

**CONSTITUTION OF THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND
TECHNOLOGY MEDICAL LABORATORY TECHNOLOGY STUDENTS
ASSOCIATION (MELTSА)**

PREAMBLE

TRUSTING in the name of the Almighty and Omnipotent God of all creation.

DETERMINED in rising to the moral and intellectual standard of our Association for the worthy emulation of posterity.

AWARE of our potential to **revolutionise** orientation of the society on matters relating to health care delivery with an aim of raising and maintaining the standard of diagnostic health and research.

BELIEVING firmly that a potential can be realized through concerted action.

WE, STUDENTS OF THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY FACULTY OF ALLIED HEALTH SCIENCES pursuing the MEDICAL LABORATORY TECHNOLOGY PROGRAMME do hereby ordain and establish for ourselves a **MEDICAL LABORATORY TECHNOLOGY STUDENTS ASSOCIATION**, the running of which shall be based on this constitution.

**ARTICLE 1
NAME AND MOTTO**

1(i) Name

The **Legitimate** association shall be known and called THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY –MEDICAL LABORATORY TECHNOLOGY STUDENTS ASSOCIATION abbreviated to be read and hereinafter referred to as **the** KNUST – MELTSA.

1(ii) Motto

The motto of the Association shall be known as “SERVICE TO HUMANITY”.

**ARTICLE 2
AIMS AND OBJECTIVES**

The aims and objectives of the Association shall be the following:

- i.** To co-ordinate the activities and promote the welfare of all student studying Medical Laboratory Technology in Kwame Nkrumah University of Science and Technology, Faculty of Allied Health Sciences.
- ii.** To promote friendship and cordial relations between its members, members of sister Associations in **the** Faculty of Allied Health Sciences, members of other sister Medical Laboratory Technology students Associations with similar objectives and all members and students of the health services.
- iii.** To disseminate knowledge of Medical Laboratory through publications, meetings, lectures symposia and other appropriate media.

- iv. To create a forum and an opportunity for learning about Medical laboratory and other related professions.
- v. To integrate members of the association into the mother association while in school and afterwards.
- vi. To foster international relationship between the association and other bodies.

ARTICLE 3 MEMBERSHIP

3(i) Full Membership

- a. All students studying Medical Laboratory Technology in the KNUST- Faculty of Allied Health Sciences shall by virtue of their course of study be members of the KNUST-MELTSAs.
- b. Each member shall have one vote at **any** KNUST – MELTSA meeting.
- c. **Full membership is terminated when a student completes the course or withdrawal of a student from the course.**

3(ii) Honorary Membership

- a. Subject to the approval of the senate, after final confirmation by the General Assembly, the Executive Committee shall confer honorary membership on any person who has contributed immensely to the well being of **the** KNUST-MELTSAs.
- b. Patrons shall be honorary members of **the** KNUST-MELTSAs.
- c. Honorary members shall have no voting right at meetings of **the** KNUST- MELTSA

3(iii) Associate Membership

Graduates of KNUST - Faculty of Allied Health Science and other Laboratory Scientists who so desire can become associate members by paying Association dues.

ARTICLE 4 PATRONS

- 4(i) The KNUST – MELTSA shall have a maximum of seven (7) patrons at least TWO (2) of who shall be Medical Laboratory Technologist/Scientists.

4(ii) Automatic Patrons

- a. Dean of the Faculty of Allied Health Sciences
- b. **Course Coordinator ,(or Head of Department as applicable), Medical Laboratory Technology Faculty of Allied Health Sciences**
- c. President, Ghana Association of Biomedical Scientists

4(iii) Other Patrons

- a. Patrons shall be nominated by the Executive Committee and approved by the Senate.
- b. **A patron shall serve for a period of two (2) administrative years but may however be reappointed.**
- c. **The identity of patrons should be made known to members during its first general assembly of the academic year.**

ARTICLE 5 STRUCTURE

- 5(i)** There shall be an Executive Committee consisting of the following officers elected by the secret ballot.
- a. President
 - b. Vice President
 - c. General Secretary
 - d. Organizing Secretary
 - e. Public Relations Officer
 - f. Health Officer
 - g. Financial Secretary
 - h. Women's commissioner
 - i. Editor-in-chief
- 5(ii)**
- a. The President, Public Relations Officer and Health Officer should have spent at least two (2) academic years in the **course**.
 - b. The women's commissioner shall be a female and should have spent at least two (2) academic years in the **course**.
 - c. The Vice-President, General Secretary, Organizing Secretary, and the
 - d. Financial Secretary should have **spent** at least one (1) academic year in the **course**.
- 5(iii)** **A nine member senate shall be formed comprising; the chairman, the class president and any other (one) person elected from each class in the KNUST-MELTSA.**
The chairperson of the Senate should have spent at least two (2) academic years in the course.
The incoming chairperson of the Senate must be an active member of the outgoing Senate, and must be attested by the outgoing senate.
- 5(iv)** A General Assembly shall comprise of full members of KNUST-MELTSA.
- 5(v)** An officer of the association shall be:
- a. Any Executive Committee Member
 - b. Any Standing Committee Chairperson

ARTICLE 6 FUNCTIONS OF ORGANS

- 6(i) General Assembly (GA)**
- a. Shall be the highest legislative body of the KNUST-MELTSA.
 - b. Shall meet at least twice a semester to discuss matters affecting the Association and also other matters referred to it by the Executive Committee or the Senate.
 - c. **Shall deliberate and accept or otherwise the Audit Report of the Association at a meeting specifically called for it before handing over ceremony.**
 - d. **Shall deliberate and accept or otherwise the President and General Secretaries' Annual Report.**
 - e. Shall have power to summon chairpersons of the various standing/Ad hoc Committees.
 - f. Shall determine annual dues.
 - g. Shall determine any amount of money payable by each member which it may deem necessary for the smooth running of the Association.
 - h. Decisions shall be arrived at by a **simple** majority of members present and voting at a meeting.
 - i. When the General Assembly is in recess, the senate shall act in its stead.

