

**THE CONSTITUTION OF THE**  
**UNIVERSITY OF GHANA MEDICAL**  
**STUDENTS' ASSOCIATION**  
**(UGMSA)**



## **DECLARATION**

This reviewed constitution was adopted on this DATE, **1<sup>st</sup> of May, 2019** by the General Assembly of the UGMSA at the Examination Hall of the Charles Easmon Building in Korle Bu Teaching Hospital as the basic law for the governance of the JCR and shall be legally binding under the supreme constitution of the Republic of Ghana.

UGMSA



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## **ARTICLE I**

### ***PREAMBLE***

With faith in God and determined to ensure the highest and best use of human qualities;

Wishing to create the vital instrument through which we shall equip ourselves adequately for service to our motherland, Ghana, and to produce a generation of students with patriotic consciousness to fulfil the aspirations of our motherland by participating meaningfully, purposefully and actively in national health affairs that affect the mass of our people;

Desirous of fostering unflinching solidarity and fraternity amongst our sister institutions, youth and people of our nation and all nations;

Resolving to let our knowledge have a liberating effect on our people;

Realising the paramount need for reformation and creation of an effective, democratic and progressive students' organisation to effect these noble and patriotic ideals;

We, the members of the University of Ghana Medical Students' Association in exercise of our undoubted right to appoint for ourselves the means whereby our Association shall be regulated and in order to promote the aims herein below set out, do hereby adopt, enact and give to ourselves this constitution.



## **ARTICLE II**

### ***VISION***

Enabling the **total development** of the medical and dental students and to be seen as the benchmark for all students' Associations in Africa.

### ***MISSION STATEMENT***

To enrich the experience of medical and dental students by providing quality service, representation and development opportunities for all our students and letting our knowledge have a liberating effect on the people of Ghana.

### ***CORE VALUES***

In the discharge of the mission statement, the UGMSA shall be known by these core values;

- i. Diversity
- ii. Integrity
- iii. Sacrifice
- iv. Fairness
- v. Democracy

### ***MOTTO***

LATIN: *id igitur ut omnes vivant*

ENGLISH: Genius (that quality that dazzles mortal eyes) is oft but perseverance in disguise.

### ***AIMS***

I. The aims of the UGMSA shall include but not limited to the following:

- (a) To serve as the mouthpiece of all students studying Medicine and Dentistry in the University of Ghana.
- (b) Promote the wellbeing and seek the interest of its members.
- (c) To co-ordinate the activities of all medical and dental students of the University of Ghana.



- (d) To promote interactions among its members and between members of the Association and members of other student associations in the areas of friendship, education, scientific knowledge and extra-curricular activities.
- (e) To help in promoting Public Health and to discuss, comment and act upon current affairs which are of interest or importance to students.
- (f) To encourage the intellectual, social and moral education of its members through lectures, symposia, debates, publications and voluntary work.
- (g) To support financially or otherwise, causes which merits its support.

II. These aims shall be pursued without regard to race, gender, disability, nationality, ethnic origin, religion, age or creed, independent of any political organisation; but positive discrimination in favour of any disadvantaged section of society shall be permissible.



### **ARTICLE III**

#### **CONSTITUTION**

##### **(a) Supremacy of the Constitution**

- i. This constitution shall be the supreme constitution of all members of the University of Ghana Medical Students' Association (UGMSA).
- ii. Notwithstanding article III clause (a) i, this constitution shall be subject to the constitution of the Republic of Ghana, Laws of Ghana and the Statutes establishing this University.

##### **(b) Review**

- i. The Constitution shall be reviewed every five (5) years by a Constitution Review Committee (CRC). In this regard, this document shall next be reviewed in the Year of our Lord **AD 2024**.
- ii. The CRC shall consist of **at least** seven (7) members.
- iii. Representatives from all classes shall serve on the committee.
- iv. The General Secretary **shall chair** this committee.
- v. The review shall be presented at a General Assembly after being made public for at least a week and accepted by a simple majority of full members of the association present at the time of voting.
- vi. The reviewed constitution following its acceptance at GA takes immediate effect.
- vii. The reviewed constitution if rejected by the general assembly after the first presentation shall be reviewed again by the committee for four weeks after the GA and presented to the GA.
- viii. The old constitution shall remain valid until the next review date if the reviewed document is rejected after the third presentation to the GA.

##### **(c) Amendment**

- i. No amendment(s) to this Constitution shall be proposed unless notice of such amendment has been given in writing to the General Secretary, signed by at least thirty members of the association, provided there are at least three signatories from each class.



- ii. Notice of the proposed amendment(s) shall be displayed through the General Secretary at least one (1) week before the meeting at which the amendment motion is to be moved.
- iii. Any resolution to amend or repeal any part(s) of this Constitution shall be passed by two-thirds majority of all members of the Association at a General Assembly, at which at least three members of the Judicial Committee shall be present.
- iv. Changes to the constitution shall be in effect immediately after voting. v. Changes to the standing orders require a simple majority.

