



**University of Cape Coast
Medical Students' Association**



THE CONSTITUTION

OF THE

UNIVERSITY OF CAPE COAST

MEDICAL STUDENTS' ASSOCIATION

(UCCMSA)

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PREAMBLE

We, the students of the University of Cape School of Medical Sciences,

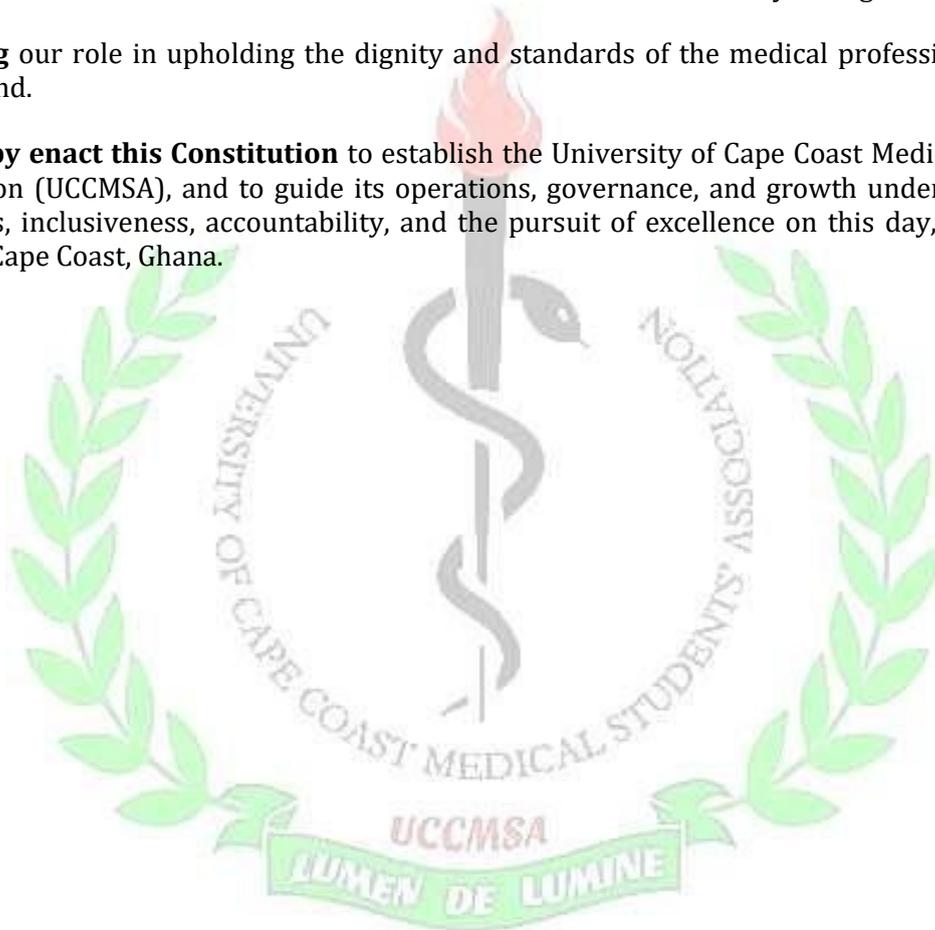
Aware of our shared commitment to academic excellence, professional integrity, and the holistic development of medical students.

Recognizing the need to promote unity, mutual support, and the welfare of all members of our Association.

Desiring to provide a structured platform for advocacy, service, leadership development, and collaboration with relevant stakeholders in the health sector and society at large.

Affirming our role in upholding the dignity and standards of the medical profession in Ghana and beyond.

Do hereby enact this Constitution to establish the University of Cape Coast Medical Students' Association (UCCMSA), and to guide its operations, governance, and growth under democratic principles, inclusiveness, accountability, and the pursuit of excellence on this day, 29th of May 2025, in Cape Coast, Ghana.



ARTICLE I
ABOUT THE MSA

1.1 Name

The official name of the Association shall be the "**University of Cape Coast Medical Students' Association**," and its official abbreviation shall be **UCCMSA**.

1.2 Motto

LATIN: Lumen de lumine

ENGLISH: Light of lights

1.3 Logo

- a. The official logo of UCCMSA is defined as a burning torch with a single serpent coiled around, as in the Biblical allusion to the staff of Moses.
- b. The torch head shall appear in the middle of two concentric circles bearing, "University of Cape Coast Medical Students' Association" and a wreath of olives. At the base of the torch shall be a ribbon bearing the motto of the association, "**LUMEN DE LUMINE**".

1.4 Vision Statement

To contribute towards existing health care needs in Ghana, Africa, and the world.

1.5 Mission Statement

To promote, protect, and hold in high esteem each member of UCCMSA, achieving the highest standards in our training as medical students and using our knowledge to advocate for good health in Ghana, Africa, and the world.

1.6 Core Values

- a. The core values of UCCSMS shall be adopted as the core values of UCCMSA. They are:
 - i. Tolerance
 - ii. Integrity
 - iii. Discipline
 - iv. Teamwork
 - v. Professionalism
 - vi. Competence
- b. These values will always be held in high esteem and duly upheld.

1.7 Aims

- a. The aims of the UCCMSA shall include, but not be limited to, the following:
 - i. To serve as the official mouthpiece of all members of UCCMSA.
 - ii. To partake in the activities of FGMSA and its affiliates.
 - iii. To see to the general well-being of members of UCCMSA.
 - iv. To promote good healthcare among its members and society.
 - v. To organize educational and recreational activities for its members.
 - vi. To facilitate the learning and training process of medical students in the University.
 - vii. To mobilize funds, both internally and externally, to support the cause or aims of the association.
 - viii. To establish, maintain, and improve favourable professional relationships with other organizations and the public.
 - ix. To participate in exchange programs both nationally and internationally.
- b. These aims shall be pursued without regard to race, gender, disability, nationality, ethnic origin, religion, age, creed, and independent of any political organization. Positive discrimination in favour of any disadvantaged section of society shall be permissible.

1.8 Affiliations

- a. UCCMSA shall be a member of the Students Representative Council (SRC) of the University of Cape Coast and shall be enjoined by the tenets of its constitution.
- b. UCCMSA shall be a member of the College of Health & Allied Sciences Students' Association (COHASSA).
- c. UCCMSA shall be affiliated with the National Union of Ghana Students (NUGS) through the SRC and shall be bound by the Constitution of this national body.
- d. UCCMSA shall be a member of the Federation of Ghana Medical Students' Association (FGMSA) and shall be subject to the Constitution of FGMSA.
- e. UCCMSA shall be a member of the West African Medical Students' Association (WAMSA), the Federation of African Medical Students' Associations (FAMSA), and the International Federation of Medical Students' Associations (IFMSA) through the FGMSA, which is the mouthpiece of medical and dental students of Ghana.
- f. UCCMSA shall be entitled to explore areas of collaboration and collaborate with other recognized professional bodies in Ghana, namely the Ghana Medical Association (GMA), The Ghana Dental Association (GDA), and other bodies such as Ghana Medical and Dental Council (GMDC), Ministry of Health (MoH), Ministry of Education (MoE) World Health Organization (WHO), Ghana Health Service (GHS), and other local and international bodies.

ARTICLE II
THE CONSTITUTION OF THE MSA

2.1 Supremacy of the Constitution

- a. This Constitution shall be the supreme Constitution of all members of the University of Cape Coast Medical Students' Association (UCCMSA).
- b. Notwithstanding, Article II, Section 1, Clause (a) above, this Constitution shall be subject to the Constitution of the Republic of Ghana, the Laws of Ghana, and the Statutes establishing the University of Cape Coast.

2.2 Review

- a. The Constitution shall be reviewed every three years by the Constitutional Review Committee (CRC). In this regard, this document shall next be reviewed in the year of our Lord AD 2027.
- b. The CRC shall consist of:
 - i. a representative from the Executive Board.
 - ii. the Electoral Commissioner.
 - iii. the Chairperson of the Judicial Council.
 - iv. one representative from each class.
 - v. an ex-officio member from the previous CRC, preferably the chairman.
 - vi. any other person(s) that the executive board or executive council appoints to be part of the CRC.
- c. After being made public for at least a week, the reviewed Constitution shall be presented at a General Assembly (GA) where its acceptance shall be determined by a two-thirds majority of members of the Association present at the time of voting.
- d. Following its acceptance at the GA, the reviewed Constitution takes immediate effect.
- e. If the General Assembly rejects the reviewed Constitution after its presentation to the General Assembly, the old Constitution shall remain valid until the next review date, which will be determined by the General Assembly.

2.3 Amendment

- a. Any member of the GA can write to the Executive Board a motion for the amendment of the Constitution stating the Article, Section, or Clause, the proposed amendment, and the reason(s) for the amendment. This must be seconded by at least ten (10) full members from each of the classes.
- b. Secondment involves writing one's name and date and appending one's signature in ink. For authenticity, a hard copy and a scanned copy (soft copy) of the motion and the list of signatories shall be presented to the Executive Board.

- c. The amendment motion received shall be forwarded to the Judicial Council for assessment and validation. The JC shall complete its assessment and validation or otherwise of the motion and present its statement with reasons and recommendations to the Executive Board within two (2) weeks of receiving the motion.
- d. Upon receiving the statement of the Judicial Council, the General Secretary shall share a copy of the statement with the proponents of the motion.
- e. Following approval by the Judicial Council, notice of the scanned copy of the proposed amendment(s) shall be made public through the PRO's office at least one (1) week before the GA meeting at which the amendment motion is to be moved.
- f. If the motion is not approved by the Judicial Council, the proponents of the motion may review the motion and reapply for amendment. Suppose the motion is not validated on a third attempt. In that case, the proponents shall forfeit their intent to amend that particular aspect of the constitution and shall only bring the motion up for consideration during the next constitutional review.
- g. Any resolution to amend or repeal any part(s) of this Constitution shall be passed by two-thirds of the majority of full members of the Association present at the GA meeting.
- h. If accepted, changes to the Constitution take effect immediately after voting.
- i. Changes to the standing orders require a simple majority.

2.4 Suspension of Parts of the Constitution

- a. Any article, section, or clause of this Constitution may be suspended for specified periods to be determined by the Judicial Council using a motion to such effect tabled, seconded, and carried by two-thirds of the majority of members present and voting at the GA.

2.5 Prohibition on Alteration of the UCCMSA Constitution

- a. Unless where constitutional amendments have been made to some provisions of this Constitution, no part thereof shall be altered or excluded, or any additions made to its contents.
- b. Any person who alters or attempts to alter, exclude or make additions to any part thereof of this Constitution without being sanctioned by law shall be held to have committed an offence under this Constitution and in the case of a UCCMSA officer, shall be a valid ground for removal from office and in the case of any other student shall be a valid ground for ineligibility to contest for any UCCMSA position.
- c. In case of an occurrence, event, or pandemic that significantly affects the running of the Association as stated in the constitution, the Judicial Council, in consultation with the Executive Board and the Senate, may suspend parts of the constitution as it is and pass resolutions that will be the laws of the Association. Such resolutions will cease immediately when order is restored. The resolutions passed must conform to the provisions of this constitution.

ARTICLE III
THE STRUCTURE OF THE MSA

3.1 General Composition

- a. The Ultimate power and authority of UCCMSA shall reside in the General Assembly, which shall be subject to the constitution and any other legislation or provisions that regulate the operation of UCCMSA.
- b. The UCCMSA shall be composed of three main governing branches:
 - i. The Executive
 - ii. The Legislature
 - iii. The Judiciary

3.2 Composition of Governing Branches

- a. The Executive shall consist of the Executive Council and the Executive Board
- b. The Legislature shall consist of the Senate.
- c. The Judiciary shall consist of the Judicial Council.

3.3 Separation of Powers

- a. The three governing branches provided for in Section 1, Clause (b) of this Article shall be independent of each other, and the arrangement shall in no way prescribe a line of authority.

3.4 Working Documents

- a. Each governing branch, as stipulated in Section 1 of this Article, as well as all other offices, standing committees, and ad-hoc committees recognized in Article 11, Section 8, Clause (d) of this Constitution, shall have a working document to guide their operations.
- b. The working document referred to in Section 5, Clause (a) of this Article shall be subject to this Constitution.
- c. It shall be revised and made available to the Senate within four weeks after the handing-over ceremony.
- d. On failing to submit a working document within four weeks, the association would resort to adopting the previous working document.

ARTICLE IV

MEMBERSHIP

4.1 Preamble

- a. The UCCMSA shall comprise three (3) categories of membership, namely:
 - i. Full Membership
 - ii. Honorary Membership
 - iii. Associate Membership

4.2 Full Membership

- a. **Qualification:** To qualify to become a full member of UCCMSA, the individual must be a student of the University of Cape Coast School of Medical Sciences, enrolled in the Bachelor of Medicine and Bachelor of Surgery (MBChB) programme.
- b. **Privileges & Benefits:** A full member shall enjoy the full benefits and associated privileges of the association.
- c. **Voting:** Each full member has one vote.