6(ii) Senate

- a. Shall deliberate on matters referred to it by the General Assembly, Executive Committee, the various Committees or the various classes.
- b. Shall communicate relevant decision to their constituents.
- c. Shall approve the Executive Committee's nominee for the Patrons.
- d. Shall approve the Executive Committee's nominee for the position of Senior Treasurer.
- e. Shall approve nominations for position on the various standing committees.
- f. Shall set the upper limit of money that can be withdrawn from the Association's account.
- g. **Shall appoint a five (5) member audit committee, at least one (1) from each class for each administrative year.**
- h. Shall have the mandate to solve conflict between members of the Association.
- i. **Shall have the mandate to call for and preside over a General Assembly meeting when deemed necessary.**
- j. Shall have to deliberate on issues relating to **Article 13.**
- k. Shall have powers to appoint individuals to serve on ad-hoc committees, such committees shall be directly **accountable** to the Senate.
- l. Shall issue certificates, awards and other honours to deserving members, individuals, **and organisations.**
- m. Shall have judicial powers in the KNUST – MELTSA.
- n. **Shall organize orientation for incoming executives and committee heads before their induction into office.**
- o. **The senate Chairman shall chair meetings of the General Assembly in the absence of the president and the vice president.**

6(iii) Executive committee

- a. Shall be responsible for the day-to-day running of the Association.
- b. **Shall appoint the chairperson of the educational committee.**
- c. Shall ensure that copies of the Annual Reports of the various committees are published and distributed to the various classes before handing over.
- d. Shall make one or more nominations for the position of senior Treasurer for approval by the Senate.
- e. **Shall be required to present to the General Assembly (GA) a programme of activities and budget for the next academic year within a month of assumption of office.**
- f. **Shall be required to present an executive summary report to the General Assembly at the last General Assembly meeting of the first semester.**

**ARTICLE 7
DUTIES OF THE EXECUTIVE OFFICERS**

7(i) President

- a. **Shall be spokesperson of the Association.**
- b. **Shall preside over all meetings of the General Assembly and the Executive Committee except meetings called by the Senate.**
- c. Shall co-ordinate the work of the Executive Committee.
- d. **Shall lead the KNUST – MELTSA delegation to all conferences in Ghana relevant to the association.**
- e. **May lead the KNUST-MELTSA delegation to international conferences, funded by organizers or by him.**
- f. Shall be signatory to the Association's bank account.
- g. Shall have power to delegate function to any Executive Committee member as and when necessary.
- h. **Shall have the power to summon any non-performing executive officer to the Senate.**

7(ii) Vice-President

- a. Shall be directly responsible to the President
- b. Shall preside over all meetings of the welfare committee.
- c. Shall preside over welfare-oriented projects embarked on by the KNUST-MELTSA.
- d. Shall assume the functions of the President;
 1. When the President is disabled by reason of absence, illness or other incapacities preventing him from discharging his duties.
 2. When the office shall become vacant by reason of resignation, removal from office or death.

7(iii) General Secretary

- a. **Shall be responsible for the Central Administration of the Association. These includes receiving and responding to correspondence on behalf of the KNUST-MELTSA.**
- b. **Shall document the work of the standing committees.**
- c. Shall be secretary to the Executive Committee and General Assembly.
- d. Shall be the custodian of all official documents of the KNUST-MELTSA.
- e. **Shall be a member of the KNUST-MELTSA delegation to all conferences in Ghana relevant to the association.**
- f. **May be part of the KNUST-MELTSA delegation to international conferences, funded by organizers or by him.**
- g. **In the absence of the Editor in Chief the General Secretary shall assume his duties and responsibilities.**
- h. **Shall be responsible for the confidentiality of all documents of the association.**

7(iv) Editor-in-chief

- a. Shall be chairperson of the editorial board.
- b. **Shall be responsible for running the association's website and production of the annual magazine.**
- c. Shall be held accountable to all materials displayed on the association's notice board and website
- d. The editor-in-chief shall assume the positions of the General Secretary:
 1. When the General Secretary is disabled by reason of absence, illness, or other incapacities preventing him from discharging his duties.
 2. When the office shall be vacant by reason of resignation, removal from office or death.