(d) Constitution Book

A Constitutional book shall be kept in the UGMSA office in the care of the UGMSA General Secretary and shall be maintained as the true copy of the laws of the UGMSA as hereinafter defined.

In the case of any amendment the whole clause shall be rewritten, signed by the General Secretary and attached to the existing Constitution Book in place of the old clause.



## **ARTICLE IV**

### ***COMPOSITION OF THE UGMSA***

The UGMSA shall be composed of the following;

**(A) The General Assembly**

**(B) The Executive Board**

**(C) The Executive Council**

**(D) The Block Executives**

**(E) Council of Class Presidents**

**(F) The Special Committees;**

- i. The Judicial Committee
- ii. The Appeals Committee
- iii. The Disciplinary Committee
- iv. The Commission of Enquiry
- v. Audit Committee
- vi. Electoral Commission

**(G) The Sub-Committees**

- i. Editorial Board
- ii. Environmental Taskforce
- iii. Fund-raising Committee
- iv. Public Health Committee
- v. Sports and Entertainment Committee
- vi. Exchange and Elective Committee
- vii. Welfare Committee
- viii. Academic Committee

**(H) Ad-hoc Committees**



## **ARTICLE V**

### ***MEMBERSHIP***

#### **(a) Full Membership**

i. A full member shall be:

- a. A student of the University of Ghana studying Medicine or Dentistry.
- b. A member who is not in arrears of dues.

ii. All full members shall enjoy full benefits of the Association.

iii. **Voting:** Each full member has one vote.

#### **(b) Honorary Membership**

i. Subject to the approval of the General assembly of the UGMSA, the Executive Council shall confer honorary membership on any person(s) who show special interest in the activities of the UGMSA.

ii. Honorary membership shall be reviewed every four (4) years by the General Assembly.

iii. Voting: Honorary members shall have no voting rights.

#### **(c) Associate Membership**

i. Graduates of the University of Ghana School of Medicine & Dentistry (UGSMD), exchange or elective students as well as students and graduates of other tertiary institutions, shall, if they so desire, become Associate members by paying the Associate membership dues that will be determined by the GA every year.

ii. Associate membership shall be subject to approval of the GA.

iii. Privileges of Associate members shall be agreed upon by the GA.

iv. Voting: Associate members have no voting rights.

#### **(d) Honorary Life Members**

i. Subject to the approval of the General assembly, the Executive Council may confer Honorary Life Membership on any individual who shows special interest in the activities of the UGMSA and helps to uplift the image of the medical and dental students.



- ii. The individual should be an honorary member before consideration for Honorary Life Membership.
- iii. Honorary Life Membership shall be conferred subject to at least two-thirds majority vote at a General Assembly called for the purpose.
- iv. Voting: Honorary Life Members shall have no voting rights but may play an advisory role.

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## **ARTICLE VI**

### ***PATRONS***

- (a) The UGMSA shall have at least four (4) patrons. The Deans of the UGMS, UGDS and Provost of the College of Health Sciences of the University of Ghana shall be automatic patrons.
- (b) The patrons shall be reviewed biennially by the General Assembly and introduced at the Handing-over ceremony.
- (c) Subject to the approval of the General Assembly, the Executive Council shall be responsible for the appointment of Patrons.

The outgoing patrons shall be honoured at the UGMSA Annual fund raising dinner.

Role of Patrons: i. Advisory

ii. Supportive as deemed fit.



## **ARTICLE VII**

### ***AFFILIATIONS***

- a) The UGMSA shall be a member of the Federation of Ghana Medical Students' Association (FGMSA) and shall be subject to the constitution of the FGMSA.
- b) The UGMSA shall be a member of the Students' Representative Council (SRC) of the University of Ghana and shall be enjoined by tenets of its constitution. In this regard, it shall enjoy the full benefits of a Junior Common Room (JCR) of the University of Ghana.
- c) The UGMSA shall be affiliated to the National Union of Ghana Students (NUGS) through the FGMSA.
- d) The UGMSA shall be a member of the West African Medical Students' Association (WAMSA), the Federation of African Medical Students' Association (FAMSA) and the International Federation of Medical Students' Associations (IFMSA), through the FGMSA which is the mouthpiece of medical and dental students in Ghana.
- e) The UGMSA shall be entitled to explore areas of collaboration and collaborate with other recognised professional bodies in Ghana, namely the Ghana Medical Association (GMA), the Ghana Dental Association (GDA) and the other bodies such as Ghana Medical and Dental Council (GMDC), Ministry of Health (MOH), Ministry of Education (MOE), World Health Organisation (WHO), Ghana Health Service (GHS), and other local and international bodies.