4.3 Honorary Membership

- a. **Qualification:** The Executive Board may confer Honorary life membership on any person who shows special interest in the activities of the UCCMSA and has contributed greatly to the achievement and aims of UCCMSA.
- b. **Conferment:** Honorary Membership shall be conferred subject to two-thirds majority at a Senate sitting called for the purpose.
- c. **Privileges & Benefits:** Privileges and benefits of associate members shall, be agreed upon by the Senate.
- d. **Review of Honorary Membership:** Honorary membership shall be reviewed every two (2) years by the Senate.
- e. **Voting:** Honorary Member shall have no voting rights.

4.4 Associate Membership

- a. **Qualification:** Graduates of UCCSMS, exchange or elective students as well as graduates of other tertiary institutions, shall, if so desire, become associate members by paying associate membership dues that will be determined by the Senate every year.
- b. **Approval:** Associate membership shall be subject to the approval of the Senate by a simple majority.
- c. **Privileges & Benefits:** Privileges and benefits of associate members shall be agreed upon by the Senate.
- d. **Voting:** Associate members shall have no voting rights.

ARTICLE V

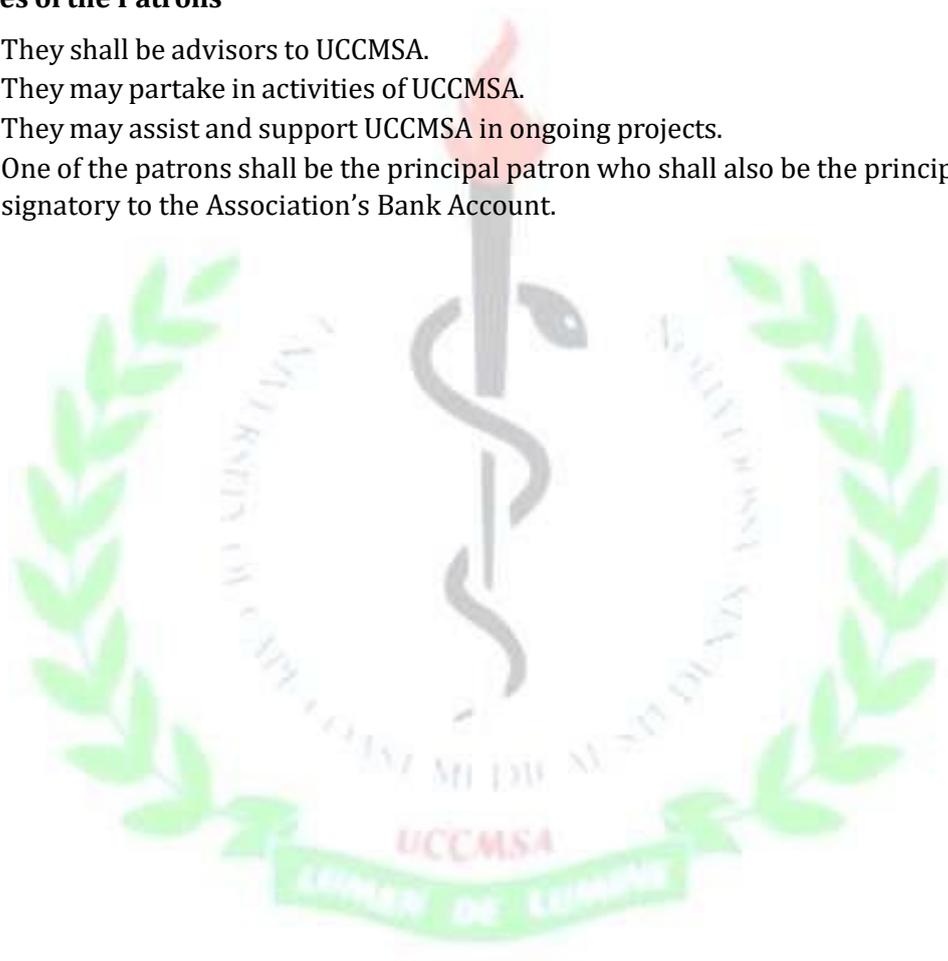
PATRONS

5.1 Composition

- a. UCCMSA shall have three (3) Patrons.
- b. There shall be one male and one female Patron.
- c. The Dean of the UCCSMS shall be an automatic Patron.
- d. The patrons shall be reviewed every five years by the General Assembly and introduced at the Handing-over ceremony.
- e. The outgoing patrons shall be honoured at a handing-over ceremony.

5.2 Roles of the Patrons

- a. They shall be advisors to UCCMSA.
- b. They may partake in activities of UCCMSA.
- c. They may assist and support UCCMSA in ongoing projects.
- d. One of the patrons shall be the principal patron who shall also be the principal signatory to the Association's Bank Account.



ARTICLE VI
THE EXECUTIVE

6.1 The Executive Council

I. Composition:

- a. The Executive Council will consist of the core members and other members who will be in attendance.
- b. The core members shall be made up of the elected Executive Board and their deputies, all Standing Committee Heads, all committee heads as appointed by the Executive Board, and a class president from each class.
- c. Other members of the Executive Council who shall be in attendance include: two immediate past executives (preferably the president and the general secretary), heads of ad hoc committees, three representatives from the JCR of the University Hall Housing Medical Students (the president, general secretary, and one executive member), the presidents of the Christian Medical Fellowship and the Muslim Council and other member(s) or person(s) that the Executive Council or the GA shall appoint to be part of the Executive Council.

II. Modus Operandi

- a. The chairperson of the Executive Council will be the MSA President. His or her voting rights shall only be exercised when regular voting results in a tie.
- b. The UCCMSA General Secretary shall be the secretary to the Executive Council.
- c. The Executive Council shall meet at least once a semester.
- d. Decisions of the Executive Council shall be made by a simple majority and shall be superior to those of the Executive Board.

III. Functions

The Executive Council shall:

- a. work closely with the Executive Board to run the day-to-day affairs of the association.
- b. provide support and supervision to the work of the Executive Board.
- c. present a budget for the year within 21 working days of assumption of office to the Senate for approval. The approved budget shall be presented to and ratified by the General Assembly.
- d. appoint individuals to serve on ad-hoc committees for all purposes apart from independent committees.
- e. be an advisory body to the President and the Executive Board on matters brought before it or on matters requiring advice.
- f. nominate and confer honorary membership upon the approval of the Senate.
- g. perform such other functions as may be assigned by this Constitution, the General Assembly, or the Senate.

6.2 The Executive Board

I. Composition

a. The Executive Board (EB) shall be made up of the following executives, as stated below, and their deputies:

- | | |
|-------------------------|-----------------------------|
| 1. President | 6. Public Relations Officer |
| 2. Vice President | 7. Health Officer |
| 3. General Secretary | 8. Exchange Officer |
| 4. Financial Secretary | 9. Projects Officer |
| 5. Organizing Secretary | 10. Women's Commissioner |

b. Executive Board members are encouraged to nominate deputies from classes other than their own.

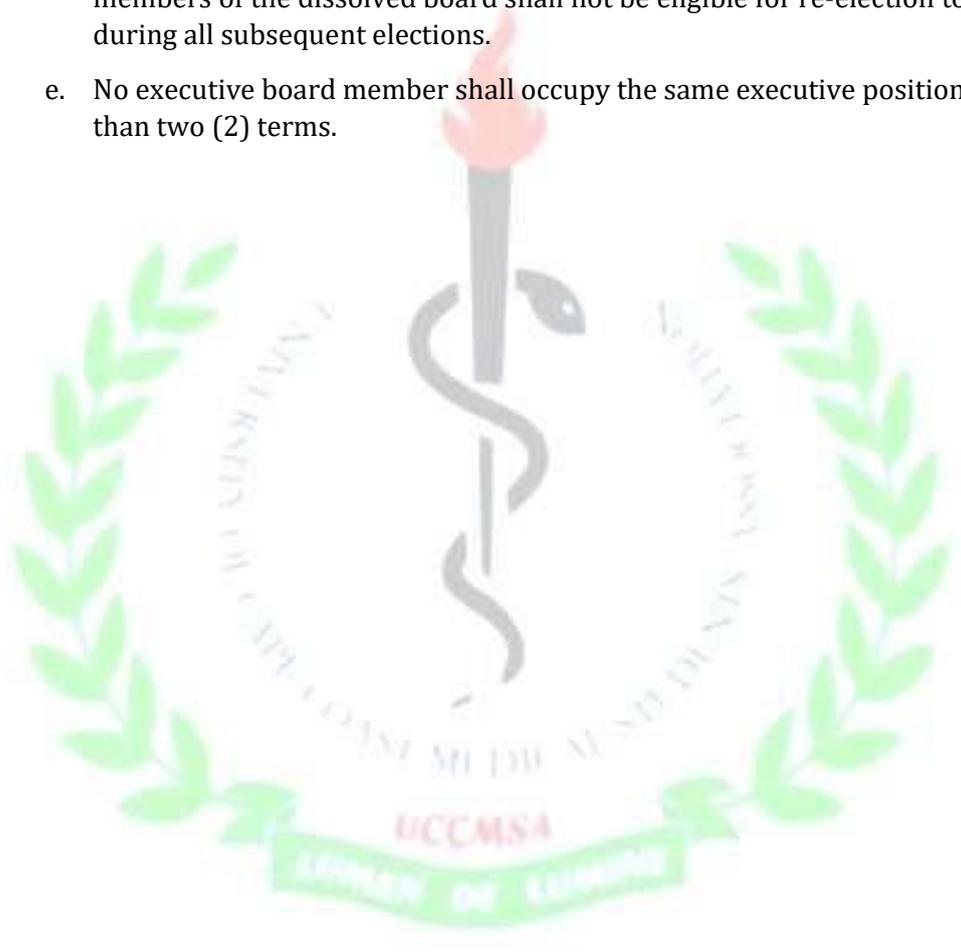
II. Functions

The Executive Board shall:

- a. be the main governing body of UCCMSA.
- b. have the power to call a General Assembly.
- c. be responsible for the day-to-day activities of the UCCMSA.
- d. ensure the appointment of deputies and heads of boards and committees in accordance with the constitution.
- e. shall collaborate with institutions such as the Ghana Health Service, the Ministry of Health, the World Health Organization (WHO), and Non-governmental Organizations (NGOs) to establish projects for the association.
- f. shall establish rapport and useful links with all agencies and/or organizations both within and outside the health sector.
- g. shall, in times of emergency, have powers to promptly and without prejudice to any provision in this constitution, assume emergency powers to contain the emergency.
- h. For the avoidance of doubt, the emergencies:
 - i. may include disruption of the academic calendar by the closure of the University, indefinite strike action, natural disaster, disease outbreak, national coup d'état, or any other event with similar consequences.
 - ii. may also include decisions taken by faculty members or the university administration that will directly or indirectly affect students while the latter are on vacation, are not readily available, or cannot act when the said decision was taken or implemented.

III. Term of Office

- a. The Executive Board shall hold office for one (1) academic year.
- b. The tenure may be extended when the following circumstances prevail:
 - i. Unresolved election dispute.
 - ii. Any emergency as described in Article VI, Section 2.II, Clause (h).
 - iii. As deemed fit by the GA.
- c. Should the Senate decide to remove an executive officer from office, that executive shall not be eligible for election to any office during all subsequent elections.
- d. Should the Senate move to dissolve an Executive Board during its tenure, members of the dissolved board shall not be eligible for re-election to any office during all subsequent elections.
- e. No executive board member shall occupy the same executive position for more than two (2) terms.



ARTICLE VII
FUNCTIONS OF THE EXECUTIVE BOARD OFFICERS

7.1 General Functions of the Executive Board Officers

All Executive Board officers shall:

- a. be accountable to the General Assembly.
- b. be present at all General Assembly meetings.
- c. participate fully in all UCCMSA activities.

7.2 The President

The President shall:

- a. be the chief spokesperson of the association.
- b. lead the UCCMSA delegation to all local and international meetings, congresses, or conferences unless otherwise determined by the Executive Board.
- c. preside over all Executive Board, Executive Council, and General Assembly meetings.
- d. be a signatory to the Association's bank account.
- e. be responsible for at least once a year, contacting all honorary members and Patrons.
- f. be responsible for sending reports summarizing recent and projected activities, in addition to such contacts as may be necessary.
- g. have the power to call an emergency GA in consultation with the Executive Board.
- h. have the power of veto in a split decision at an Executive Board meeting.

7.3 The Vice President

The Vice President shall:

- a. perform any role(s) assigned to him/her by the President.
- b. chair the Welfare Committee.
- c. assume the duties of the president when:
 - i. the President is disabled because of absence, illness, or other incapacity from discharging his duties.
 - ii. the office of the President becomes vacant by resignation, removal from office, withdrawal from school, or death.