7(v) Organizing Secretary

- a. Shall be responsible for the overall organization of the
- b. Association's activities and functions.
- c. Shall be chairperson of the organizing and entertainment committee.
- d. **In the absence of the Public Relations Officer the organizing Secretary assumes his duties and responsibilities.**

7(vi) Public relation officer

- a. Shall be the chairperson of the Exchange and Publicity Committee.
- b. Shall be responsible for establishing and maintaining contact with health and Medical Institutions and agencies, heads of research institution etc. to secure the widest possible range of Exchange programmes for members of the KNUST-MELTSA.
- c. Shall make all possible attempts to ensure that the responsible guarantor institutions issues VISAS to incoming and outgoing exchange/elective students.
- d. Shall be responsible in ensuring that the outgoing exchange/elective students fulfil the conditions of the host country.
- e. **Shall be a member of the KNUST-MELTSA delegation to all conferences in Ghana relevant to the association.**

- f. **May be part of the KNUST-MELTSA delegation to international conferences, funded by organizers or by him.**
- g. Shall endeavour to make information on local, national and international student and professional conferences available to members.
- h. Shall be responsible for the publicity of all KNUST-MELTSA activities.

7(vii) Health Officer

- a. Shall be chairperson to the Health Committee
- b. Shall initiate and coordinate various health programs for the KNUST-MELTSA
- c. **Shall be a member of KNUST-MELTSA delegation to all health conferences in Ghana relevant to the association.**
- d. **May be part of the KNUST-MELTSA delegation to international health conferences, funded by organizers or by him.**

7(viii) Financial Secretary

- a. Shall be the chairperson of the finance and Fund-raising Committee.
- b. Shall be signatory to the Association's bank account.
- c. Shall collect dues of the Association from members.
- d. Shall receive all monies on behalf of KNUST-MELTSA.
- e. **Shall deposit all monies and cheques collected or received into the association's bank account within twenty four (24) hours upon receipt. In the case of weekends within seventy two (72) hours upon receipt.**
- f. **Shall be custodian of all the KNUST-MELTSA cheques, cashbooks, and receipt of financial transactions.**
- g. Shall keep an up-to-date and detailed account of the KNUST-MELTSA funds and keep true records of all financial transactions of the KNUST-MELTSA.
- h. Shall take custody of all assets of the KNUST-MELTSA.
- i. Shall present copies of the association's financial statement to the Senate, GA and General Secretary at the end of every semester.
- j. Shall make funds available for all approved purchases of the various committees.
- k. **Shall provide documents requested by the Senate to set the upper limit of money to be withdrawn from the association's account**

7(ix) Women's Commissioner

- a. Shall be chairperson of the women's committee.
- b. Shall be the spokesperson for the women on the executive committee.
- c. Shall ensure full participation of women in all the KNUST-MELTSA activities.
- d. **Shall organize and coordinate women activities in the KNUST-MELTSA.**

7(x) Senior Treasurer

- a. Shall be signatory to all KNUST-MELTSA bank accounts.
- b. Shall advise the Executive Committee on Financial Affairs of the Association.
- c. Shall be a senior member of Faculty of Allied Health Sciences.
- d. **Shall serve for a period of four (4) administrative years, but may however be reappointed.**

**ARTICLE 8
STANDING COMMITTEES**

- 8(i) There shall be **eight** standing committees within KNUST-MELTSA. Namely;
 - a. Editorial Committee
 - b. Exchange and Publicity Committee
 - c. Education Committee
 - d. Finance and Fund-raising Committee
 - e. Health Committee
 - f. Organizing and Entertainment Committee
 - g. Welfare Committee

h. Women's Committee

8(ii)

- a. **Chairperson of the Education Committee shall be appointed by the Executive Committee.**
- b. **All standing committees shall be made up a minimum of five (5) and a maximum of nine (9) members including the chairperson. Each class shall be represented on the committees.**
- c. Class representatives on the various standing committees shall be nominated
- d. By the class and approved by the senate.
- e. Subject to approval of the senate a chairperson shall have mandate to **incorporate** members into his committee if he desires, up to **the** maximum number for his committee apart from other representatives approved by the senate.
- f. Terms of references of standing committees (Refer to appendix schedule).

ARTICLE 9 FUNCTIONS OF STANDING COMMITTEES

9(i) **Editorial Committee**

- a. **Shall publish the KNUST-MELTSAs journal as well as newsletters, manuals etc.**
- b. **Shall be responsible for the management of the association's website.**
- c. **Shall censor and sign information before being posted on the notice board.**
- d. **Shall perform such functions as may be delegated to it by the Executive Committee or the General Assembly from time to time.**

9(ii) **Education Committee**

- a. **Shall undertake activities that will promote the realisation of ARTICLE 2.**
- b. Shall perform any other duties that are assigned to it by the Executive Committee or General Assembly from time to time.
- c. Shall be responsible for libraries, reading rooms and availability of text materials and journals.

9(iii) **Exchange and Publicity Committee**

- a. **Shall initiate, plan and organize all exchange programmes and conferences of the**
- b. **Association.**
- c. Shall in cooperation with other standing committees see to the publicity of all KNUST-MELTSAs activities.
- d. Shall perform such duties as are assigned to it from time to time by Executive Committee and the General Assembly.

9(iv) **Finance and Fund-raising Committee**

- a. Shall see to all financial and fund-raising affairs of the Association.
- b. Shall ensure that the association is in good financial standing always.
- c. **Shall prepare first semester and annual accounts for the KNUST-MELTSAs.**
- d. **Shall perform such duties as assigned to it from to time by the Executive Committee and the General Assembly.**
- e. Shall safeguard the assets and liabilities of the Association.