## **ARTICLE VIII**

### ***EXECUTIVE COUNCIL***

*(a) The Executive Council shall be made of:*

- i. The President
- ii. The General Secretary
- iii. Chairperson of the Council of Class Presidents and Vice-Presidents
- iv. Immediate Past President
- v. Immediate Past General Secretary
- vi. Chairperson of the Judicial committee
- vii. Representative of the Welfare Committee
- viii. A Representative of the Block executives

*(b) Functions*

- i. The Executive Council shall see to it that resolutions passed at all General Assemblies shall be in conformity with this constitution and other laws governing the Association.
- ii. The Immediate past President shall chair the Executive Council.
- iii. The Immediate past General Secretary shall be the Secretary to the Executive Council.
- iv. Subject to GA approval, it shall determine such benefits and privileges as shall be enjoyed by all persons in positions of trust, authority and responsibility.
- v. The council shall meet at least once every three (3) months.
- vi. The council shall nominate and confer honorary membership upon the approval of a GA.
- vii. Subject to approval of GA, the council shall be responsible for appointing the Patrons of the UGMSA in consonance with article VI (c)



## **ARTICLE IX**

### ***EXECUTIVE BOARD***

#### *(a) Structure*

There shall be an Executive Board made up of the following elected officers:

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Deputy general secretary
- v. Organising secretary
- vi. Financial Secretary
- vii. Health Officer
- viii. Exchange Officer

#### *(b) Functions*

- i. The Executive Board shall be the governing body of the association.
- ii. It shall be responsible for the day to day activities of the UGMSA.
- iii. It shall ensure the appointment or election of members and heads of boards or committees in accordance with this constitution.
- iv. It shall have the power to appoint individual persons or ad-hoc committees to deal with specific problems.
- v. These individual persons or ad-hoc committees shall be temporary and directly responsible to the Executive Board, and shall operate within specific work definitions and time frame.
- vi. It shall act as the JCR Executives of the hostels—Blocks R, B, BQ & D.
- vii. The Executive Board shall appoint students onto the school boards and committees on which students have representation.
- viii. The Executive Board in times of emergency shall have powers to promptly and without prejudice to any provision in this constitution, assume emergency powers to contain the emergency situation, provided that the General Assembly shall be informed as soon as practicable, the use of such emergency powers.



*(C) Duration of Term of Office*

i. The Executive Board shall hold office for one (1) year, beginning on the midnight of 30<sup>th</sup> day of the Month of June unless the following circumstances prevail;

*a. Disruption of academic calendar*

*b. If any class is not in session prior to the voting for a new Executive Board*

*c. As deemed fit by a General Assembly*

ii. Members of a dissolved Executive Board shall not be eligible for re-election to any office.

iii. No member shall be an executive officer for more than two (2) executive years.



## **ARTICLE X**

### ***FUNCTIONS OF OFFICERS***

(a) The President shall:

- i. Be the chief spokesperson of all students in the UGMSA.
- ii. Direct, for all intents and purposes in a disciplined manner, the day to day affairs of the UGMSA.
- iii. Represent UGMSA at all meetings.
- iv. Actively participate in all UGMSA activities.
- v. Lead the UGMSA delegation to all local and International meetings unless otherwise determined by the Executive Board.
- vi. Represent the UGMSA on the School Management Committee and the Residential Board of the University of Ghana School of Medicine and Dentistry.
- vii. Preside over all General Assemblies and Executive Board meetings.
- viii. Be responsible for giving a mid-term and an end-of-term report to the General Assembly and all patrons.

(b) The Vice President shall:

- i. Be present at all General Assemblies.
- ii. Actively participate in all UGMSA activities
- iii. Be directly responsible to the President.
- iv. Act as an ex-officio member of all committees of the UGMSA and shall coordinate the activities of such committees provided for in this constitution.
- v. Be the Chairperson of the Local Organising Committee for the UGMSA week.
- vi. Represent the UGMSA on the Residential Board of the University of Ghana School of Medicine and Dentistry.
- vii. Assume the duties of the President when:
  - a. The President is disabled by reason of absence, illness or other incapacity from discharging his duties.
  - b. The office of the President becomes vacant by resignation, removal from office, or withdrawal from school.



(C) The General Secretary shall

- i. Be present at all General Assemblies.
- ii. Actively participate in all UGMSA activities
- iii. Be the Administrator of the UGMSA.
- iv. Carry out and take responsibility for all the correspondence of the UGMSA.
- v. Keep a diary of important UGMSA activities, which he/she shall present at the handing over ceremony.
- vi. Keep true and accurate minutes and records of all meetings of the Executive Board and General Assembly.

(d) The Deputy General Secretary shall

- i. Be present at all General Assemblies.
- ii. Actively participate in all UGMSA activities
- iii. Inform each class representative two weeks before a General assembly meeting.
- iv. Represent the Executive board on the editorial board
- v. Be directly responsible for the Debate Team of the UGMSA.
- vi. Be responsible for the Application and Processing of Overstay Allowance for Clinical Year students.
- vii. Assume the duties of the general secretary when:
  1. *The general secretary is disabled by reason of absence, illness or other incapacity from discharging his duties.*
  2. *The office of the General Secretary becomes vacant by resignation, removal from office, completion or withdrawal from school.*

(e) The organising secretary shall



- i. Be present at all General Assemblies.
- ii. Actively participate in all UGMSA activities.
- iii. Shall play an active role in the organisation of all UGMSA activities or programmes.
- iv. Chair the Sports and Entertainment Committee.
- v. Be directly responsible for the TV rooms in all the Blocks and the UGMSA Gym.
- vi. Shall set up the MEDLIGA board in consultation with the immediate past board and team managers to oversee the running of the league.