7.4 The General Secretary

The General Secretary shall:

- a. be responsible for the central administration of UCCMSA. This includes receiving and responding to correspondence on behalf of UCCMSA.
- b. have an oversight responsibility over the editorial board.
- c. be responsible for writing official communiques and memos for the executive board, which shall be disseminated by the P.R.O.
- d. keep records of important UCCMSA activities, which he/she shall present at the handing over ceremony organized at the end of the tenure of the Executive Board.
- e. take and keep minutes of all meetings of the Executive Board, Executive Council, and General Assembly.
- f. assume the role of the President in the absence of the President and the Vice President.
- g. be responsible for nominating a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.5 The Financial Secretary

The Financial Secretary shall:

- a. chair the Fundraising committee.
- b. receive and collect all the monies of the Association.
- c. be a signatory to the Association's bank account.
- d. prepare the Association's budgets. In so doing, the Financial Secretary shall spell out to the officers concerned about the time limit within which they are to present the budgets for their various offices or committees and incorporate them into the main budget.
- e. keep an up-to-date and detailed account of the Association's funds and in this regard, act as an internal auditor.
- f. be responsible for providing a financial statement to the Audit Committee which shall detail the following:
 - i. An income and expenditure account & the budget for the year.
 - ii. A balance sheet including assets and liabilities.
 - iii. Bank statements from the association's bankers.
- g. nominate a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.6 The Organizing Secretary

The Organizing Secretary shall:

- a. be in charge of organizing all UCCMSA activities or programs. This role includes working with the Chairperson of the Sports & Entertainment Committee to organize sporting events and entertainment events.
- b. chair the Organizing Committee.
- c. be a member of the Fund-Raising Committee.
- d. be responsible for nominating a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.7 The Public Relations Officer (P.R.O)

The P.R.O shall:

- a. disseminate information to the members of the association.
- b. chair the Public Relations and Publicity Committee (PRPC).
- c. announce UCCMSA events and advertisements to the general public.
- d. be responsible for nominating a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.8 The Health Officer

The Health Officer shall:

- a. ensure that the health needs of the students are adequately catered for. This includes ensuring that first aid boxes in classrooms are promptly stocked.
- b. initiate and coordinate viable health-oriented programs for the Association in liaison with relevant health authorities.
- c. chair the Health Committee.
- d. chair the Health Week Planning Committee, which shall be responsible for organizing the Annual Health Week Celebration.
- e. attend health-related programs on behalf of the Association.
- f. nominate a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.9 The Exchange Officer

The Exchange Officer shall:

- a. be responsible for establishing and maintaining contact with other Faculties of Medicine, Hospital departments, Heads of Research and Experimental Institutions, etc., to secure the widest possible range of Elective/Exchange places for members of UCCMSA.
- b. chair the Professional Exchange Committee. The Deputy Exchange Officer shall chair the Research Exchange Committee.
- c. endeavour to make exchange/elective places available throughout the year.
- d. make all possible attempts to ensure that the guarantor institutions responsible assist with visa acquisition to the host country.
- e. endeavour to attend all exchange conferences, both local and international, on behalf of UCCMSA.
- f. work with the Local Officer for Research Exchange (LORE) to carry out functions (c), (d) and (e).
- g. nominate a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.10 The Project Officer

The Project Officer shall:

- a. be responsible for the planning and execution of projects or initiatives as assigned by the Executive Board.
- b. chair the Project Committee.
- c. be a member of the Fund-Raising Committee.
- d. collaborate with the Health Officer to plan and execute public health programs.
- e. nominate a deputy whose appointment shall be approved by the Senate following a successful vetting.

7.11 The Women's Commissioner

The Women's Commissioner shall:

- a. initiate and execute programs that may benefit the general female population of UCCMSA.
- b. channel all grievances, appreciations, and comments peculiar to females to the Executive Board or Senate for necessary action.
- c. seek to encourage the general participation of women in UCCMSA activities.
- d. perform any roles that may be assigned to her by the President or Vice President.

ARTICLE VIII

THE EXECUTIVE COUNCIL STANDING COMMITTEES

8.1 The Standing Committees

- a. There shall be two categories of Standing Committees, which shall assist the Executive Council members in the execution of their respective duties.
- b. The Executive Council Standing Committees, which shall be local committees of the association, shall be concerned with the needs of the UCCMSA Executive Council.

8.2 The Executive Council Standing Committees (ECSC)

There will be ten (10) Executive Council Standing Committees. These are the:

- | | |
|---------------------------|---------------------------------------------|
| i. Secretariat | vii. Projects Committee |
| ii. Academic Board | viii. Organizing Committee |
| iii. Editorial Board | ix. Sports & Entertainment Committee |
| iv. Fundraising Committee | x. Public Relations and Publicity Committee |
| v. Health Committee | |
| vi. Welfare Committee | |

8.3 Provisions for the Committees

- a. The new Executive Board shall set up the committees within four (4) weeks of the assumption of office.
- b. Committees shall not have fewer than five (5) members or more than fifteen (15) members at a time.
- c. Each committee shall be responsible for putting together a working document within two (2) weeks of being inaugurated. The working document must be shared with the UCCMSA General Secretary, Head of the Senate, and Chairperson of the Judicial Council. This working document shall be reviewed annually when the subcommittee is reconstituted.
- d. A committee shall meet at least once every semester.
- e. All meetings shall be convened by the Chairperson of the committee or a member delegated to do so in the capacity of the Chairperson. Where both the Chairperson and Deputy Chairperson are from the same class, they shall designate a committee member from another class to act as Chairperson in their absence.
- f. Each committee shall appoint a Secretary who shall maintain a record of proceedings of all meetings, including a register of attendance. The Secretary shall make any such record available to the General Secretary of UCCMSA or the General Assembly upon request.
- g. The time, venue, and agenda for all meetings shall be communicated to all members at least forty-eight (48) hours before the onset of a scheduled meeting, except for emergency meetings. This shall be done by the committee secretary in consultation with the chairperson.
- h. Decisions taken at all meetings, where applicable to the entire student body, shall be subject to approval by the Executive Board and shall be binding on all members of the association.

- i. The UCCMSA Executive Board shall make budgetary allocations to all committees to support their work in a timely fashion. This is dependent on each committee presenting its budget to the Financial Secretary in a timely fashion or within a time limit set by the Financial Secretary.

ARTICLE IX

COMPOSITION AND FUNCTIONS OF THE ECSC

9.1 Secretariat

- a. There shall be a secretariat which shall be made up of the General Secretary, Deputy General Secretary, Clerk of the Senate, and secretaries of all committees.
- b. The Chairperson of the Secretariat shall be the General Secretary of the Association.
- c. Except otherwise stated in the constitution, as in the case of the Judicial Council, for instance, meeting records of all committees and bodies of the MSA shall be made available within two (2) weeks after meetings have been held, and copied to the General Secretary
- d. Minutes and records of General Assembly meetings, Senate Sittings, and committee meetings shall be made available to the Secretariat for documentation when they are ready.
- e. Members of the secretariat shall not share records of meetings with third parties without the approval of the General Secretary. Contravention of this provision constitutes a breach of the code of conduct.
- f. In the case where the Judicial Council requests the records of a meeting or body of the MSA in adjudicating a matter, the Chairperson of the Secretariat shall be responsible for ensuring that the request is honoured.
- g. Shall perform all such functions as may be assigned by the Executive Council.

9.2 Academic Board

- a. There shall be an Academic Board which shall be made up of all the Chairpersons of the Academic Board in the various classes.
- b. There shall be a Chairperson of the Academic Board at the MSA level, who shall be appointed by the MSA President.
- c. The Academic Board shall be responsible for assisting students concerning their studies in UCCSMS. This shall be through meeting classes for academic mentorship and discussion sessions, making available study resources and past questions, and pairing students in the upper and lower classes for academic mentorship, among others.

9.3 Editorial Board

- a. There shall be an Editorial Board, which shall be made up of all the Chairpersons of the Editorial Board in the various classes.
- b. The Chairperson of the Editorial Board shall be the Editor-in-Chief, who shall be appointed by the Executive Board in consultation with the outgoing Editorial Board.
- c. It shall publish manuals, magazines, newsletters, brochures, and other periodicals of the Association.
- d. The board shall publicize the activities of the Association in its publications.

9.4 Fund-Raising Committee

- a. There shall be a fund-raising committee which shall consist of at least one (1) member from each class, with the Organizing Secretary, Financial Secretary, and Project Officer being statutory members.
- b. It shall be chaired by the Financial Secretary.
- c. It shall organize fundraising activities for the Association.

9.5 Health Committee

- a. There shall be a Health Committee, which shall consist of the Health Officers from each class.
- b. It shall be chaired by the MSA Health Officer.
- c. It shall organize medical outreach programs.
- d. It shall form the core of the Annual Health Week Planning Committee.
- e. It shall initiate and coordinate viable health programs for the Association in liaison with other health authorities.

9.6 Welfare Committee

- a. There shall be a Welfare Committee which shall consist of the Welfare representatives of each class.
- b. It shall be chaired by the UCCMSA Vice President.
- c. It shall be concerned with the general welfare of members of the association.
- d. It shall be responsible for the creation, review, and implementation of the Welfare Fund Document.
- e. It shall form a forum for the discussion of student grievances - be they social, academic, etc.
- f. Together with the Academic Board, it shall seek to improve the learning environment of students.
- g. It shall serve as the link between the Executive Board and the student body in general matters relating to the welfare of students.

9.7 Project Committee

- a. It shall be chaired by the Project Officer.
- b. It shall deliberate on planning projects and support the execution of such projects
- c. undertaken by the Association or those assigned to the Project Officer.

9.8 Organizing Committee

- a. There shall be an Organizing Committee, which shall consist of at least one member from each class.
- b. It shall be chaired by the Organizing Secretary.
- c. It shall see to the organization of the setup of all UCCMSA activities and programs.

9.9 Sports & Entertainment Committee

- a. There shall be a Sports & Entertainment Committee, which shall consist of the sports and entertainment representatives of each class.
- b. It shall be chaired by the Chairperson nominated by the Executive Board, whose appointment shall be approved by the Senate following a successful vetting.
- c. It shall plan and spearhead all sporting activities of the Association in collaboration with all relevant stakeholders.
- d. It shall plan and spearhead all entertainment activities of the Association in collaboration with all relevant stakeholders.
- e. It shall be responsible for the management of all sporting facilities of the Association.

9.10 Public Relations & Publicity Committee (PRPC)

- a. It shall be chaired by the Public Relations Officer (P.R.O).
- b. It shall comprise at least ten (10) members, with at least one (1) from each class.
- c. Shall be responsible for disseminating communiques, advertisements, and other information from the PRO to the various classes.
- d. PRPC members shall collate concerns and suggestions from their class to the PRO, who shall forward them to the Executive Board for the necessary resolution.

ARTICLE X
THE FGMSA STANDING COMMITTEES

10.1 Provision for the FGMSA Standing Committees

- a. Each Standing Committee shall be chaired by a Local Officer who shall be appointed by the Executive Board.
- b. Standing Committees shall be constituted within four (4) weeks after the assumption of office of a new administration.
- c. Standing Committees shall perform similar functions as the standing committees outlined in the FGMSA Constitution, but within the local UCCMSA context.
- d. The Standing Committees are as follows:
 - i. Standing Committee on Sexual and Reproductive Health and Rights, including HIV and AIDS (SCORA)
 - ii. Standing Committee on Medical Education (SCOME)
 - iii. Standing Committee on Human Rights and Peace (SCORP)
 - iv. Standing Committee on Public Health (SCOPH)
 - v. Standing Committee on Professional Exchange (SCOPE)
 - vi. Standing Committee on Research Exchange (SCORE)

10.2 Exchange Committee

- a. There shall be a Professional Exchange Committee, which shall be chaired by the Exchange Officer.
- b. The Deputy Exchange Officer shall chair the Research Exchange Committee.
- c. Concerning the allocation of exchange slots, the exchange office shall be guided by the following:

i. Active Member of the Exchange Committee	-	3 points
ii. Taking part in Local MSA/FGMSA activities	-	1 point
iii. Local Position in MSA	-	2 point
iv. National Position in FGMSA	-	2 points
v. Past Executive in the MSA	-	1 point
vi. Current Hall Executive	-	2 points
vii. Past Hall Executive	-	1 point
viii. Lending out rooms to Incoming Exchange Students	-	4 points
ix. Currently serving or has served as a Contact Person	-	3 points
- d. One is regarded as a member when he/she attends 50% or more of the general meetings held by the Standing Committee on Research Exchange and Professional Exchange.
- e. FGMSA activities involve attending the mid-year congress, the annual congress, organizing a national program, or being part of a committee that organizes a national program.
- f. MSA activities include attending senate/general meetings and organizing or being part of a committee that organizes programs in the MSA.

- g. When a slot is declined after committing financially, the money is only refundable when a replacement has been found.
- h. The Exchange Officer may make amendments to the criteria for distribution of exchange slots as and when necessary, subject to the approval of the Senate.



ARTICLE XI
THE SENATE

11.1 Establishment

- a. A Senate shall be established under the UCCMSA, which shall perform the functions specified in this Constitution.
- b. Subject to the provisions of this Constitution, the Senate shall have legislative powers in the UCCMSA.

11.2 Composition

The Senate shall be composed of:

1. **the Speaker**, who shall be appointed through a process outlined in the Constitution.
2. **the Deputy Speaker**, who Senate members shall elect through a process specified in the Constitution.
3. **the Clerk**, who shall be appointed through a process outlined in the Constitution.
4. **delegates**, who shall be elected through a process specified in the Constitution.