9(v) **Health Committee**

- a. Shall initiate, plan and organize all health oriented programmes of the Association.
- b. Shall perform any other duties that are assigned to it by the Executive Committee or the General Assembly from time to time.

9(vi) **Organizing and Entertainment Committee**

- a. **Shall be responsible for organizing sports and entertainment activities on behalf of the KNUST – MELTSA.**
- b. Shall in co-operation with other standing committees see to the efficient organization of all the Association’s programmes.
- c. Shall perform any other duties that are assigned to it by the Executive Committee or the General Assembly from time to time.

9(vii) Welfare Committee

- a. Shall initiate, plan and execute all welfare-oriented activities of the association.
- b. It shall perform any other duties as are assigned to it by the Executive Committee or the General Assembly

9(viii) Women’s Committee

- a. Shall initiate, plan, and organize female oriented programmes.
- b. Shall ensure the full participation of KNUST-MELTSA’s women in all activities of the Association.
- c. Shall perform any other duties as assigned to it by the Executive Committee or General Assembly.

**ARTICLE 10
FINANCE**

The KNUST-MELTSA shall derive its funds from the following sources:

10(i) Dues

- a. Full Members
Shall pay dues as decided by the General Assembly annually.
- b. Associate Members
Shall pay dues as decided by the Executive Committee annually.

10(ii) Other Interventions

- a. **Full Members**
Shall pay monies as the General Assembly deems necessary for the smooth running of the Association.
- b. **Honorary Members**
Monetary donation shall be welcomed or may be specifically asked for by the Executive Committee if that is regarded as necessary or advisable

10(iii) Fund Raising

The finance and fund-raising committee shall endeavour to organize fund-raising activities and fund-raising Campaigns on behalf of the Association.

**ARTICLE 11
BANKING**

- a. All monies belonging to the KNUST – MELTSA shall be deposited by the Financial Secretary at the nearest local branch of a reputable bank.
- b. The President, Financial Secretary and Senior Treasurer shall be joint signatories to the KNUST – MELTSA Bank Account. All three (3) persons must always sign cheques before withdrawal is made.
- c. All monies above the limit set by the senate to be **withdrawn** from the Associations Bank Account for a particular project shall be authorized only by the General Assembly.

**ARTICLE 12
AUDITING**

12(i) An Audit Committee shall audit the Association's Accounts each administrative year before the Handing over ceremony.

12(ii)

- a. The senate shall appoint a five (5)-member audit committee.
- b. The audit committee shall present its report at least two (2) weeks before the Handing-Over Ceremony.
- c. The audit committee shall report directly to the General Assembly.
- d. The audit committee shall be responsible to the Senate
- e. **Copies of the audit report shall be made available on the notice board and to the various classes at least ten (10) days before a General Assembly meeting is specifically called for a formal presentation by the Audit Committee, deliberation and subsequent acceptance or rejection by the General Assembly.**

12(iii) An audit report shall include:

- a. Profit and Loss Account of items stated in the budget and undertaken during the year.
- b. A Balance Sheet including assets and liability. Assets shall include cash in hand, deposits in bank as at the last day of auditing, fixed assets and returns from dues.
- c. A short term judgement of the financial situation of the KNUST – MELTSA in order to give the General Assembly the possibility of correlating the financial demands with the financial capacity of the Association.
- d. A detailed statement of Debtors and Creditors.

ARTICLE 13 MEETINGS

13(i) General Assembly

- a. Quorum: At all meetings of the General Assembly twenty (20) full members including five (5) of the elected Executive Committee shall form a quorum.
- b. These shall be at least two (2) General Assembly meetings in every semester.
- c. General Assembly meeting shall be specifically called for the President and General Secretary's Annual Report.
- d. A General Assembly meeting shall be specifically called for the deliberation and subsequent acceptance or rejection of the audit report.
- e. Minutes containing all motions, decisions and major parts of the discussions shall be made at all General Assembly meetings. The Executive Committee shall endeavour to have the previous minutes published at least seventy-two (72) hours prior to the date set for the meeting.

13(ii) Senate

- a. Quorum: At all meetings of the senate, the quorum shall be five (5) members including the chairman.
- b. The senate shall convene at least twice in every semester.

13(iii) Executive Committee

Quorum: The president and other four (4) members.

13(iv) Standing Committees

- a. Quorum: The chairman and two-third of the membership.
- b. Every standing committee shall convene at least twice in every semester.

13(v) Emergency Meetings

- a. The president or General Secretary acting on the authority of the Executive Committee shall have the mandate to convene an Emergency General Assembly provided the meeting is sufficiently advertised on all notice boards at least twenty-four (24) hours.
- b. Any twenty (20) full members with at least 3 members from each class may upon presentation of a written and signed memorandum to the President and General Secretary,

request to convene an Emergency General Meeting. The President or the General Secretary shall convene the meeting.

- c. The chairpersons of the various committees in consultations with secretaries of the committees shall have power to convene emergency meetings provided members of the committee are notified at least 24 hours prior the date set for the meeting.