(f) The Financial Secretary shall

- i. Be present at all General Assemblies
- ii. Actively participate in all UGMSA activities
- iii. Chair the Fundraising Committee.
- v. Receive and collect all monies of the Association including but not limited to dues.
- vi. Keep an up-to-date and detailed account of the Association's funds and in this regard, act as an internal auditor.
- vii. Shall be responsible for providing a financial statement to the audit committee which shall detail the following:
  - 1. *An income and expenditure account; including at least 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.*

(g) The Health Officer shall

- i. Be present at all General Assemblies.
- ii. Actively participate in all UGMSA activities.
- iii. Chair the Public Health Committee.



- iv. Chair the Annual Health week planning committee which will be a subcommittee under the public health committee to organise the health week.
- v. Responsible for the Environmental Task Force (ETF) and general sanitation on campus.
- vi. Ensure that the school clinic adequately caters for the health needs of students.
- vii. Be directly responsible for the stocking and maintenance of the First Aid boxes in the hostels.
- viii. Initiate a viable health programme for the Association in liaison with other health authorities.

(h) Exchange Officer shall

- i. Be present at all Assemblies.
- ii. Actively participate in all UGMSA activities
- iii. Chair the Exchange and Elective Committee.
- iv. Be responsible for issuing a common letter (Combing letter) for the fundraising activities of students towards elective/exchange programmes and be directly responsible for all such letters.
- v. Represent the Association at the Standing Committee on Professional Exchanges (SCOPE) meetings of the FGMSA & IFMSA.



## **ARTICLE XI**

### ***BLOCK EXECUTIVES***

*a. The executives of each block shall be composed of;*

i. A block president elected by simple majority of valid vote cast during the general elections of the association **by members of the block only.**

ii. A block secretary appointed by the Block President.

iii. Floor representatives elected by their respective floors.

iv. The block executives shall meet quarterly with the UGMSA executive board to discuss issues pertaining to the blocks but would however have **no voting rights** during such meetings

*b. One of the block presidents shall be a representative on the executive council. This shall rotate yearly.*

*c. Functions of Block President*

Shall

i. See to the day to day administration of the block.

ii. Liaise with UGMSA executives to improve facilities of the block.

iii. Liaise with the hostel warden and Senior Hall Tutor to make sure facilities needed on the blocks are provided.

iv. Represent the Block on the Residential Board of the University of Ghana Medical School

iv. Embark on fundraising activities on behalf of the block with support and approval from the UGMSA executive body.

v. Meet all floor representatives on the block at least twice during term of office to plan developmental programmes for the block

vi. Chair all block meetings.

*d. Functions of the block secretary*

Shall



- i. Act as block president when the block president is disabled by reason of absence, illness or other incapacity from discharging his/her duties or when the block presidency becomes vacant by resignation, removal from office, completion or withdrawal from school.
- ii. Take minutes during block meetings
- iii. Document the various activities and programmes held on or by the block.
- iv. Be responsible for the upkeep and smooth running of the TV rooms and reading rooms of the block.
- v. Keep all financial records of the block.
- vi. Prepare a statement of account which would be made available to the UGMSA audit committee for auditing.

*e. Functions of floor representatives*

Shall

- i. Assist the block president in the day-to-day administration of their floors and maintenance of good sanitary conditions on their floors.
- ii. Liaise with the welfare committee to ensure the welfare of their floor members.
- iii. Liaise with the floor Tutors to enhance the welfare of the students on the floors.
- iv. Be present at all block meetings and General Assembly meetings.

*f. Removal from office*

- i. Any block executive may be removed from office by passing a vote of no confidence with at least two-third majority of the people present at the time of voting. The votes shall be cast by only members of the block to which the block executive belongs.
- ii. This shall be done in a meeting specially called for that purpose.

*g. Financing of block activities*

- i. UGMSA executive board shall make budgetary allocations to the blocks after approval of projects submitted to the UGMSA executives by the block executives.



- ii. Quarterly imprest for the maintenance of the various blocks shall be included in the budget presented to the GA.
- iii. The block executives shall organise fundraising activities with approval and support from the UGMSA executives.

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## **ARTICLE XII**

### ***COUNCIL OF CLASS PRESIDENTS***

(a) There shall be a Council of all Class Presidents of the University of Ghana Medical School

(b) The Council shall comprise;

i. All duly elected class presidents and Vice Presidents of the UGSMD and shall be headed by the Class President of the Final year UGMS class.

ii. The 3 UGMSA representatives to UGMS Educational committee (ie. 1 representative each for Medical, Dental and GEMP students who shall be appointed by the Council of Class Presidents). The Dental rep would sit on the same committee of the UGDS.