11.3 Functions of the Senate

The functions of the Senate shall be to:

- a. participate in the vetting and approval of all appointments for offices under the UCCMSA unless otherwise stated in this constitution.
- b. receive, discuss, and approve budgets of bodies under the UCCMSA.
- c. debate issues concerning the interest of students and may pass resolutions on them. Such resolutions shall be binding on the council, committee, group, or class related to such an issue.
- d. receive, discuss, and approve the work documents of all councils, committees, groups, and classes under the UCCMSA except that of the Judicial Council and Electoral Commission.
- e. have the authority to inquire into the activities and administration of executive officers or committee members as the Senate may determine by summoning such officers before the Senate or any committee set up by the Senate.
- f. have the authority to pass a vote of no confidence on an executive officer
- g. issue certificates, awards, and other honours to deserving members of the association.
- h. issue certificates, awards, and other honours to deserving individuals who are not members of the association in consultation with the appropriate body.

11.4 The Speaker

- a. The Speaker shall be nominated by the President of UCCMSA and approved by the Senate through a secret ballot, requiring a two-thirds majority vote.
- b. The election of the Speaker shall take place at the final Senate Sitting of the outgoing house on the eve of Handing Over.
- c. The Speaker shall not be an elected member of the Senate.
- d. The Speaker's term is truncated if they:
 - i. become an Officer in the Executive Board as outlined in Article 6.2.
 - ii. resign in writing to the Clerk of the Senate.
 - iii. face circumstances that would disqualify them from Senate membership.
 - iv. are removed by a Senate resolution bill with at least two-thirds majority votes.
- e. When the Speaker's office is vacant, no Senate business can be conducted except for electing a new speaker.

11.5 The Deputy Speaker

- a. The Deputy Speaker shall be nominated and appointed from among the elected members of the Senate, requiring a two-thirds majority approval through a secret ballot.
- b. The approval of the Deputy Speaker shall be done when the Senate first meets after dissolution of the outgoing Senate, and if the office becomes vacant, otherwise than by reason of dissolution of the Senate, at the first sitting of the Senate after the office becomes vacant.
- c. The Deputy Speaker shall assume the position of Speaker in the absence of the Speaker and shall, in such circumstances, waive his voting rights.
- d. The Deputy Speaker shall be the Chairperson of the Vetting Committee of the Senate.
- e. The Deputy Speaker shall be a voting member of the Senate.

11.6 The Clerk

- a. There shall be a clerk of the Senate who shall be appointed by the Speaker and approved by a simple majority of the members of the Senate.
- b. The approval of the Clerk shall be done when the Senate first meets after dissolution of the outgoing Senate, and if the office becomes vacant, otherwise because of dissolution of the Senate, at the first sitting of the Senate after the office becomes vacant.
- c. The Clerk shall not be an elected delegate of the UCCMSA Senate.
- d. The Clerk shall be a non-voting member of the Senate.
- e. The duties of the Clerk shall include:
 - i. serving as the Secretary of the Senate.
 - ii. performing administrative tasks assigned by the Speaker.
 - iii. receiving all motion papers for the passing of resolution bills.

11.7 Senators

- a. There shall be thirty (30) senators in the UCCMSA.
- b. Each preclinical class shall elect three (3) senators, while each clinical class shall elect five (5) senators.
- c. The election of Senators shall take place at the class level.
- d. Class Presidents shall present the names of elected Senators to the Electoral Commissioner and Clerk of the Senate at least one (1) week before handing over and swearing into office a new UCCMSA administration.
- e. Senators shall perform the following functions:
 1. Represent the class in the UCCMSA Senate.
 2. Collate the views of their class members and advocate for the needs of their classes and students in general at UCCMSA Senate sittings.
 3. Debate on and participate in the Senate business of UCCMSA.
 4. Serve on committees of the Senate.
 5. Perform any other function as may be assigned to them by the Class President or the Senate concerning their function.

11.8 Committees of the Senate

- a. The Senate shall appoint standing committees and other committees as may be necessary for the effective discharge of its functions.
- b. The standing committees shall be appointed at the first meeting of the Senate after the appointment and swearing-in of the Speaker, Deputy Speaker, and Clerk.
- c. The standing committees of the Senate shall include:
 - i. **Budget and Finance Committee:** shall be responsible for deliberating on the day-to-day budgetary allocations and expenditures of the Executive Board.
 - ii. **Privileges Committee:** Shall deliberate on and outline privileges for all UCCMSA officers and committee members.
 - iii. **Vetting Committee:** shall be responsible for the vetting and approval of appointed UCCMSA officers. In the exercise of its duties, the vetting committee may, through the Speaker, invite (some) members of the vetting Committee of the Electoral Commission as and when it deems it necessary. The vetting committee of the Senate shall also be responsible for delegating senators to participate in the general vetting of UCCMSA executive officer aspirants by the Electoral Commission's vetting panel.
- d. There shall also be ad-hoc committees which may be set up as and when necessary. Such committees shall include Commissions of Enquiry.
- e. Committees of the Senate shall be charged with such functions, including the inquiry into the activities and administration of Executive Officers and Commissions as the Senate may determine, and such inquiries may extend to proposals for resolution bills.
- f. Every member of the Senate shall be a member of at least one of the standing committees.

- g. Every committee shall elect from among themselves a chairperson on their first sitting, who shall coordinate committee meetings and report activities directly to the Speaker.
- h. Every committee shall have a Chairperson, a Deputy Chairperson, and a Secretary.
- i. Where the Senate wants to appoint members of the General Assembly who are not delegates to serve on legislative committees, the Speaker must engage the Class Presidents to request names of nominees. Appointment of such nominees to the legislative committees shall be subject to approval by the Senate per its procedures.

11.9 Procedures in the Senate

- a. New Senate members shall, before taking their seats, take an oath before the Speaker
- b. Members of the Senate shall take part in the appointment of the Speaker through a secret ballot.
- c. The Speaker of the Senate shall preside in the Senate at all sittings, and in his absence, the Deputy Speaker shall preside.
- d. A quorum of the Senate shall be one-third of all members of the Senate. This shall not include the presiding official.

11.10 Voting In the Senate

- a. Unless otherwise specified in this Constitution, decisions in the Senate shall be made by a majority vote of members present and voting, with at least half of the Senate's members being present.
- b. The Speaker does not have the right to vote, either originally or to cast a deciding vote. If the votes on any motion are tied, the motion will be considered defeated.
- c. When voting concerns the election or removal of any individual under this Constitution, the vote shall be conducted by secret ballot.
- d. Any individual who participates in Senate proceedings, either by sitting or voting, while knowing or having reasonable grounds to believe they are not entitled to do so, commits an offense. Upon conviction by the Judicial Council, the person shall face penalties, which could include suspension or disqualification from contesting elections under the UCCMSA.

11.11 Mode of Exercising Legislative Power

- a. The Senate's power to make resolutions is exercised through resolution bills, which are passed by the Senate and assented to by the President.
- b. Any motion for a resolution must be submitted by a member to the Clerk at least seven (7) days before a Senate sitting.
- c. The Clerk, in consultation with the Speaker or, in whose absence, the Deputy Speaker, will move the motion on the Senate floor based on their advice.
- d. Members will debate the motion and vote on the matter during the Senate sitting.

- e. Notwithstanding clauses (b), (c), and (d), the Speaker is required to inform the President and the relevant Executive Officer of the motion at least five (5) days before the Senate sitting. The Executive Officer has the right to appear before the Senate to provide further clarification of the issues raised in the motion.
- f. Once the Senate agrees on a resolution, the Clerk will submit it to the President for assent. This document, which shall be submitted to the President, will be referred to as a resolution bill.
- g. Every resolution bill must be accompanied by a memorandum that details the policy and principles of the bill, the deficiencies in existing practices, the proposed remedies, and the reasons for its introduction.
- h. Upon receiving a resolution bill, the President must indicate within three (3) days whether he assents to the bill or refuses it.
- i. If the President refuses to assent, he must, within five (5) days, provide a memorandum to the Speaker outlining any specific provisions of the bill that should be reconsidered, including recommendations for amendments if necessary.
- j. The Senate will reconsider the resolution bill, taking into account the President's comments as stated in clause (h) within five (5) days.
- k. If the reconsidered resolution bill is passed by the Senate with the support of at least two-thirds of all members, the President must assent to it within seven (7) days after the passage.
- l. Where the Senate and President are not able to reach an agreement on the passage or dismissal of a resolution, the matter shall be referred to the General Assembly for a decision to be taken.
- m. the Senate shall not have the power to pass a resolution bill that:
 - i. alters the decision of the Judicial Council in a case involving the parties to that decision or judgment.
 - ii. has a retrospective effect that imposes limitations or negatively affects the personal rights and liberties of any individual, or imposes any burden, obligation, or liability on any person.

11.12 Standing Orders of the Senate

- a. Subject to the provisions of this Constitution, the Senate may, by its standing orders, regulate its own procedure.
- b. The Senate may continue to function even if there is a vacancy in its membership, including any vacancy that has not been filled when the Senate first convenes after its dissolution. Additionally, the participation or presence of a person who is not entitled to be there will not invalidate the proceedings.

11.13 Attendance in the Senate of Executive Officers

- a. Any Executive Officer has the right to participate in Senate proceedings and will be granted all the privileges of a Senate member, except for the right to vote or hold an office within the Senate.

11.14 Contempt of the Senate

- a. Any action or failure to act that obstructs or hinders the Senate in carrying out its duties, or that obstructs or hinders a Senate officer in performing their responsibilities, or that insults the dignity of the Senate, or that directly or indirectly leads to such an outcome, constitutes contempt of the Senate.
- b. A person found guilty of contempt of the Senate by the Judicial Council will face penalties.
 - i. For an executive officer, this may result in suspension from office and disqualification from running for office for one (1) full academic year.
 - ii. For any other individual, it may lead to disqualification from running in elections under the UCCMSA for one (1) full academic year.

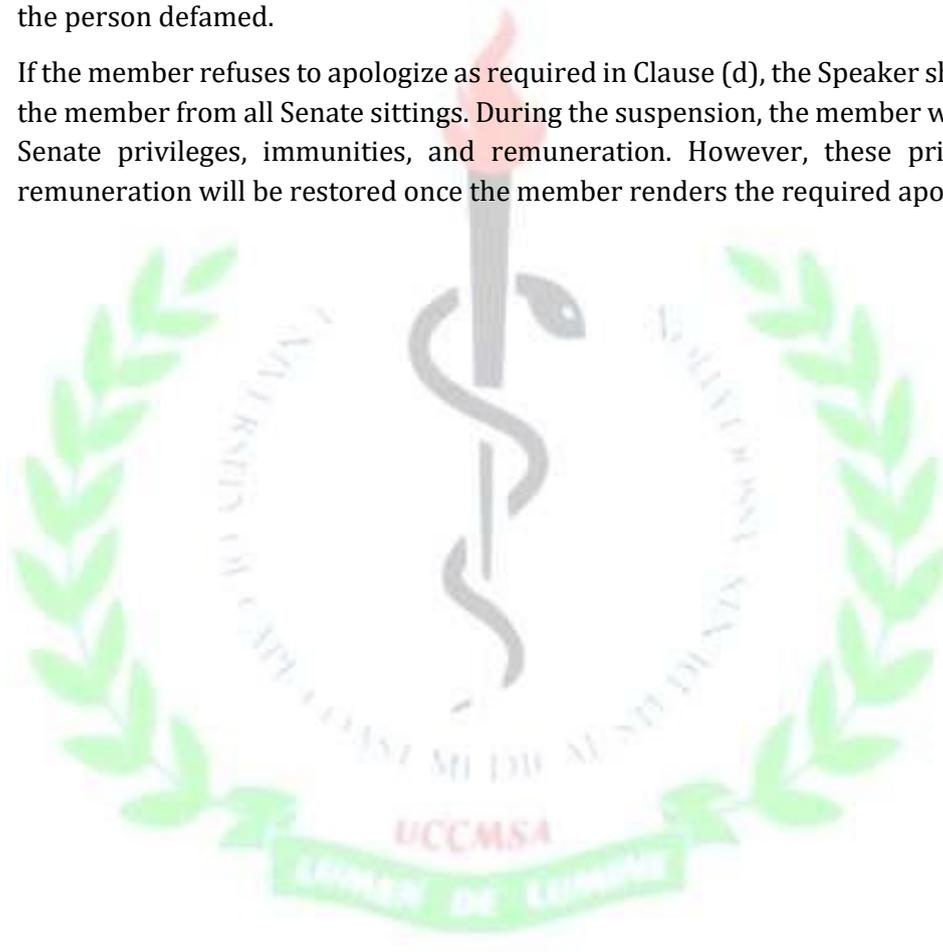
11.15 Right to Observe

- a. All members of the association have the right to attend and observe the Senate sittings.
- b. Notwithstanding Clause (a) of this article, students shall not attend and observe the Senate sittings where:
 - i. the Senate is debating a motion paper concerning the removal of an executive officer. Where the Senate determines that there is reasonable cause for an executive officer to be removed, grounds for his removal shall be initiated with the Judicial Council in accordance with due process.
 - ii. the Senate is casting a vote of no confidence in an Executive Officer. A vote of no confidence shall be cast on the executive officer on the grounds of gross incompetence only. Where an executive officer is alleged to have misconducted himself, his or her removal shall be initiated through a petition submitted to the Judicial Council.

