals per day during the vacations shall be borne out of GRASAG-UMaT funds.

CHAPTER 9

MISCELLANEOUS

HONORARIUM

- (1) Certificates of Honour or Awards shall be presented to members of the Executive Council of GRASAG-UMaT upon successful completion of their tenure of office at a handing over ceremony at a public gathering of all graduate students.

AMENDMENTS

- (1) There shall be no entrenched provisions of this Constitution.
- (2) Any member(s) may propose an amendment of the Constitution by writing to the Chairperson of the Judicial Committee. Such a proposal shall be countersigned by at least fifty (50) members of GRASAG-UMaT in good standing, comprising, at least five (5) members from each postgraduate department.
- (3) The Judicial Committee shall upon receipt of the proposed amendment, sit on the matter and act on it accordingly.
- (4) For the purpose of any amendment(s) in part or whole to this constitution, a written notice on such proposed amendment(s) shall be published for the perusal of members of the student body at least seven (7) days before the day of meeting at which such proposed amendment(s) are to be discussed.
- (5) Any new amendments shall come into force within twenty-four (24) hours of promulgation.
- (6) The entire Constitution shall not be amended or redrafted unless after six (6) years from the day of promulgation.
- (7) Where it is a complete review of this Constitution, a referendum to that effect shall be conducted after the review.

HANDING OVER

- (1) The outgoing members of the Executive Committee shall hand over to the incoming officers at a gathering of postgraduate students.
- (2) The incoming members of the Executive Committee shall be sworn-in before taking office.
- (3) The properties of the GRASAG-UMaT so handed over shall include a handing over note prepared and signed by the outgoing members of the Executive Committee.

TRANSITIONAL PROVISIONS

- (1) The old Constitution of GRASAG-UMaT is hereby repealed upon coming into force of this Constitution.
- (2) Notwithstanding the repeal under clause (1) of this Article, any provision of the repealed Constitution in existence or in force immediately before coming into force of this Constitution shall, subject to this Constitution, continue to be in force until revoked, altered, cancelled or expires.

*Dated this 12th day of October in the year of our Lord Two Thousand and Seventeen
(12/10/2017)*

Signed:

Henry Amankwaa Afrifa

(Chairperson, Constitution Review Commission)

CONSTITUTION REVIEW COMMISSION MEMBERS

Henry Amankwaa Afrifa	-	Chairperson
Albert Buabeng	-	Vice Chairperson
Clement Kweku Arthur	-	Secretary
Emmanuel Amoako	-	Member
Dorcas Brukum	-	Member

GRASAG-UMaT EXECUTIVE UNDER WHOSE TENURE THIS CONSTITUTION WAS DRAFTED

Jonas Owsas Adarkwah	-	President
Kwabena Abedi Lartey	-	Vice President
Jamel Seidu	-	Secretary
Eric K. Austro Gozah	-	Assistant Secretary
Kofi Bonsu	-	Treasurer
Bernard Selasie Agbenuvor	-	Organiser
Hajira Effie Bawa	-	Gender Commissioner

APPENDICES

APPENDIX I

CONDUCT OF MEETINGS & INTERVENTIONS

- (1) Every member shall address the chair and the house appropriately before speaking. A speaker shall direct his/her speech strictly to the motion or amendment under discussion. If there is no definite motion or amendment before the meeting, the speaker shall direct his/her speech strictly to the point of the Agenda under discussion.
- (2) No member shall be allowed to speak more than once on a subject as long as a member who has not spoken on that subject desires the floor.
- (3) The Chairperson of the Judicial Committee shall interpret the standing orders. He/She shall be free to take part in all decisions.
 - a) Interventions;
 1. In addition to discussion on the motion the Chairperson shall allow the following points of intervention in the following order of precedence;
 - i. Point of order
 - ii. Point of correction
 - iii. Point of information
 2. A point of order must be heard at all times, and the Chairperson shall give a ruling before the issue is further discussed. The point of order shall deal with the conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the following;
 - i. That the speaker is travelling outside the scope of the issue under discussion,
 - ii. That he/she is using improper language,
 - iii. That he/she is circumventing the standing orders.
 3. A point of correction shall be a factual presentation seeking to correct a statement made by a speaker. It must be strictly related to the subject under discussion.

4. A point of information is a question or brief statement of relevant fact concerning the matter under discussion. It should be directed to the Chairperson.

(4) Order of Precedence;

- a) The Chairperson shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence;
 - i. that the motion be now put,
 - ii. that the motion not now be put,
 - iii. the motion to postpone or adjourn the matter to a later specified meeting,
 - iv. the next meeting,
 - v. the motion to refer the matter to a committee, ad hoc or otherwise, for investigation and for report,
 - vi. the motion to limit to a certain specified time or period,
 - vii. that the matter to lie on the table,
 - viii. the motion to adjourn the meeting to a later specified date.
- b) If the motion “that the motion not now be put” has been seconded, no further discussion of the original question shall be allowed but a member may give notice of his/her desire to speak further on the original question if the motion is carried. Only the proposer shall be allowed to speak before the original question is put to vote.
- c) If the motion “limit debate to a certain specific time period” is carried, the Chairperson shall draw up a list of those wishing to take their first speech on the subject and allow each one an equal proportion of the specified period. The proposer shall be allowed a maximum of five (5) minutes to round up before the original motion is put to vote.

- (5) The Chairperson shall, at all times in steering the affairs of the meeting, be just and fair to all concerned.

APPENDIX II

OATHS OF GRASAG-UMaT

(1) The Executive Oath of Office

I _____ (Name) _____ having been elected to the high office of ____ (Portfolio) _____ of GRASAG-UMaT do hereby (in the name of Allah/Almighty God swear) (solemnly affirm) that I will be faithful and true to GRASAG-UMaT; that I shall strive at all times to preserve, protect and defend the Constitution of GRASAG-UMaT and I hereby dedicate myself wholly, without fear or favour to the service and welfare of GRASAG-UMaT.

I further solemnly affirm that I will conform to the principle of strict accountability; financially and otherwise and that should I at any time break this Oath of Office I shall submit myself to the dictates of the GRASAG-UMaT Constitution and suffer the penalty thereof.

(SO HELP ME GOD).

To be administered by the Outgoing Chairperson of the Judicial Committee before postgraduate students during the Handing Over Ceremony.

(2) The General Oath of Office

I _____ (Name) _____ having been elected/appointed as ____ (Portfolio) _____ do hereby (in the name of Allah/Almighty God swear) (solemnly affirm) that I will at all times faithfully and truly serve GRASAG-UMaT, that I will support and uphold the principle of accountability; financially and otherwise and seek the welfare of GRASAG-UMaT.

I further solemnly affirm that should I at any time break this Oath of Office, I shall submit myself to the dictates of the GRASAG-UMaT Constitution and suffer the penalty thereof.

(SO HELP ME GOD).

To be administered by the Chairperson of the Judicial Committee.

(3) The Judicial Oath

I _____ (Name) _____ having been appointed as the Chairperson/member of the Judicial Committee of GRASAG-UMaT do hereby (in the name of Allah/Almighty God swear) (solemnly affirm) that I will interpret the GRASAG-UMaT Constitution without fear or favour, to defend and uphold the Constitution and to adjudicate on all matters that shall be brought before the Judicial Committee without affection, ill-will or personal interest.

I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as a member of GRASAG-UMaT Judicial Committee nor place myself in such a position as to frustrate the efficient function of the Judicial Committee of GRASAG-UMaT.

(SO HELP ME GOD).

To be administered by the Outgoing Chairperson of the Judicial Committee.