(C) The council shall serve to provide a forum for discussion of issues affecting the various classes in the Medical and Dental Schools individually and collectively, with special emphasis on academic concerns.

(d) An individual shall maintain membership on the Council for as long as he/she maintains his/her position as Class President or Vice President or UGMSA representative to UGMS & UGDS educational committees.

(e) The council shall meet for briefing and debriefing before and after each meeting of the UGMS & UGDS Education Committee.

(f) The Council shall meet at least once every other month.

(g) There shall be a secretary elected from amongst them.

(h) The UGMSA executives shall oversee the elections of the Class leaders of each new MBII class.



## **ARTICLE XIII**

### ***JUDICIAL COMMITTEE***

#### ***(a) Set-up***

- i. The Executive Board shall constitute a Judicial Committee (JC), four (4) weeks after coming into office.
- ii. The JC shall consist of Ten (10) members.
- iii. The JC shall comprise the immediate past President of the UGMSA, the immediate past Electoral Commissioner, two representatives from the immediate past JC and six (6) other members elected one from each class (MBII to 3<sup>rd</sup> Clinical year and the Pre-clinical GEMP class) and approved by GA.
- iv. A minimum of 6 Persons (including the Chairperson and/or Deputy) shall be required before the Judicial committee can sit for a ruling.
- iv. A Chairperson and Deputy Chairperson shall be appointed from amongst them through a secret ballot.
- v. In all matters under consideration, the decision of the JC shall pass by simple majority. The Chair would be exempt from voting.

#### ***(b) Functions***

The JC shall have jurisdiction:

1. In every matter relating to the enforcement or interpretation of any provision of this constitution.
- ii. In every matter where it is alleged that a person or body of persons have acted contrary to the spirit and letter of the constitution or any other provision as determined by a commission of enquiry.
2. The JC shall Appellate jurisdiction over all nomination petitions dealt with by the Electoral Commissioner.
3. The JC shall petition any case it deems appropriate in which the school authorities find a student to have committed an offence.
4. The JC shall have powers to place an injunction on any further action by any other UGMSA committee or council concerning any matter before it.



5. The JC shall have the right to discipline or impose fines on any party it deems fit or refer to the Disciplinary committee of the UGSMD.

(c) A member of the Judicial Committee shall not be liable to any action or suit for any act or omission by him/her in the A member of the Judicial Committee shall not be liable to any action or suit for any act or omission by him/her in the exercise of Judicial power.

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## **ARTICLE XIV**

### ***APPEALS COMMITTEE***

#### ***(a) Set-up***

i. The Executive Board shall constitute an Appeal Committee (AC), four (4) weeks after coming into office.

#### ***(b) The appeal committee (AC) shall consist of the;***

i. The Senior Hall Tutor

ii. Chairperson of the Judicial committee

iii. The Vice Dean of UGMS or their appointees to the committee

iv. A representative from each class in UGSMD (who should be approved by GA like all other committee members).

(c) The Senior Hall Tutor shall chair this committee.

(d) Without prejudice to any provision(s) of this constitution, an appeal shall be as of right from judgement or order of the Judicial Committee

(e) Decisions of this committee shall be passed by simple majority and shall be upheld as final concerning the matter under consideration as far as this constitution is concerned.

(f) An aggrieved party shall have the privilege of petitioning the Appeals committee for a review of a decision made by the Judicial Committee and the Appeals Committee has the power to repeal or affirm decisions made by the Judicial Committee brought before them.

(g) The decision or ruling of the Appeals committee on matters brought before it from the Judicial committee shall be final and binding.



## **ARTICLE XV**

### ***COMMISSION OF ENQUIRY***

- (a) The Executive Council shall have the power to set up Commissions of Enquiry in all appropriate cases provided that the appointments to serve on such commissions shall be approved by the General Assembly.
- (b) The General assembly shall also have the power to set up a Commission of Enquiry into an issue it considers appropriate.
- (c) A Commission of Enquiry shall present its findings to the constituting body.
- (d) The constituting body shall refer the matter to the Judicial Committee 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 XVI**

### ***ELECTORAL COMMISSION***

#### *a. Composition and Mandate*

- i. The electoral commission shall comprise a main Electoral Commissioner and the Electoral Commissioner for each class of the UGMS & UGDS.
- ii. The Electoral Commission shall have an Electoral Commissioner who shall be elected at a GA specially called for the purpose.
- iii. The Electoral Commissioner aspirant should earn a 50% plus one valid votes cast if contesting against another candidate. If the candidate stands unopposed, he/she should earn at least 70% of the valid votes cast.
- iv. The Electoral commission should appoint from among them a Deputy Electoral Commission who shall act in the stead of the Main in his/her absence.
- v. The elections of the association shall be conducted by the Electoral Commission.
- vi. The Electoral Commission shall stipulate the rules and regulations of the elections in accordance with this constitution and shall convene a General Assembly for a “vote of no confidence” when necessary.
- vii. In the performance of its function, the Electoral Commission shall not be subject to the direction or control of any person or authority.