11.16 Privileges & Immunities

- a. There shall be freedom of speech, debate, and proceedings within the Senate, and this freedom shall not be questioned or challenged in any judicial council or elsewhere outside the Senate under the UCCMSA.
- b. Subject to the provisions of this article, but without prejudice to the general effect of Clause (a) of this article, proceedings shall not be instituted against a member in any judicial council or place out of the Senate for any matter or thing brought by him in or before the Senate by a motion paper or otherwise.

- c. Whenever in the opinion of the Speaker, a statement made by a member is beyond a reasonable doubt defamatory of any person, the Speaker shall ask the member who passed the defamatory comment to render an apology within thirty minutes to the member who was defamed. The speaker shall suspend that member for the duration of the session of the Senate in which the defamatory statement was made following a refusal to render an apology within the stipulated time and refer the matter for inquiry to the Senate Committee on Privileges which shall report its finding to the Speaker not later than five (5) days after the matter was referred to it.
- d. If the committee reports that the statement was defamatory, the member who made the statement must apologize within three (3) days. The terms and manners of the apology will be approved by the Senate Committee on Privileges and communicated to the person defamed.
- e. If the member refuses to apologize as required in Clause (d), the Speaker shall suspend the member from all Senate sittings. During the suspension, the member will forfeit all Senate privileges, immunities, and remuneration. However, these privileges and remuneration will be restored once the member renders the required apology.



ARTICLE XII
THE GENERAL ASSEMBLY

12.1 Composition of the General Assembly (GA)

- a. The GA shall be made up of all members of the Association.
- b. The MSA President shall be the leader and chairperson of the GA.
- c. The legislature and the judiciary shall be duly represented at all GA meetings.

12.2 Functions of the GA

The GA shall:

- a. be the highest decision-making body of the Association.
- b. meet at least once a semester to deliberate on the plans of action and evaluate the reports of all MSA governing bodies.
- c. receive the President's Annual Report and approved audit report during the handing over ceremony.

12.3 Procedures of the GA

- a. GA can be called by the Executive Board in Consultation with the leadership of the Senate and Judicial Council, Electoral Commission for electoral purposes only, or any member of the association through the Judicial Council.
- b. A memo containing the agenda and details of the GA must be communicated to all members at least one (1) week before the set date and time for the GA.
- c. The President shall preside over all sittings of the General Assembly, and in his absence, the Vice President shall act accordingly. In instances where both are absent, a chair can be appointed from the Executive Board.
- d. The Speaker of the Senate shall moderate sittings of the General Assembly. This involves calling the house to order and inviting the President to chair the business of the day, following which the Speaker shall facilitate the closure of the meeting.
- e. No General Assembly decisions shall be taken outside the business of the day.
- f. All full members present at the GA shall have the right to make contributions.
- g. A quorum of more than 50% + 1 of the GA must be present before decisions by voting, and a simple majority can be made unless stated otherwise in the constitution.
- h. In the absence of a quorum at GA, a decision shall be made by a 60% majority of the total votes cast, provided there are at least 50 full members present, with each class being represented by one or more persons.
- i. When a 60% majority is not obtained by the majority votes in the preceding clause, the decision fails to be upheld.
- j. When the General Assembly is in recess, the Executive Board shall act on its behalf.

- k. The Chairperson of the GA shall recuse himself if he is the subject of a matter being discussed at the meeting. The next in line in the Office shall take over as the Chair of the meeting.
- l. Highlights of the GA shall be made available by the General Secretary within one (1) week after the GA.
- m. The Executive Board shall see to the proper implementation of resolutions passed at all GAs.

12.4 Meetings

- a. There shall be at least two (2) GAs during the term of office of an Executive Board.
- b. A GA shall be specially called for:
 - 1. election of officers.
 - 2. reading of financial statements and audit reports.
 - 3. open forums.
 - 4. handing-over ceremony, which shall be a public ceremony where:
 - i. the newly elected UCCMSA Executive Board shall be sworn into office.*
 - ii. awards are given to deserving members and patrons of the association.*
 - iii. the outgoing president shall read his/her annual report.*
 - 5. any other business that shall be determined by the Executives or Senate.

12.5 Emergency General Assembly

- a. It shall be lawful for the President or General Secretary, acting on the authority of the Executive Board, to convene an emergency General Assembly meeting provided the meeting and the agenda thereof are advertised at least twenty-four (24) hours before the set date and time.
- b. Any thirty (30) members or more with equal representation of students of classes in session may, upon presenting a written and signed memorandum to the President or General Secretary, request them to convene an emergency GA meeting.
- c. Subject to the immediately preceding sub-section, the Association's Public Relations Officer shall advertise a request for an emergency meeting and the proposed agenda at least twenty-four (24) hours before the meeting.
- d. Such a meeting shall be held on a date fixed by the signatories requesting the meeting, or on any convenient date.
- e. An issue whose delay shall not have any reasonably foreseeable significant impact on the members of the association shall not be the reason for an emergency GA. Where a member is of the view that the conveyance of an emergency GA is unwarranted, the member shall petition the Judicial Council to place an injunction on the GA meeting, following which the Judicial Council shall determine the legitimacy or otherwise of the emergency GA within three (3) days.
- f. Proceedings of the GA shall not be inconsistent with the letter and spirit of the UCCMSA Constitution.

ARTICLE XIII
THE JUDICIAL COUNCIL

13.1 Judicial Power of UCCMSA

- a. The Judicial Power of the UCCMSA resides in the Judicial Council and shall be exercised in accordance with the provisions of this Constitution.
- b. Neither the President, the Senate, nor any office under the UCCMSA shall have or be given final judicial power.
- c. The Judicial Council shall have jurisdiction in all matters relating to elections, impeachment, and conduct of members, including any matter that relates to the interpretation of this constitution, and any authority as the Senate may, through the legislature, give to it.
- d. It shall have the power to rule over any matter on which this constitution is silent.
- e. The president or any officer is liable to proceedings presented before the Judicial Council while in office for performing his or her functions, or for any act done or omitted to be done by him or her under this constitution.

13.2 Composition of The Council

The Judicial Council shall be composed of:

- a. the Judicial Council Chairperson, who shall be called the Chief Justice.
 - i. A Justice who desires to be the Chief Justice shall nominate himself/herself for the position of Chief Justice.
 - ii. Nominees for Chief Justice shall undergo vetting, following which the Chief Justice shall be elected through a secret ballot by all members of the Judicial Council.
 - iii. The Chief Justice shall be the head of the Judicial Council and shall have the right to empanel members of the Judicial Council for hearings and shall perform other duties provided for under this constitution.
- b. the Judicial Council Secretary, who shall keep records of proceedings of the Judicial Council and perform clerical duties.
- c. two representatives from each class, one male and one female, who shall be referred to as Justices.
- d. Justices who hold special positions in the Judicial Council, such as Chief Justice or Judicial Secretary, shall be selected from the sixteen Justices elected by the various classes.
- e. for a hearing of the Judicial Council where rulings or determinations shall be made, the Chief Justice must empanel an odd number of Justices, and they must be more than half the total number of justices.

13.3 Independence of The Judicial Council

- a. In the exercise of its functions, the Judicial Council shall be subject to the provisions of this constitution, the general university regulations, the SRC constitution, the FGMSA Constitution, and the Constitution of Ghana, and shall not be subject to the control or direction of any other person or body.
- b. Neither the President nor the Senate nor any person acting under the authority of the President or Senate nor any other person shall interfere with Judicial Council officers or other persons exercising judicial power, in the exercise of judicial functions, and all students shall accord to the Judicial Council such assistance as the Judicial Council may reasonably require to protect the independence, dignity and effectiveness of the Judicial Council, subject to the Constitution.
- c. A Judicial Council member or any person exercising judicial power shall not be liable to any action or suit for any act or omission by him in the exercise of the judicial power.
- d. Except otherwise stated in the Constitution, the Judicial Council shall have the authority to formulate rules concerning its proceedings. Such rules must, however, not be inconsistent with the best standards that enhance fairness in the administration of Justice.

13.4 Functions of The Judicial Council

- a. The Judicial Council shall have jurisdiction in every matter relating to the enforcement and interpretation of any provision of this Constitution and in every matter where it is alleged that a person or body of persons has/have acted ultra vires or contravened or acted in a manner inconsistent with any provision of the Constitution.
- b. The Judicial Council shall be mandated to resolve conflicts between students and/or groups of students in the Association.
- c. All impeachment proceedings against any officer in the Executive Board or Senate shall be brought before the Judicial Council.
- d. The Judicial Council shall publish its findings, conclusions, and recommendations on any proceedings and the justification for such on the various class official social platforms within two (2) weeks after sitting.
- e. It shall also have jurisdiction over every matter relating to electoral petitions, discipline, and all constitutional matters.
- f. It shall, at least once a year, educate members of the Association on the provisions of the constitution and Judicial Procedure.
- g. The council shall have the power to summon any member to its hearings.
- h. Any member who has been found by the Judicial Council to have acted or attempted to act or refused to act, which has resulted in the disruption of the normal administration of the Judicial Council, shall be charged with contempt of this Council and is liable to penalties.

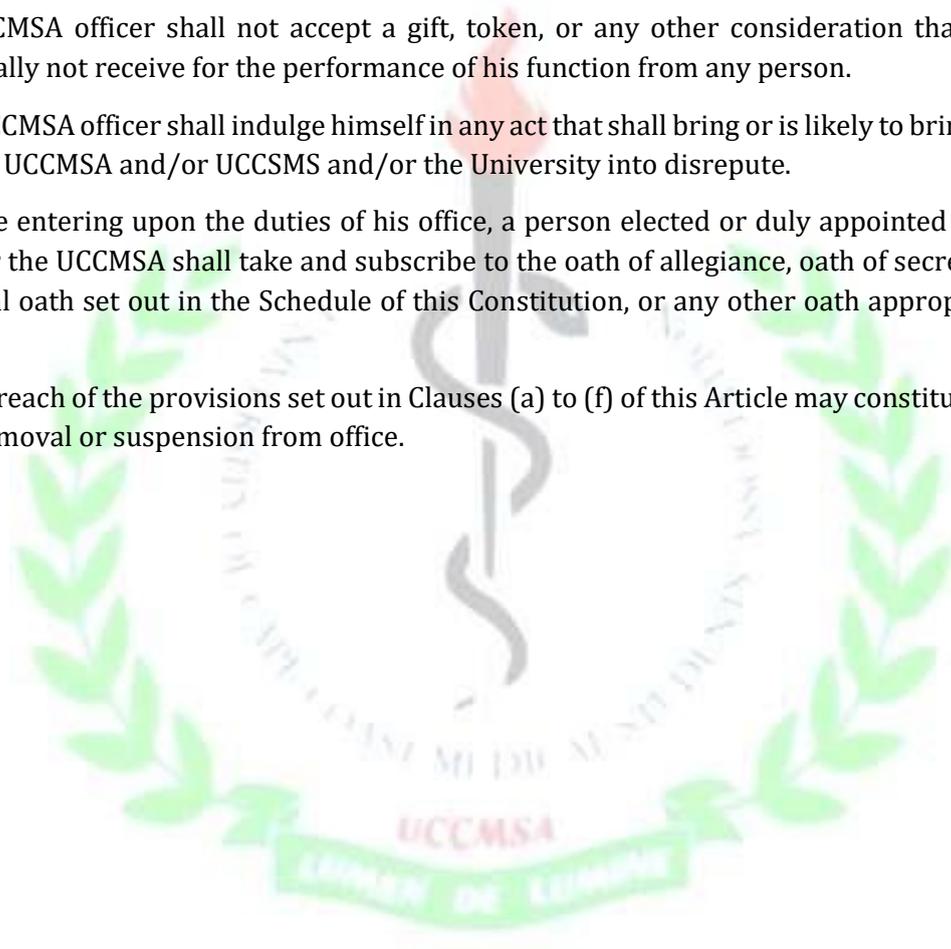
13.5 General Jurisdiction of The Judicial Council

- a. The Council shall be the first body of appeal. Where a body or party is dissatisfied with the ruling of the Judicial Council, they shall first appeal to the Judicial Council to reconsider its decision.
- b. Any appeal from a member or group of this association to the Judicial Council of the Students' Representative Council (SRC) of this University or any higher body in and out of the University that has not yet been heard by the Judicial Council of this association shall be deemed to be in contempt of Judicial Council of the UCCMSA.
- c. Where a member or body is dissatisfied with the ruling of the Judicial Council on an appeal, the ruling of the Judicial Council can be appealed at the Judicial Council of the Student Representative Council (SRC). The ruling of the SRC Judicial Council on the specific matter shall be final.
- d. Members who are dissatisfied with the rulings of the Judicial Council can alternatively seek an out-of-court resolution through a meeting with the Patron, where the Chief Justice or his representative, at least one other representative of the Judicial Council, and at least one representative, each of all parties to the suit must be present.
- e. The Judicial Council may rule on any legislation passed by the Senate after a petition is made to it by a member and it is convinced that the Senate acted beyond the powers that this constitution confers on it.
- f. The Judicial Council Chairperson or any Justices exercising judicial power shall not be liable to any action for any act or omission made in the exercise of judicial power unless a higher Judicial body, after an appeal, declares that he has acted beyond this constitution.
- g. Monies for the administration of the Judicial Council shall be obtained from the appropriate fund responsible for the administrative expenses of the UCCMSA after a budget has been drawn and submitted by it to the Financial Secretary.
- h. Only full members of the Association may institute proceedings against any officer or member. Counsels for parties to suits brought before the Judicial Council must themselves be full members of the Association. Bringing along a foreigner to a Judicial Council hearing without the authorization of the Chief Justice is tantamount to contempt of the Judicial Council.