13(vi) Conduct During Meetings

- a. There shall be no smoking, no consumption of alcoholic beverage at all forms of meetings of the association. Any member who contravenes this provision shall be expelled from the meeting by the chairperson for that meeting.
- b. The chairperson of the meeting shall upon two warnings, have the mandate to expel any member who uses provocative or unparliamentarily words at all forms of meetings.

13(vii) The following Standing Orders shall apply at all meetings of KNUST – MELTSA.

- a. Refer Appendix.

ARTICLE 14

REMOVAL FROM OFFICE AND PUNISHMENT

14(i) Recall of a senator

- a. **Upon presentation of a petition to the Senate calling for the recall of its Senator, signed and duly seconded by at least $\frac{1}{4}$ (quarter) of members of the class, the Senate shall inform the Electoral Commission to conduct a referendum on the issue in the class after a forum has been created in the class for the senator(s) to present his/their case.**
- b. The motion shall be carried by two-third ($\frac{2}{3}$) majority.
- c. The Electoral Commission shall conduct a by-election within one (1) week to fill the vacancy and the senate shall be informed of the results accordingly.

14(ii) Vote of No Confidence:

- a. Upon presentation to the Senate a petition calling for a vote-of-no-confidence in any or all officers of the KNUST – MELTSA signed and duly seconded by 16 full members of the association, at least two (2) of whom shall come from each class the; Senate shall
 1. Inform the General Assembly.
 2. Inform the Electoral Commission to conduct a referendum on the issue within one (1) week of receipt of the motion after the Senate has created a forum for the officer/officers to present their case.
 3. The motion shall be carried by a simple majority.
- b.
 1. If a vote-of-no-confidence is passed on an Executive Officer, the Electoral Commission shall conduct a by-election to fill the vacancy.
 2. If a vote-of-no-confidence is passed on a committee Chairperson (who is not an Executive Officer); The Executive Committee shall appoint a new chairperson.

14(iii) Impeachment

- a. The following acts may constitute grounds for impeachment proceeding against any officer of the Association.
 1. Any action which contravenes the spirit and letter of this constitution.
 2. Failure on the part of an executive committee member to attend two General Assembly meetings in one administrative year without prior notification written to the senate chairman at least twenty-four (24) hours to the date scheduled for the General Assembly.

3. Failure on part of a committee chairperson to attend two (2) consecutive General Assembly meetings in one administrative year without prior notification written to the senate chairman at least twenty four (24) hours to the date scheduled for the GA.
 - 4. Failure of an officer to report to duty two (2) weeks after school re-opens without cause.**
 5. Any action, which brings the name of the KNUST – MELTSA and the Kwame Nkrumah University of Science and Technology, Faculty of Allied Health Sciences (KNUST) into disrepute.
 6. Embezzlement of funds belonging to the KNUST – MELTSA.
 7. Any action that in the judgement of the senate or SRC Judicial Committee does not augur well for the reputation and/or efficient functioning of the KNUST – MELTSA.
- b. Upon presentation of a petition to the Senate for the impeachment of any officer, signed and duly seconded by ten (10) full members of the KNUST – MELTSA; the Senate shall;
1. Publish the motion on all notice boards within forty-eight (48) hours of receipt of the motion.
 2. Within seventy (72) hours, constitute a five (5) member Ad-hoc Committee from within its membership to investigate the issue.
 3. The Ad-hoc Committee shall have power to invite any member it deems appropriate to help in its investigation.
 4. Within ten (10) days of formations of the Senate Ad-hoc Committee it shall publish its full report, judgement and recommendations.
 5. If after seven days of the publication of the senate Ad-hoc Committee’s Judgement, and no appeal is filed against it before the SRC Judicial Committee, the Senate shall convene a General Assembly Meeting to deliberate on the issue.
 - 6. If in the judgement of the Senate or the SRC Judicial Committee, the officer is guilty of the charge preferred against him (Vido Sups), the General Assembly shall proceed to relieve the officer of his position.**
 7. The General Assembly may prescribe any additional punishment it deems fit in all cases of impeachment.

14(iv) Punishments

- a. The following may constitute grounds for punishing any member of the Association:
 1. Refusal/failure to pay annual dues.
 2. Embezzlement of the Association’s funds.
 3. Any action that brings the name of the KNUST – MELTSA into disrepute.
 4. Any action that contravenes the provisions of this constitution.
 5. Any action which in the judgement of the Senate, SRC Judicial Committee or the General Assembly does not augur well for the reputation and/or the efficient functioning of the KNUST –MELTSA.
 - 6. failure of any member to attend at least seventy percent (70%) of the General Assembly meetings for the period spent in school**
- b. The Senate or General Assembly may prescribe punishment. In the case of the Senate, the defendant may lodge an appeal at SRC Judicial Committee.
- c. The Executive Committee shall have power to enforce all punishments prescribed against any member.
- d. Punishment shall include:
 1. Suspension from the Association for a stipulated period of time.
 2. Sanctioning of the individual from the use of the Association’s facilities and other benefits.
 - 3. Replacement of destroyed, misplaced or lost properties of the Association or payment of a sum of money equivalent to the value of the items.**
 4. In cases of embezzlement of funds, refund of the amount of money involved plus an interest born at the prevailing Bank of Ghana Treasury Bill rate.