## **ARTICLE XVII**

### ***AUDIT COMMITTEE***

- i. The audit committee shall be set up by the executive board on approval of a GA 4 weeks after assuming office.
- ii. The audit committee shall consist of a representative from each class.
- iii. Election of Audit Committee members shall be done at the level of the various classes. Each class shall elect its own auditor.
- iv. The chairman of the audit committee shall be elected by the members of the committee and presented to the General Assembly.
- v. The immediate past chairman of the audit committee shall play an advisory role.
- vi. The report of the Audit committee shall be ready as of the midnight of the 30<sup>th</sup> day of the month of June and shall be in respect of:
  1. *An income and expenditure account; including at least 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.*
- vii. The Audit Committee shall audit and report directly to the General Assembly at most six (6) weeks after any major financial project of the Association. A major financial project includes such activities as National Health Week, Inter Medical Sports Competition, UGMSA week, FGMSA Congress (where applicable).
- viii. The Audit Committee shall present a final audited report to be read out by the Chief Auditor at the General Assembly at least two weeks before the handing over ceremony.



## **ARTICLE XVIII**

### ***THE SUB-COMMITTEES***

(a) These shall be appointed by the Executive Board and shall deal with specific fields. These shall include:

- i. Editorial board
- ii. The Fundraising Committee
- iii. Public health committee
- iv. Sports and entertainment committee
- v. Exchange and elective committee
- vi. Welfare committee
- vii. Academic committee

#### *(b) Provisions for Sub-Committees*

- i. The new Executive Board shall appoint them within four (4) weeks of coming into office.
- ii. Members of the UGMSA shall serve on not more than two (2) sub-committees except for members of the Executive Board who may serve on a maximum of three (3) committees.
- iii. Each sub-committee shall meet at least once every quarter or three (3) months.
- iv. All meetings shall be convened by the chairperson or a member delegated to do so in the capacity of the chairperson.
- v. 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.
- vi. Each Committee shall appoint unto itself a Deputy Chair.
- vii. Each sub-committee shall appoint unto itself 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 UGMSA or General Assembly upon request.

- viii. Decisions taken at all meetings shall be subject to approval by the Executive Board and shall be binding on all members of the association.



- ix. Representatives to all sub-committees shall be responsible for presenting a feedback to all bodies/groups which they represent. They shall use such means as meetings and notices posted on students' notice boards.

*(c) Composition and Functions*

**i. Editorial Board**

1. Shall be made up of at least ten (10) members.
2. The chairperson of the Board shall be the Editor-in-Chief who shall be appointed by the Executive Board in consultation with the outgoing Editorial board within four weeks of assumption of office.
3. The board shall be made up of but not limited to the production team, the advertising team and the marketing team.
4. It shall publish manuals, magazines, newsletters etc. of the Association.
5. The board shall publicize the activities of the association in their publications.
6. The UGMSA executive board shall make budgetary allocation to the editorial board to support its work.
7. The board shall be encouraged to become financially independent.
8. The activities of the board shall be audited by the UGMSA audit committee.
9. There shall be an editorial board document which shall provide guiding principles to the board.
10. The editorial board document shall be reviewed each year by the board and adopted to guide their activities during the year.
11. Editorial Board shall have a bank account to which the UGMSA financial secretary and editor in chief of the editorial Board shall be signatories.

**ii. Public Health Committee**

1. Shall consist of at least nine (9) members.
2. The Local Health Officer shall chair this committee.



3. It shall organise outreach programmes as part of the Association's social responsibility and also to raise funds for the Association.
4. It shall form the core of the annual health week planning committee which shall be set up under the PHC to organise an annual health week.
5. It shall initiate and co-ordinate viable health programmes for the Association in liaison with other health authorities.
- 6.. It shall organise clean up exercises from time to time.
- 7.. It shall come up with standards to guide food providers.
- 8.. It shall monitor food providers in order to ensure that they sell under hygienic conditions.
- 9.. It shall organise screening of the food sellers.
10. It shall receive and address issues raised by students against any food provider.

**iii. Sports and Entertainment Committee**

1. Shall consist of at least ten (10) members with fair representation from each class, with the sports secretaries of each class being compulsory members.
2. The quorum shall be five: the organising secretary and four other members.
3. The Organising Secretary shall chair this committee.
4. The committee shall organise sporting and social activities for the Association.
5. The committee shall supervise, co-ordinate and assist in organising interclass gala (in football, basketball, lawn tennis, volleyball and table tennis), a standing school team in various sporting disciplines, welcome games and social activities for first year medical students and new hostel residents.
6. The committee shall work hand in hand with the UGMSA week committee, MOMIC and Local Organising Committee for FGMSA Congress (where applicable).

**iv. Exchange and Elective Committee**

- 1) Shall consist of at least seven (7) members.
- 2) The quorum shall be five: the exchange Officer and four other members.