ARTICLE XIV

CODE OF CONDUCT FOR THE UCCMSA OFFICER

- a. A UCCMSA officer shall not put himself in a position where his interest conflicts or is likely to conflict with the performance of his duties.
- b. A UCCMSA officer shall at all times act in the best interest of the Association.
- c. The exercise of power by any UCCMSA officer shall not be arbitrary, capricious, or biased, whether by resentment, prejudice, or personal dislike, and shall be in accordance with due process of law.
- d. A UCCMSA officer shall not accept a gift, token, or any other consideration that he would normally not receive for the performance of his function from any person.
- e. No UCCMSA officer shall indulge himself in any act that shall bring or is likely to bring the name of the UCCMSA and/or UCCSMS and/or the University into disrepute.
- f. Before entering upon the duties of his office, a person elected or duly appointed to an office under the UCCMSA shall take and subscribe to the oath of allegiance, oath of secrecy, and the official oath set out in the Schedule of this Constitution, or any other oath appropriate to his office.
- g. Any breach of the provisions set out in Clauses (a) to (f) of this Article may constitute a ground for removal or suspension from office.



ARTICLE XV
RESIGNATION AND REMOVAL

15.1 Resignation

- a. Any UCCMSA officer shall communicate his resignation in writing to the President through the General Secretary at least (7) days before the date on which he/she wishes to cease being an officer. Copies of the letter shall be made available to the Chief Justice and Speaker.
- b. In the case of a President, the resignation shall be sent to the Chief Justice.
- c. The UCCMSA President or Chief Justice, as the case may be, shall ensure that the PRO publishes the notice of resignation on all notice boards and the various official platforms of all councils, committees, and classes of the UCCMSA within seventy-two (72) hours after receipt of the resignation letter.
- d. In the case of an en bloc resignation of the Executive Board officers, they shall communicate their resignation in writing to the Judicial Council Chairperson and copy the same to the patrons of UCCMSA and the Speaker of the Senate.
- e. Regarding Clause (d) above, the Judicial Council Chairperson shall, in consultation with the Speaker of the Senate, form an interim management committee from among members of UCCMSA until fresh elections are held.
- f. If a UCCMSA officer resigns, he shall hand over all UCCMSA properties in his possession to the Judicial Council Chairperson at least seventy-two (72) hours before the date of resignation.

15.2 Grounds for Removal of UCCMSA Officers

- a. A UCCMSA officer shall be removed or suspended from office if found by the Judicial Council, in accordance with but not limited to the provisions of this article, to have:
 - i. acted in willful violation of the oath of office set out in the Schedule.
 - ii. acted in violation of any provision of this Constitution.
 - iii. misappropriated or embezzled funds of the Association.
 - iv. grossly misconducted himself.
 - v. been suspended or dismissed from UCCMSA.
 - vi. conducted himself in a manner that brings or is likely to bring the name of the UCCMSA into disrepute.
 - vii. deferred his course of study at UCCMSA.
 - viii. been incapable of performing the functions of his office because of the infirmity of mind or body.

15.3 Impeachment

- a. An Executive Officer or Senator in UCCMSA shall only be removed by the procedure specified below:
 - i. A petition for the removal of an executive officer or senator shall, by notice in writing, be addressed to the Judicial Council Chairperson stating the grounds for removal.
 - ii. Attached to the petition shall be a schedule containing the names, reference numbers, and signatures of five (5) students from each class or two-thirds of the membership of the Senate if the impeachment proceeding is initiated by the Senate.
 - iii. The Chief Justice shall, within seven (7) days of the receipt of such a notice of impeachment, empanel the Judicial Council to ascertain the merits of such a case. The Judicial Council shall set a date for a hearing in the instance where it determines that there is a case to be heard.
 - iv. Where the Judicial Council determines that there is a case to answer, a copy of the impeachment notice shall be served on the Executive Officer against whom such a proceeding has been proffered at least five (5) days before the hearing of such case, through the General Secretary.
 - v. Following the hearing, the decision of the Judicial Council shall be published on all notice boards and on the various official platforms of all councils, committees, and classes of UCCMSA.
 - vi. An impeached Executive Officer or Senator shall cease to be an officer in the Association and shall lose all privileges and benefits accruable to him or her.
- b. The Judicial Council Chairperson, a Justice of the Judicial Council, or the Speaker of the Senate shall only be removed by the procedure outlined below:
 - i. A petition for the removal of the Chief Justice, a Justice of the Judicial Council, or the Speaker of the Senate shall, by notice in writing, be addressed to the UCCMSA President.
 - ii. The President shall constitute a five (5) member committee consisting of two Judicial Council members, one of whom shall be appointed Chairperson by the President, and three other persons of excellent moral standing who are not members of the Executive Board, the Senate, or the Judicial Council.
 - iii. The committee appointed under paragraph (ii) of this clause shall inquire into the petition and recommend to the President whether the Judicial Council Chairperson or the Speaker of the Senate ought to be removed.
 - iv. All proceedings under this clause shall be held in the presence of UCCMSA members, and the Judicial Council Chairperson or the Speaker of the Senate is entitled to be heard in defence by himself or by a Counsel of his own choice.
 - v. The president shall, in each case, act in accordance with the recommendations of the committee.

SPECIAL COMMITTEES

ARTICLE XVI

ELECTORAL COMMISSION

16.1 Composition & Mandate

- a. The Electoral Commission shall be set up within four (4) weeks of the assumption of office of a new administration.
- b. The tenure of office of the Electoral Commissioner shall come to an end after a new Electoral Commissioner has been sworn into office by the President.
- c. The Electoral Commission shall be chaired by an Electoral Commissioner who shall be nominated by the President, undergo vetting, and whose appointment shall be subject to approval by the Senate.
- d. There must be at least one member from each class who will act as the Electoral Commission's representative to the class.
- e. There shall be a Deputy Electoral Commissioner and a Secretary who shall be selected from among the members of the Electoral Commission.
- f. In the performance of its function, the Electoral Commission shall not be subjected to the direction or control of any person or authority and shall act as an autonomous body, ensuring a free and fair election.

16.2 Functions

The Electoral Commission shall have the following functions:

- a. Conduct and supervise the elections, referenda, and opinion polls of UCCMSA.
- b. Stipulate the rules and regulations of elections in accordance with this constitution.
- c. Educate members on the electoral processes and laws.
- d. Publicize all relevant information concerning elections to members of UCCMSA in a timely fashion.
- e. Organize and count the votes on motions during General Assembly meetings.

16.3 Guidelines for the Conduct of Elections

I. Date of Elections

The election of officers for the Executive Board shall be held in the second semester at a date determined by the Electoral Commission. The date of elections shall be publicized to the members of the General Assembly at least one (1) month before the elections.

II. Eligibility to Vote

Eligibility to vote is open to all full members of the UCCMSA who are in good standing at the time of opening nominations.

III. Eligibility to stand for a position

- a. Executive positions in the Association are open to full members who have been in the Association for at least one (1) full academic year and have attended or observed at least 2 General Assembly meetings or Senate sittings of UCCMSA.
- b. Candidates vying for President should have attended or observed at least 3 General Assemblies or Senate sittings of UCCMSA and should have been a delegate of UCCMSA in at least one (1) FGMSA Congress.
- c. Only full members who have been in the association for at least two (2) full academic years can vie for the executive office of the President and Vice President.
- d. Only full members in the third year or above who are members of SCORE/SCOPE can contest for the position of Exchange Officer.
- e. Any full member who has repeated an academic year shall not be eligible.
- f. Any full member who commits an action such as examination malpractice, fraud, aiding and abetting crime, or any other act of commission or omission that infringes the constitution of Ghana and the laws of the University of Cape Coast and/or brings disrepute to the image and integrity the MSA and the Medical School shall automatically lose his right and privilege to stand and be voted for in elections of the association and shall also not be a part of any committee that is directly or indirectly related to the electioneering process.
- g. Any full member who commits any act of commission or omission that should have warranted a rustication or dismissal from the UCCSMS shall not be eligible to stand for any executive office in the association or be a part of any of the committees stated in the constitution.
- h. Members of the Electoral Commission are not eligible to run for executive positions. If any member of the EC wishes to run for office in UCCMSA/FGMSA, he/she must step down before being deemed eligible.

IV. Election By-laws

The Electoral Commission shall publish election by-laws, which shall be publicized on all UCCMSA notice boards and official electronic media pages at least 7 days before the filing of nominations. This must include the dates for vetting, manifesto reading, voting, and other relevant information.

V. Nominations

- a. Each candidate shall be nominated by a full member.
- b. Three (3) full members, at least one from each class, shall second the nomination.
- c. All Nominees shall face a vetting panel that shall be constituted by the Electoral Commission in consultation with the Senate to affirm the eligibility and competence of the candidates.
- d. All classes must be in session at the time of filing nominations.
- e. Nominations shall be open for at least two (2) weeks and at most four (4) weeks, subject to the discretion of the Electoral Commission.

VI. Vetting

- a. There shall be a Vetting Committee which shall comprise the Electoral Commissioner, two (2) representatives from the Executive Board, three (3) Senators, two (2) Judicial Council members, and two (2) other UCCMSA members in good standing appointed by the Electoral Commissioner.
- b. For the vetting panel to be duly constituted to sit, there must be at least five (5) members present.
- c. The Electoral Commissioner shall be the Chairperson of this Committee. In his/her absence, the Deputy Electoral Commissioner shall chair the committee.
- d. The Vetting Committee shall be responsible for vetting and ensuring that candidates for elections under this constitution satisfy the requirements spelled out by this constitution. Specifically, they shall indicate whether candidates for positions are recommended or not recommended based on their performance at vetting.
- e. The Vetting Committee shall have the power to disqualify any candidate for an election on grounds stated only in this constitution, the by-laws of the Electoral Commission, or a resolution by the Senate or General Assembly.
- f. Any objections to the eligibility of a candidate should be put in writing and submitted to the Chairperson of the Vetting Committee at least 2 days before the vetting process.

VII. Platforms

The Electoral Commission is charged with the responsibility of organizing official platforms (face-to-face) for candidates to be introduced to the electorate, read their manifestos, and react to questions from the electorate. Where necessary, the Electoral Commission may organize such platforms electronically.

VIII. Election Procedures

- a. The Executive Board Officers of the UCCMSA, except the Vice President, shall be elected through a secret ballot by the full members of UCCMSA. The elections shall be conducted with a transparent ballot box and ballot papers bearing the pictures and names of the candidates.
- b. The nominee for the Presidency shall have a running mate, who, upon winning the election, shall assume the office of the Vice President. Both candidates shall be vetted by the committee appointed to do so.
- c. Where the Election Commission wishes to conduct elections electronically, the election software must be presented to the Senate for testing and approval before they can proceed on that tangent at least two (2) weeks before the scheduled date for the elections. A two-thirds majority vote of the Senate is required to validate this motion.

- d. Every candidate may have an authorized polling agent at the various polling stations on the day of voting. Candidates wishing to present polling agents shall provide the Electoral Commission with the details of such agents not less than 24 hours before the day of voting.
- e. The Electoral Commissioner shall, after an election, declare provisional results which shall become final if the result of the election is not challenged within seventy-two (72) hours.
- f. Any instrument from the Electoral Commission that states that a student named in the instrument is declared elected shall be prima facie evidence that the person is duly elected.
- g. Any electoral procedure on which this Constitution is silent shall be referred to the Judicial Council for determination.
- h. The following offices of the Executive Board shall be elected:
 - i. President & Vice President
 - ii. General Secretary
 - iii. Financial Secretary
 - iv. Health Officer
 - v. Organizing Secretary
 - vi. Exchange Officer
 - vii. Public Relations Officer
 - viii. Projects Officer
 - ix. Women's Commissioner
- i. Senators shall be elected at the class level, and the names of elected senators shall be presented to the Electoral Commissioner by the Class President at least one (1) week before the scheduled date for handing over.

IX. Election Results

- a. The winner of the elections shall be decided based on a simple majority.
- b. For the Presidency, the winner shall have obtained at least 50% + 1 of the valid votes cast. In the event of no candidate acquiring the minimum 50% of valid votes cast, there shall be a second round of voting for the two (2) candidates with the majority of votes cast within seven (7) days after the declaration of official results.
- c. A candidate who stands unopposed shall require seventy percent (70%) of valid votes cast to be declared the winner.