5. Any other punishment that in the view of the senate, SRC Judicial Committee or General Assembly can be enforced by the Executive Committee.
- e. If the individuals refuse to comply with the punishment meted out to him by the Senate, SRC Judicial Committee or General Assembly, the Executive Committee shall seek the help of the KNUST-FAHS authorities to enforce the punishment.**

ARTICLE 15 RESIGNATION

- 15(i)** Any officer (except Executive Committee Members) or Senate chairman may voluntarily resign his post. Any such resignation shall be communicated to the President in writing at least seven (7) days before the date of his resignation and the Executive Committee shall appoint a full member of the KNUST – MELTSA to act until a substantive officer is elected.
- 15(ii)** **In the event of ad-hoc resignation of the Executive Committee, the senate shall notify the General Assembly of the resignation and the Senate shall take up the post so vacated until bye elections are held.**
- 15(iii)** Any member of any Standing Committee or Ad-hoc Committee may resign his position voluntarily. Any such resignation shall be communicated to the chairperson of the said committee and the senate in writing seven (7) days before the date of his resignation. The senate shall appoint a full member for the Association.

ARTICLE 16 ELECTIONS

- 16(i) Period Elections**
- a. **The Electoral commission in consultation with the Executive Committee shall determine the period for General Election.**
 - b. The electoral commission as and when the need arises shall determine the period to all bye-elections and referenda.
- 16(ii) Election of Executive Committee Member**
- a. The following offices shall be contested for annually during General Elections;
 1. President
 2. Vice President
 3. General Secretary
 4. Organizing Secretary
 5. Public Relations Officer
 6. Health Officer
 7. Financial Secretary.
 8. Women's Commissioner
 9. Editor-in-Chief
 - b. **Each candidate shall be a full member of the association and endorsed by at least two (2) full members from each class.**
 - c. In the case of an uncontested position the elected members of the Executive committee shall on assumption of office put forward two (2) or more nominees for each vacancy before the General Assembly.

- d. No member of the Executive committee shall hold two or more chairs or be a senator unless conferred on him by provisions of this constitution.

16 (iii) Election of Class Executives/Senators

- a. Election of Class Executives shall be held simultaneously as those for Executive members.
- b. The winner and the first runner-up based on number of votes polled at election shall serve as Class President and Deputy Class President respectively.
- c. Elected Class President and the other elected senator of the various classes shall constitute the senate.

16(iv) Eligibility for Elections

- a. Any person wishing to stand for an election to an Executive position should have spent at least one (1) academic year as a full-time student in the KNUST-MELTSA.
- b. Any person wishing to stand for an election to an executive position should be an active member of the association as demonstrated by at least 75% participation in all MELTSA activities since he became a member of the associate
- c. **Must satisfy all conditions for eligibility stated in the SRC Constitution (refer SRC Constitution Article 25(2)).**

16(v) Duration of Terms of Office

Members of the Executive Committee and Senate shall hold office for one administrative year.

16(vi) Bye-election

- a. Notwithstanding any other provision of this constitution, following resignation, vote of no confidence, impeachment or death, the electoral commission within a maximum of fourteen (14) days shall conduct bye-elections.
- b. **Notwithstanding any other provision of this constitution, should it not be possible to conduct a bye-election within the stipulated (14) day's period by the Electoral Commission, the Senate would act in that capacity till the vacancy (ies) is filled.**

16(vii) Re-election

- a. Notwithstanding any other provision of this constitution, members of Executive Committee and Senate shall be eligible for re-election. No executive member may serve for more than two (2) consecutive administrative years.
- b. If any member of the Electoral Commission wishes to stand as a candidate in any election, he/she shall resign this position at least 14 days before the date set for the elections.
- c. The senate shall appoint a member from the class to fill the position so vacated.

16(viii) Conduct of Election

- a. **All elections shall be by secret ballot and the winner determined by simple majority.**
- b. **For unopposed candidates, he/she shall be declared elected if he/she obtains fifty percent plus one (50%+1) of total valid votes cast.**
- c. **All students shall have one vote each**
- d. **There shall be no voting by proxy**
- e. **A student shall be allowed to vote only upon producing his KNUST photo identity card to the officer in charge at the polling station.**
- f. **In the event of a tie, fresh elections shall be held for the leading candidates who may tie.**
- g. **Any candidate who shall be guilty of any electoral malpractice shall be withdrawn from the election by the Electoral Commissioner.**

ARTICLE 17
ELECTORAL COMMISSION

- 17(i)** All elections and referenda shall be conducted by the Electoral Commission.
- 17(ii)** **An Electoral Commission shall be appointed annually on the assumptions of office** of the Executive Committee by the senate.
- 17(iii)** The Electoral Commissioner shall head the electoral commission, which shall comprise four (4) other members selected from among the membership of the KNUST – MELTSA. The members of the electoral Commission shall come from at least all classes within the KNUST – MELTSA
- 17(iv)** **The Electoral Commission shall collate up to date records of members participation in all programmes of the association.**
- 17(v)** The Electoral Commission shall stipulate the rules and regulations for conducting an election in accordance with provisions of the constitution and the constitution of the Student's Representative Council of the KNUST. Conduct of elections shall be published on all notice boards at least one (1) week before the period of the elections.