- 3) The Exchange Officer shall chair this committee.
- 4) Shall co-ordinate all elective and exchange programmes both locally and internationally.
- 5) Shall organise an annual Elective Symposium.
- 6) Shall be responsible for ensuring that the exchange programme is carried out according to the IFMSA codes.
- 7) Shall be responsible for ensuring that the out-going exchanges fulfil the exchange conditions of the host country.
- 8) Shall establish and maintain contact with the Faculties of Medicine, University Hospital Heads, Heads of Hospital Departments, Heads of Laboratories, Research and Experimental Institutions and similar people and institutions to ensure the availability of the widest possible range of exchange places.
- 9) Organise, where possible, cultural and social programmes for exchange students.
- 10) Shall make all possible attempts to ensure that responsible governmental authorities issue visas to incoming and outgoing exchange and elective students.
- 11) Shall see to the general welfare of all incoming exchange and elective student.

#### **v. Welfare Committee**

1. Shall consist of at least fifteen (15) members comprising the following: *the welfare Secretaries of the various classes (MBII – Final year), the block Secretaries, the Health Officer*
2. The quorum shall be eight members including the Chairperson.
3. The Executive Board shall appoint the chairperson of the committee.
4. It shall be concerned with the general welfare of students of the Association.
5. It shall form a forum for discussion of students' grievances, whether social, academic, etc.
6. It shall seek to improve food availability, affordability and safety, security on campus, amenities and offering social and moral support.
7. It shall seek to improve the learning environment of students.



8. It shall serve as the link between the Executive Board and the student body in general in all matters relating to the welfare of students.
9. It shall be in charge of refreshments at General Assembly meetings.

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## **ARTICLE XIX**

### **GENERAL ASSEMBLY (GA)**

#### *(a) Composition*

- i. There shall be a delegate representation at GA meetings.  
The delegates shall be:
  1. The 8 executive board members.
  2. The block executives: the block President and the block Secretary from each block.
  3. The floor representatives: nine (9) each from B block, D block & R block, 8 from BQ and 4 from KISH.
  4. Class representatives, three (3) each from MBII to third clinical year. Of the three, two (2) should be medical students and one (1) a dental student. There shall also be a representative from each of the 2 Phase I GEMP Classes.
  5. General Secretary of the MEDLIGA board.
  6. Members of the Immediate past executive board.
  7. Editor-in-chief of the editorial board.
- ii. All delegates shall be full members of the Association and the executive board shall at the beginning of the executive year shall collate and update (when necessary) a register of the delegates.
- iii. General Assembly meetings shall be open to all full members of the Association.

#### *(b) Functions*

1. The GA shall be the highest legislative body of the Association and decisions taken at a GA shall be binding on all members of the Association.
2. The GA shall discuss all issues concerning the welfare of all students.
3. The GA shall consider and approve the financial estimates (budget) for the year submitted by the financial secretary on behalf of the Executive Board.
4. The GA shall have the power to remove or withdraw any or all members of the Executive Board, the head or member of any committee or body in the UGMSA upon stated misbehaviour, provided the Judicial Committee is first petitioned and a recommendation given to the General Assembly.



5. The GA shall approve of patrons and grant honorary membership to deserving individuals for the Association upon recommendation from the Executive Council.

(c) *Meetings*

1. There shall be at least four (4) GAs during the term of office of an Executive Board.
2. One of the GAs, in addition to any other businesses, shall be specially called for:
  - election of officers
  - reading of financial statement and audit report
  - handing-over ceremony which shall be a public ceremony where:
    - i. *UGMSA Executive Board and GA delegates shall be sworn into office*
    - ii. *Awards given to deserving members and patrons of the association.*
    - iii. *The outgoing president and outgoing General Secretary shall read their annual report.*
3. The President shall preside over all sittings of the General Assembly, and in his absence, the Vice President acts accordingly.
4. All delegates of the GA shall be full members of the association
5. All full members present at GA shall have the right to make contributions.
6. Highlights of the GA shall be put on the notice board by the General Secretary within 72 hours after the GA.
7. The Executive Board shall see to the proper implementation of resolutions passed at all GAs.
8. The new Executive Board shall present a programme of activities and budget for the first half of its term in office within four (4) weeks of being in office to the GA.
9. 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 Office shall take over as the Chair of the meeting

(d). *Voting*

1. Each delegate and full member present at the time of voting shall have one vote only.
2. The Electoral Commissioner or his/her representative shall be present at all GAs to conduct voting.
3. The delegates can be voted out by two thirds majority of the body they represent.



4. Decisions at the GA shall pass by popular acclaim, or in case of voting, by a simple majority or by two thirds in cases of amendment or repeal of parts of the constitution.

5. The Chairperson of the GA **shall not** have voting rights.

(e) *emergency general assembly*

(i) 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 be advertised for at least twenty-four (24) hours.

(ii) 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 (except in cases of vote of no confidence).

(iii) Subject to the immediately preceding sub-section, the Association's General Secretary shall advertise a request for an emergency meeting and the proposed agenda at least twenty-four (24) hours before the meeting.

(iv) Such a meeting shall be held on a date fixed by the signatories requesting the meeting, or on any convenient date.