16.4 Additional Rules Governing Elections

- a. All offices shall be held for one academic year, and any retiring officer shall be eligible for re-election, subject to satisfying the relevant provisions under Article VI, Section 2.III, Clause (e) of this Constitution.
- b. The Electoral Commission shall, if an executive office becomes vacant, organize a by-election within fourteen (14) days to fill the vacancy, unless otherwise stated in the constitution.

- c. No member of the executive board shall be eligible to contest a by-election without first resigning from his or her office.
- d. A by-election shall not be held if the position becomes vacant one month before the general election.
- e. Pursuant to Clause (d) of this article, the Executive Board shall appoint a member to fill the vacancy.
- f. In the event that a position is vacant at the close of a nomination period, the nomination time shall be extended by forty-eight (48) hours, and all members shall be duly notified.
- g. If the position is still vacant after the forty-eight (48) hour extension, then the election shall proceed.
- h. Such a vacancy under the preceding clause of this article shall be filled by an appointment by the President-elect of UCCMSA, following vetting and approval by the Senate.

16.5 Challenging Election Results

- a. The provisional results of an election shall, after it has been published, be challenged within seventy-two (72) hours, and no petition shall be received after this period.
- b. Any petition for challenge of elections shall be presented to the Judicial Council for adjudication.
- c. The Judicial Council shall, without prejudice to any provision in this Constitution, adjudicate on the merits of the petition within twenty-four hours after receipt of the petition.
- d. Pursuant to Clause (c) of this article, the Judicial Council shall investigate the petition within five (5) days if the petition has merit. The Judicial Council shall publish its findings and recommendations within twenty-four (24) hours after its investigation. The recommendations shall be binding.

ARTICLE XVII
AUDIT COMMITTEE

- a. The Audit Committee shall be set up by the Senate (4) weeks after the assumption of office of a new administration.
- b. The Audit Committee shall consist of one elected representative from each class.
- c. The Chairperson of the Audit Committee (Chief Auditor) shall be elected by members of the committee and sworn into office by the President at the first Senate sitting post Handing Over.
- d. The tenure of office of the Chief Auditor shall come to an end after a new Chief Auditor has been sworn into office by the President.
- e. The immediate past chairman of the Audit Committee shall play an advisory role.
- f. The committee shall audit accounts of the UCCMSA as of 6 weeks to the last day of the term of office in respect of:
 - i. 1. An income and expenditure account; including the same items as included in the budget for the year.
 - 2. A balance sheet, including assets and liabilities.
 - 3. Bank statements from the Association's bankers.
 - ii. The Audit Committee shall audit and report directly to the Senate within six (6) weeks after any major financial project of the Association. A major financial project includes such activities as National Health Week, UCCMSA Health Week, etc.
- g. The Audit Committee shall audit each Executive Officer halfway through their term of office, and at the end of the term of office, and report directly to the Senate.
- h. The Audit Committee shall present a report to be read by the Chief Auditor, deliberated on, and approved at a Senate Sitting specifically called for it before the handing over ceremony.
- i. The Audit Committee shall file a petition with the Judicial Council against any persons who:
 - i. shall be found culpable of embezzling, misappropriating, or mishandling the funds of the Association.
 - ii. shall hinder the work of the committee by aiding or abetting any such persons who shall embezzle, misappropriate, or mishandle the funds of the federation.
 - iii. shall broker a contract or deal on behalf of the Association without requisite consultation and subsequent approval from EB or GA, which shall land the Association into a judgement debt.
- j. The Judicial Council shall impose sanctions on a UCCMSA executive officer or member found to have misappropriated UCCMSA funds per the Audit Committee Report. Such sanctions shall include, but not be limited to, the reimbursement of the amount involved to the Association.
- k. A person shall be said to have misappropriated the funds of the Association if they are unable to provide compelling statements, receipts, invoices, or any such documents to support their expenditure of the federation's funds.

ARTICLE XVIII
TRANSITION COMMITTEE

18.1 The Mandate

- a. There shall be established a 5-member ad-hoc transition committee within seventy-two (72) hours after the declaration of election results, which shall facilitate the proper and legal transfer of power from the outgoing administration to the incoming administration. If there is an appeal, the committee shall be formed within seventy-two (72) hours after the declaration of the Judicial Council report.
- b. The transition period shall begin within seventy-two (72) hours after the declaration of the results of the general election and end immediately after the new UCCMSA administration is sworn into office.

18.2 Composition of the Transition Committee

The committee shall be composed of:

- a. the Chairperson who shall be the Judicial Council chairperson of the current or outgoing administration.
- b. the outgoing President or Vice-President
- c. the incoming President
- d. one other outgoing Executive Board member
- e. the outgoing Speaker or a representative of the Senate

18.3 Functions of the Transition Committee

The functions of the committee shall be:

- a. to ensure the newly elected officers and senators are properly oriented on their roles, meetings, the constitution, and any other procedure or information relevant to their duties.
- b. to ensure the members of the new administration are introduced to the administration of UCCSMS and all other relevant stakeholders.
- c. to ensure that all UCCMSA assets are properly accounted for and handed over by the outgoing UCCMSA administration to the incoming UCCMSA administration.
- d. to review the audit report and the transactions of the outgoing administration. The committee shall, for the effective performance of its functions, have the power to issue subpoena orders to compel anybody to appear before it.
- e. to organize and oversee the handing-over ceremony.

18.4 Handing Over and Swearing-In of New Officers

- a. The UCCMSA shall hand over power to a newly elected UCCMSA administration at a date decided by the Outgoing administration.

- b. The handing-over ceremony shall not exceed one (1) month after the declaration of election results.
- c. At the handing-over ceremony, the newly elected officers of the Association shall take and subscribe to the oath of office in Appendix II of this Constitution.
- d. At the eve of handing over, there shall be a final senate sitting where:
 - i. the audit report shall be deliberated on and approved if it has not already been done.
 - ii. newly elected senators shall be sworn into office by the outgoing Speaker of the Senate.
 - iii. the newly elected senators shall vote to select the new Speaker of the Senate. The election shall be by secret ballot and shall be organized by the Clerk of the Senate in collaboration with the Electoral Commission.
 - iv. there shall be a formal dissolution of the outgoing Senate.
- e. On the day of Handing Over, there shall be a General Assembly meeting where:
 - i. the Chief Auditor shall read out the approved audit report.
 - ii. the outgoing President shall read his or her annual report.
 - iii. the new Speaker of the Senate shall be sworn into office by the Chief Justice.
 - iv. there shall be a final swearing-in ceremony of the President-elect and newly elected officers of the UCCMSA Executive Board before the entire student body by the Judicial Council Chairperson.
 - v. the new President reads his/her acceptance speech.
- f. The first General Assembly of the new administration shall be held within four (4) weeks post-handing-over, where:
 - i. the President shall swear in the new Chief Justice and Justices of the Judicial Council.
 - ii. the new Chief Justice shall proceed to swear into office appointed deputies, committee heads, and other officers of UCCMSA.
 - iii. the General Secretary shall read out the Plan of Action of the new executive board.

ARTICLE XIX
CONSTITUTIONAL CREDENTIAL COMMITTEE (CCC)

19.1 The Mandate

- a. There shall be a Constitutional Credential Committee, set up by the Judicial Council within two (2) weeks after the constitution of the latter.
- b. It shall be the advisory and reference body of all issues related to the interpretation of the Constitution and By-laws of the UCCMSA during all formal meetings of the Association.

19.2 Composition of the CCC

The Constitutional Credential Committee shall be composed of:

- a. A chairperson who shall be a Judicial Council member appointed by the Chief Justice for such a role, and four other Judicial Council members.
- b. Members must be of high moral standing and have no ruling by a competent body standing against them.
- c. Members of the committee must be persons who have been full members of the association for at least one year and have attended at least two Senate or General Assembly meetings.
- d. Membership shall be for a minimum of one (1) administrative year and a maximum of two (2) administrative years.

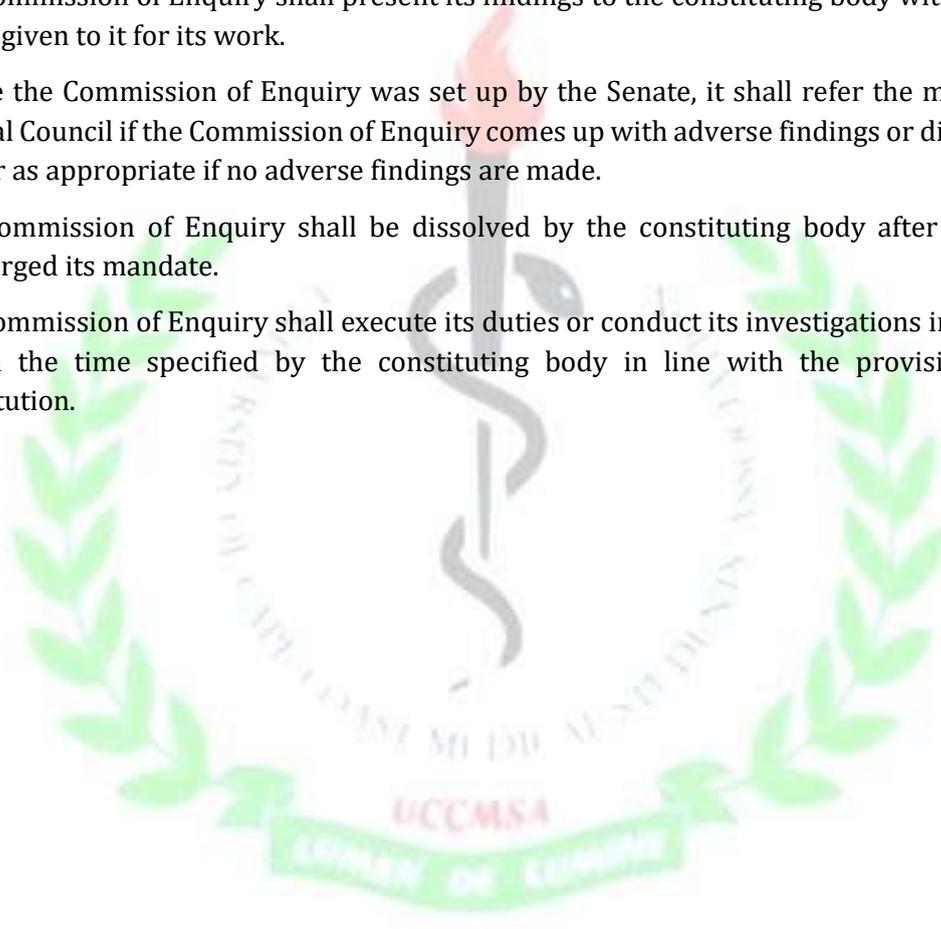
19.3 Functions of the CCC

The Constitutional Credential Committee shall:

- a. Grant voting rights during Senate sittings or General Assembly meetings according to the Constitution and the By-laws.
- b. Review motions and proposals that contradict the Constitution and By-laws.
- c. Decide when a disagreement in the interpretation of the Constitution and By-laws arises during Senate sittings or General Assembly meetings.
- d. Where a member or body is dissatisfied with the determination of the CCC, the dissatisfied member or party shall formally petition the Judicial Council. The Judicial Council is expected to decide within one (1) week. The chair or moderator of the meeting shall put the motion under contention on hold until the decision by the Judicial Council has been made, following which the meeting chair and parties involved shall comply with the decision of the Judicial Council.

ARTICLE XX
COMMISSION OF ENQUIRY

- a. The Senate shall set up a Commission of Enquiry in any case under its jurisdiction where an enquiry into a matter is warranted. The Commission of Enquiry must be fairly constituted, having equitable class distribution.
- b. The Judicial Council shall also have the power to set up a Commission of Enquiry into an issue it considers appropriate. Procedurally, the Chief Justice shall request the Speaker to constitute the Commission of Enquiry to investigate an issue(s) on which the Judicial Council must decide.
- c. The Commission of Enquiry shall present its findings to the constituting body within the time frame given to it for its work.
- d. Where the Commission of Enquiry was set up by the Senate, it shall refer the matter to the Judicial Council if the Commission of Enquiry comes up with adverse findings or dispose of the matter as appropriate if no adverse findings are made.
- e. The Commission of Enquiry shall be dissolved by the constituting body after it has duly discharged its mandate.
- f. The Commission of Enquiry shall execute its duties or conduct its investigations into a matter within the time specified by the constituting body in line with the provisions of this constitution.



ARTICLE XXI

MEETINGS

21.1 Quorum for Meetings

- a. All meetings of officers of UCCMSA or councils and committees under the UCCMSA shall be formal meetings unless otherwise specified.
- b. The quorum for GA to commence is 5% of the total eligible membership.
- c. The quorum for all other meetings (Senate sittings, Executive Council & Executive Board meetings) to commence, unless otherwise specified in this constitution, shall be two-thirds of the total eligible membership.
- d. Pursuant to Article 21.1, Clause (c) above, the quorum for voting to be done, unless otherwise specified in this constitution, shall be half of all members, with the Chairperson or President of the council or committee, or group, inclusive.
- e. If, after one hour of the time appointed for a meeting, a quorum has not been formed, the meeting shall be postponed to another date.
- f. A postponed meeting shall proceed even if the quorum for the commencement of the meeting is not met.