ARTICLE 18
CERTIFICATES AND HONOURS

- 18(i) Membership**
 - a. All final year students should be given a certificate of honour for being members.**
 - b. Subject to the fulfilment of all constitutional requirements, associate members shall be given certificate of associate membership.**
- 18(ii) Officers**

Upon completion of their term of office all officers shall be given certificates of honour.
- 18(iii) Senate**
 - a. Deserving Senate members upon completion of their terms of office shall be given certificate of honour.**
 - b. Eligibility shall be determined by the percentage of attendance made to Senate meetings (75%).**
- 18(iv) Committees**
 - a. Deserving members upon completion of their terms of office shall be given certificate of honour.**
 - b. The executive committee in consultation with the senate shall present names of individual members nominated by their committee chairmen for certificates of honour.**
- 18(v) Others**
 - a. The executive committee in consultation with the senate shall present names of individual members nominated by their classes, or the executive committee for special awards to the GA for approval or otherwise.**
 - b. Sponsors and other benevolent individuals or bodies shall be given special honours.**
 - c. Patrons and senior treasurer shall be given special honours at the end of their terms.**

ARTICLE 19
SUSPENSION OF PART(S) OF, AMENDMENTS OF AND REVIEW OF THIS
CONSTITUTION

19(i) Suspension of Part(s) of this Constitution

Any article(s) and/or clause(s) or sections of this constitution may be suspended for Specific periods by means of a motion to such effect tabled and seconded and carried by two-third (2/3) majority of members present and voting at a General Assembly.

19(ii) Amendments

- a. Any motion calling for an amendment and/or repeal of any part(s) of this Constitution shall come from;
 1. Executive Committee
 2. Senate
 3. A full member of the KNUST MELTSA seconded by ten (10) full members with at least (2) members from each class.
- b. The proposed amendment is then presented to the General Assembly.
- c. Amendments of part(s) of this constitution shall be made by a two third majority of members present.
- d. If accepted, the Senate shall incorporate the amendment or repeal into the constitution.**
- e. In the event of the motion being rejected, the amendment does not go through.

19(iii) Review

- a. The constitution shall be reviewed in whole a year following the SRC constitutional review.
- b. The General Assembly may delegate the duty of reviewing the constitution to conform with specific proposals to the constitutional Review Committee.
- c. A five (5) member constitutional Review Committee shall be appointed by the Executive Committee.
- d. The reviewed Constitution shall be adopted by two thirds of members present and voting at a General Assembly meeting specifically called for that purpose.

ARTICLE 20
INTERPRETATION OF THIS CONSTITUTION

20(i)

- a. He, His, Him, man, chairman as used in this constitution shall refer to any member male or female.
- b. The Association and the KNUST – MELTSA as used in this constitution shall refer to the Kwame Nkrumah University of Science and Technology Medical Laboratory Technology Students Association.
- c. KNUST Allied as used in this constitution shall refer to the Kwame Nkrumah University of Science and Technology Faculty of Allied Health Sciences Kumasi, Ghana.**
- d. SRC as used in this constitution shall refer to the Students Representative Council of the Kwame Nkrumah University of Science and Technology Kumasi, Ghana.

20(ii) The Senate shall have powers to rule on matters in which the constitution is silent or ambiguous and such rulings shall be expressed in precise terms and subject to the

approval of the General Assembly become a precedent of persuasive influence on the general assembly until amended or repel in accordance with the provisions in this constitution.

- 20(iii) Senate shall have jurisdiction on every matter relating to the enforcement and interpretation of any provision of this constitution and in every case where it is alleged that a person or body of persons have acted contrary to powers conferred on them by this constitution.**
- 20(iv) The judicial committee of the SRC shall have appellate jurisdiction in all constitutional matters of the KNUST – MELTSA.

APPENDICES STANDING ORDERS FOR MEETINGS

APPENDEIX A VOTING

1. Voting shall be by full members. Each full member shall be entitled to one vote.
2. Voting privileges shall include the right of members to make or second motions or nominations.
3. In voting, motions shall be carried by a simple majority unless provided for by the constitution or the standing orders. The casting of votes shall be in the following order: votes for, against and abstentions. If the votes for and against in an issue are equal in number, the Chairman shall exercise the casting vote. Members abstaining shall be considered as non-voting.
4. Voting shall be by a show of hands or as determined by the chairman unless otherwise stated by the constitution.

APPENDEIX B MOTIONS AND AMENDMENTS

1. All full members have the right to file motions/proposals.
2. All motions must be submitted in writing and must be handed over to the chairman.
3. No motion or amendment shall be open for discussion until it has been seconded, but the proposer shall have the right to speak on the motion in order to find a seconder.
4. No matter shall be discussed until it concerns an approved subject to the agenda, except with the permission of the house.
5. A motion shall only be opened for discussion or amendment after the proposer and seconder have had the opportunity to speak in support of the motion. The debate must be limited to the immediate pending question by the chair. The chairman shall rule out of order any speaker failing to adhere to the subject under discussion.
6. The mover of an original motion (or amendment) shall have the right to reply at the close of the debate upon this motion (or amendment). No further discussion of the question shall be allowed once the question has been put from the chair.
7. When several amendments are presented successively on any one item, the amendment first tabled and supported will be voted upon first. However, discussion on subsequent amendment will be open before a vote is taken on first amendment.
8. No motion or amendment that has been stayed by the chair can be withdrawn without the consent of the mover and seconder. They shall not prejudice the right of members to move or second a similar motion.
9. Discussion of a motion (or amendment) may be curtailed in time by a procedural motion from the floor or by the chair with the approval of the meeting. If the chair intends to curtail the discussion, however, he shall make it clear how much time shall be allowed the mover.