21.2 Conduct During Meetings

- a. In the spirit of professionalism, members are required to be properly dressed at GA meetings.
- b. The prescribed dress code for the women shall be formal wear or business casual, including but not limited to blouse and skirt or trousers with an appropriate footwear.
- c. The prescribed dress code for the men shall be formal wear or business casual, including but not limited to the association's cloth, any plain long sleeves, African print or smock, and trousers with an appropriate footwear. Shorts and slippers or flip-flops shall not be allowed inside the venue for the meeting.
- d. There shall be no smoking or consumption of alcoholic beverages at all meetings of UCCMSA. The Chairperson for that meeting shall expel any member who contravenes this provision from the meeting.
- e. During meetings, members shall not use abusive, provocative, or unparliamentary language. Any member who uses such language shall be asked to apologize to the affected party.
- f. In a debate on any motion, each member shall have the right to speak, except that a member who has already spoken on the motion cannot make a second speech on the same motion so long as a member who has not spoken desires the floor.
- g. No member shall speak for more than three (3) minutes at a time except with the permission of the chairperson.
- h. The Chairperson shall introduce the standing orders. He shall be free to take part in

- all discussions.
- i. Every speaker on the floor of the House must first address the chair and the House before proceeding with his or her statements. Every speaker shall address himself solely to the chairperson.
 - j. If two or more members seek the floor to speak at the same time, precedence shall be given to him who first catches the attention of the Chairperson.
 - k. A speaker on the floor of the house shall direct his/her speech strictly to the subject on the agenda under discussion if there is no motion on the floor.
 - l. As and when necessary, more standing orders may, in case of urgency or after notice is given, be suspended or changed at any sitting of the General Assembly or Senate so far as there is a two-thirds majority in favour of same.
 - m. The Chairperson of the meeting shall have the power to expel the culprit for the remainder of the meeting if he refuses to apologize and refer the issue to the Judicial Council for an investigation into the issue.
 - n. The Judicial Council shall convene within seventy-two (72) hours, and a resolution shall be sent to the council or committee in question in writing within five (5) days after their meeting on the said issue with recommendations.
 - o. The Chairperson of the council or committee shall act on the recommendations within seventy-two (72) hours after receipt of the letter with the recommendations.
 - p. If the member in clause (2) of this article is a member of the Judicial Council, the issue may be referred to the Senate.
 - q. Pursuant to clause (6) of this article, the Senate shall empanel a five (5) member committee within seventy-two (72) hours, who shall convene and present a letter with their findings and recommendations on the issue within five (5) days.
 - r. The Judicial Council shall act on the recommendations within seventy-two (72) hours.
 - s. Notwithstanding any provision of this article, an appeal may be sent to a higher judicial body. The resolution of the higher judicial body shall be binding under law.

ARTICLE XXII

FINANCE

22.1 Sources of Funds

Sources of funds shall include, but not be limited to:

- a. Annual dues and contributions from members.
- b. Fundraising activities by the fundraising committee.
- c. Donations from individuals and corporate bodies.
- d. Percentage of surplus gained from a partnership with another body or group. The percentage shall be as decided between the two bodies.

22.2 Account & Expenditure

- a. UCCMSA shall maintain its bank account, which is the UCCMSA Zenith Bank Account.
- b. A Patron, the President, and the Financial Secretary of UCCMSA shall be signatories to the bank account.
- c. The Financial Secretary shall keep true records of all deposits and withdrawals of UCCMSA from the account.
- d. All expenditures shall be recorded on a UCCMSA-internal invoice and Petty Cash Sheet, and such records shall be made available for auditing upon the request of the Chief Auditor.
- e. All withdrawals and expenditures from the Association's bank account shall be authorized by the Executive Board.

ARTICLE XXIII

HONORARIUM

- a. Certificates of Honor shall be presented to all elected and appointed officers and committee members recognized in this constitution upon successful completion of their tenure of office.
- b. The Senate shall identify and honor dedicated and committed members of the Association.
- c. On any grounds of resignation, impeachment, or vote of no confidence passed against any officer, he or she shall automatically forfeit his certificate of honor.
- d. Notwithstanding the provisions of Clause (c) of this article, an elected or appointed officer who resigned shall be eligible for a certificate of honor provided he or she served for more than two-thirds of his tenure of office.
- e. All expenditure incurred by any person or group of persons or committee in the discharge of duties to the Association shall be reimbursed out of the coffers of the Association by the Financial Secretary, subject to approval of the Executive Board and such amounts shall be deemed reasonable and consistent with prevailing rates for goods and service.
- f. All persons in positions of trust, authority, and responsibility shall enjoy such privileges and benefits as shall be determined by the Privileges Committee of the Senate.
- g. Appointed Officers shall be given appointment letters to confirm their appointments.

APPENDICES

APPENDIX I: STANDING ORDERS

A. MOTIONS

1. All full members shall have the right to file a motion.
2. All procedural motions shall be submitted in writing and must be handed over to the chairperson, whereupon the motion must be read immediately.
3. Without prejudice to the above, no matter shall be discussed unless it concerns an approved subject on the agenda.
4. A motion shall be ripe for discussion only after the mover and seconder have been allowed to justify the motion. The proposer shall, however, have the right to speak on a motion to find a seconder.
5. After the mover and seconder have spoken for the motion, the chairperson shall invite members to debate on the matter in the following order:
 - (a) for the motion.
 - (b) against the motion.
6. Members of GA shall vote on the motion by voting either for or against it. No further discussions on the matter shall be allowed once a decision has been taken by the house.
7. A motion may be amended by striking out words, inserting words, substituting new words for others, or a combination of the above.
8. 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 amendments will be open before a vote is taken on the first amendments.
9. A motion or amendment, once accepted, cannot be withdrawn without the consent of the majority of the members present at such a sitting, and no amendment shall be made to the motion once accepted without such consent.
10. 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 be allowed the mover.
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 with. It is, however, permissible for notice of further amendment to be given during discussion of the original amendment.
14. If an amendment were rejected, other amendments may be moved on the original motion. If an amendment is accepted, 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.

B. VOTING

1. Each full member of the UCCMSA shall be entitled to one vote.
2. Voting privileges shall include the right of members to make or second motions or nominations.
3. Except specifically stated in other sections of the constitution, decisions may be won by a simple majority of valid votes cast (excluding abstained votes).
4. If the number of voters for and against a motion is equal, the chairperson shall have the final say on the matter.
5. Voting shall be by a show of hands or as determined by the Chairperson unless otherwise stated in the constitution.
6. In voting on sensitive matters such as constitutional reviews or vote of no confidence, or in any matters that may be deemed by the chairperson as requiring confidentiality in voting, voting shall be by secret ballot.

C. INTERVENTIONS

In addition to discussions on a motion, the Chairperson shall recognize those requesting the floor by the following order of precedence:

1. Point of Order
2. Point of Correction
3. Point of Information

1. A point of Order must be heard at all times during deliberations except during the act of voting. It must deal with the conduct of the procedure of the meeting and concern only indecorum, transgression of standing orders, and calling attention to the introduction of matters not pertaining to the issues under consideration.

The Member rising on a point of order shall prove one or more of the following:

- a. that the speaker is traveling outside the scope of the motion under discussion.
- b. that the speaker is infringing upon the Constitution or standing orders.
- c. that the speaker is using abusive language.

The Chair cannot be taken on a point of order.

2. A point of Correction is where a member corrects another member on the floor whose statement is deemed a falsehood and can potentially mislead the house. A point of correction must be heard at all times during the deliberations, except during the act of voting.
3. A point of Information is one where information is asked for, from, or given to the speaker. If information is desired of a person holding the floor, he may decide whether or not he wishes to be interrupted at that time.

APPENDIX II: OATHS OF OFFICE

A. PRESIDENTIAL OATH

I _____, having been elected to the high office of President and Vice President of the University of Cape Coast Medical Students' Association do hereby in the name of the Almighty God swear that, I will be faithful and true to the UCCMSA; that I shall strive at all times to preserve, protect and defend the Constitution of the UCCMSA and I hereby dedicate myself utterly, without fear nor favor, to the service and welfare of the medical students in University of Cape Coast in particular and all students in Ghana generally, and to uphold the constitution of SRC, FGMSA, and IFMSA.

I further solemnly swear that I will conform to the principles of strict accountability financially and otherwise, and that should I at any time break this oath of office, I shall submit myself to the dictate of the UCCMSA constitution and suffer the penalty therefrom. So help me, God.

(To be sworn by the President & Vice President respectively at the handing over ceremony at which patrons of the associations and the student body shall be present and administered by the Judicial Council Chairperson.)

B. EXECUTIVE OFFICERS' OATH

I _____, having been elected as _____, do hereby in the name of GOD swear that I will at all times faithfully and truly serve the University of Cape Coast Medical Students' Association in my capacity as _____ that I will support and uphold the principle of meticulous accountability financial and otherwise, that I will seek the welfare of all individual members of the Association. I further solemnly swear (affirm) that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the UCCMSA constitution.

(To be sworn by the elected executive officers at the handing over ceremony, at which patrons of the associations and the student body shall be present, and by appointed executive officers before the President and Senate members. All are to be administered by the Judicial Council Chairperson.)

C. THE SENATE SPEAKER'S OATH

I _____, having been appointed Speaker of the Senate of the Medical Students' Association, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve the Medical Students' Association and its members; that I will faithfully and conscientiously discharge my duties as Speaker of the Senate; and that I will uphold, preserve, protect and defend the Constitution of the UCC Medical Students' Association, and that I will do right to all manner of persons in accordance with the Constitution and the laws and conventions of Senate without fear and favour, affection or ill-will. So help me God.

(To be sworn by the Senate Speaker before the President and Senate Members and administered by the Judicial Council Chairperson)

D. THE OATH OF MEMBERS OF THE SENATE

I _____, having been elected a member of the Senate, do in the name of the Almighty God swear that I will bear true faith and allegiance to the Constitution of the UCC Medical Students' Association and that I will faithfully and conscientiously discharge the duties of a member of the Senate. So help me God.

(To be sworn by members of the Senate before the Speaker of the Senate and the Judicial Council Chairperson or any other person(s) as the Speaker may designate)

E. THE JUDICIAL OATH

I _____, having been appointed Chairperson or Member of the Judicial Council of the Medical Students' Association, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve the Association and its members. I will bear true faith and allegiance to this association as by law established; that I will uphold its sovereignty and integrity; and that I will truly and faithfully perform the functions of my office without fear or favor, affection or ill-will in the adjudication of all matters that shall be brought under my jurisdiction; and that I will at all times uphold, preserve, protect and defend the Constitution of the Medical Students' Association. I further solemnly affirm that if I should at any time break this oath of office, I shall submit myself to the penalty prescribed. So help me God.

(To be sworn by a Chairperson of the Judicial Council before the members of the Council and administered by the President or by members of the Judicial Council before the President and administered by the Judicial Council Chairperson)

F. OATH OF SECRECY

I _____, holding the Office of _____ 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 or as may be specially permitted under this Constitution. So help me God.

(To be sworn by a member of the Judicial Council before the President and administered by the Judicial Council Chairperson)

APPENDIX III: GLOSSARY

CoHASSA	-	College of Health and Allied Sciences Students' Association
EB	-	Executive Board
Executive Year	-	Tenure of office of an executive board
FGMSA	-	Federation of Ghana Medical Students' Associations
GA	-	General Assembly
IFMSA	-	International Federation of Medical Students' Association
JC	-	Judicial Council
Modus Operandi	-	Mode of operation or working
Officer	-	Any member of UCCMSA who holds an office in any of the three working bodies that make up the administrative structure of UCCMSA.
Quorum	-	The minimum number of persons required to start a meeting and/or to vote in a meeting
SRC	-	Students Representative Council
UCCSMS	-	University of Cape Coast School of Medical School Sciences
Ultra vires (Latin)	-	Beyond the powers

APPENDIX IV: CONSTITUTION REVIEW DATES

First Constitution	-	2019
1 st Revision	-	2022
2 nd Revision (Current)	-	2025

APPENDIX V: THE SECOND CONSTITUTION REVIEW COMMITTEE

This constitution was reviewed by the nine-member committee below, in the Year of our Lord AD 2024.

1. Dr. Kofi-Quakyi Oduro	- Chairperson	5. Mr. William Ofori-Boateng	- Member
2. Mr. Joy Dzidzor Dunyah	- Editor-in-Chief & Deputy Chairperson	6. Ms. Ewuraba Esi Yamson	- Member
3. Mr. Issifu Ahmed Bawumia	- Secretary	7. Ms. Comfort Bannor	- Member
4. Ms. Lydia Okyere	- Member	8. Mr. Joyous Ocran	- Member
		9. Mr. Jehoshaphat Inkoom	- Member

The review was completed on 7th January 2025 and adopted as the legal framework for the governance of the UCCMSA by the General Assembly, chaired by the UCCMSA President for the 2024/2025 Academic year on 23rd May 2025.

This constitution will be due for review again in the Year of our Lord AD 2027.

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