10. No motion or amendment which has been accepted by the meeting shall be withdrawn without the consent of the meeting; neither shall any amendment be made to the motion once accepted without such consent.
11. An amendment, like a main motion must be moved, seconded and discussed in accordance with the procedure for motions outlined above.
12. No amendment shall be moved which by the chairman's ruling, rescinds, negates or destroys the original motion.
13. The mover and seconder of a substantive motion shall have the right to accept an amendment and if accepted shall become part of the substantive motion. A rejected amendment shall be discussed until the amendment under consideration has been dispensed of. It is, however permissible for notice of further amendment to be given during discussion of the original amendment.
14. **If an amendment was rejected, other amendments may be moved on the original motion. If an amendment is to be carried, the motion as amended shall become the motion, and shall be the question to which any further discussion may be addressed or upon which the final vote is taken.**

APPENDIX C ORDER OF PRECEDENCE

1. **The chairman shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence;**
 - a. Motion to withdraw motion
 - b. Motion to recess
 - c. Motion to reverse the decision of the chair
 - d. Motion that a question or a proposal not be newly put
 - e. Motion to limit or expand debate to a certain specified period of time
 - f. Motion to refer the matter to a Committee or sub-Committee for investigation and for report
 - g. Motion to postpone or adjourn the matter to a later specific meeting or time
 - h. Motion to close debate
 - i. Motion that the motion now be voted upon
2. If the motion "that the motion now be voted" has been seconded, no further discussion of the original question shall be allowed but a member may give notice of his desire to speak further on the original question. If the motion is carried, only the proposer of the original question under discussion shall be allowed to speak before the original question is put to the vote.
3. **Should any procedural motion be defeated, 20 minutes shall elapse before the chair can accept such a motion again unless the chair is of the opinion that the circumstances have been materially altered in the meantime.**
4. If the motion is "limit debate to a specified period of time", the proposer shall be allowed a maximum of 5 minutes before the original motion is put to vote.

APPENDIX D OTHER INTERVENTIONS

1. In addition to discussion on an issue, the chairman shall recognize those requesting the floor by the following order of precedence.
 - a. Point of order
 - b. Personal privilege
 - c. Point of information
2. A point of order which must be heard at all times except during the act of voting, must deal with the conduct of procedure of the meeting and concern.

SCHEDULES

FORMS OF OATH

THE OATH OF ALLEGIANCE

I..... do in the name of the Almighty God swear that I shall bear true faith and allegiance to the society and to this constitution as by this constitution established; and I shall uphold , preserve , protect and defend the constitution of the Association.

So help me God.

(To be sworn by all Executive Officers and Committee members of the association and to be administered by the Senate Chairman)

THE SENATE OATH OF SECRECY

I..... do in the name of the Almighty God swear that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted under this constitution.

So help me God.

(To be sworn before the General Assembly and administered by the Senate Chairman)

PRESIDENTIAL OATH

I..... having been elected to the high office of the President (or Vice President) of the KNUST-MELTSAs do hereby in the name of the Almighty God swear that I shall be faithful and true to the association; and defend the constitution of the association and I hereby dedicate myself wholly without fear or favour to the service of the students of the MELTSA.

I further solemnly swear that I shall conform to the principles of strict accountability financially and otherwise and that should I at any time break this oath I shall submit to the dictates of the association's constitution and suffer the penalty thereof.

So help me God.

(To be sworn before the General Assembly and administered by the Senate Chairman)

THE EXECUTIVE COMMITTEE OATH

I..... having been elected of the association do hereby in the name of the Almighty God swear, that I will at all times faithfully and truly serve the association and that I will support and uphold the principles of meticulous accountability financially or otherwise and that I will seek the welfare of the students of the 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.

So help me God.

(To be sworn before the General Assembly and administered by the Senate Chairman).

THE EXECUTIVE OFFICERS OATH

I..... on assumption of office as an Executive Officer of the MELTSA, do hereby in the name of the Almighty God solemnly swear that I will at all times strive to preserve, protect and defend the association's constitution especially the principles of accountability; and that I hereby wholly dedicate myself to the service and welfare of the students of the MELTSA.

I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as an Executive Officer nor place myself in such a position as to frustrate the efficient functioning of the said executive office of the association.

So help me God.

(To be sworn before the General Assembly and administered by the Senate Chairman).

Commenced on 6th April 2009 by the constitutional Review Committee comprising:

Chairman: STEPHEN KOFI KYEI

Secretary : SETH AGYEI DOMFEH

Member : ERNEST ADANKWAH

Member : FREDERICK OBENG NSAFOAH

Member : MARTIN AWE AKILA

Member : JULIUS Y. BEYUO

Member : GEORGE ODURO – MANU

Member : SEYRAM ATIGAH

Completed on the 20th march, 2009

Adopted by the General Assembly and promulgated on the..... By the Senate.

Stephen Kofi Kyei

(Chairman, Senate)

Frederick Mensah

(MELTSAs President).