(f) *For the avoidance of doubt, it is hereby declared that proceedings of the GA shall not be inconsistent with the letter and spirit of the UGMSA Constitution.*



## **ARTICLE XX**

### ***QUORUM***

- (a) At all meetings of the General Assembly, thirty (30) full members including at least Four (4) members of the Executive Board, shall form a quorum.
- (b) At all meetings of the Executive Board, the President or Vice-President and four (4) other Executive Officers shall constitute a quorum.
- (c) At all meetings of the Executive Council, the Chairperson and four (4) other members shall constitute a quorum.
- (d) If within an hour and half of the time appointed for any of the above meetings, a quorum is not formed, the meeting shall be postponed to another date.



## ARTICLE XXI

### ***VOTE OF NO CONFIDENCE***

- i. On application by any sixty (60) full members (with at least five (5) from each class in session and for each class each block should be represented), in good standing, by notice in writing to the Chairperson of the Electoral Commission, proceedings for 'vote of no confidence' shall be commenced in any or all members of the Executive Board provided that such members are served with a copy of notice within 48 hours of receiving the application.
- ii. The public announcement for the vote of no confidence shall be done a week after the application is filed.
- iii. A General Assembly for a vote of no confidence shall be convened by the Electoral Commission 15 clear days after the application is filed and advertised for seven (7) days before the date of the meeting.
- iv. Upon a motion from the floor, duly seconded and supported by at least two-thirds majority of the members at the General Assembly, a vote of no confidence shall be passed on any executive officer of the association if:
  - a. *He/she is judged to have embezzled funds by the JC.*
  - b. *He/she is adjudged to have recklessly handled the finances of the association.*
  - c. *He/she is proven to be inefficient or negligent in the discharge of assigned duties.*
  - d. *He/she absents himself/herself from meetings without reasonable cause.*
  - e. *He/she is adjudged to have acted in a manner prejudicial to the interest of the general student body.*
  - f. *The Judicial Committee makes adverse findings against him/her.*
- v. If a vote of no confidence is passed on the whole Executive Board, it shall be dissolved and a new Executive Board shall be elected. An election shall be conducted by the Electoral Commissioner only if the new executives would be in office for at least three months before the next executive year.
- vi. The Electoral Commission shall act as a Caretaker Executive Board in the instance of a vote of no confidence being passed on the whole Executive Board or if they resign under their own hand.



## **ARTICLE XXII**

### ***INDEMNITY***

Members of the Executive Board shall be indemnified out of the assets and accounts of the Association against any liabilities as may be incurred on behalf of the Association, provided that such shall have been incurred in the legitimate and lawful execution of the duties as assigned to them under this constitution.

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## **ARTICLE XXIII**

### ***ELECTIONS***

#### ***(a) Date of Elections***

Election of officers for the Executive Board shall be held before the completion of the term of office of the incumbent Executive Board and at the earliest time convenient for all classes in the Medical and Dental Schools.

#### ***(b) Electoral Commission***

- i. The elections shall be conducted by the Electoral Commission of the UGMSA headed by the Electoral commissioner (EC) elected by a General Assembly specially called for the purpose. The elected commissioner shall serve as the EC for the incoming administrative year till the election of a new EC
- ii. The Electoral Commission shall stipulate the rules and regulations of the elections in accordance with this constitution and shall convene a General Assembly for a “vote of no confidence” when necessary.

#### ***(c) Guidelines for the Conduct of Elections***

The Electoral Commission shall conduct elections in accordance with the following guidelines:

##### **i. Eligibility**

Eligibility is open to all full members of the UGMSA:

1. Who are in good standing at the time of opening of nominations;
  - (a) who have had lectures on Korle Bu campus for at least a year.
  - (b) Who have attended at least 2 General Assemblies of the UGMSA; however for candidates vying for President, they should have attended at least one FGMSA congress and at least one UGSRC General Assembly meeting.
2. Members of the Electoral Commission and the Council of Class Presidents are not eligible. If any member of the both Committees wishes to run for an office (in UGMSA/FGMSA), he/she must step down before being deemed eligible.



## **ii. Election Bye-Laws**

The Electoral Commission shall publish election bye-laws, which shall be exhibited at least 7 days before the filing of nominations.

## **iii. Nominations**

1. Each candidate shall be nominated by a full member.
2. Twenty (20) full members shall second nominations, not more than six (6) but at least two (2) full members from each class.
3. At the time of nominations, all classes in school must be in session. Nomination forms shall be purchased from the Electoral Commission at a fee to be determined by the Executive Council with the advice of the Electoral Commissioner.

## **iv. Vetting**

1. There shall be a vetting committee which shall comprise the Electoral Commissioner, two representatives from the Executive Board, a representative from the Council of Class Presidents, and three (3) other UGMSA members in good standing appointed by the Electoral Commissioner in consultation with the Executive Board.
2. The Electoral commissioner shall be the chairperson of this committee. In his/her absence, the Deputy Electoral Commissioner shall be the chairperson.
3. The Vetting Committee shall be responsible for vetting and ensuring that candidates for elections under this constitution satisfy the requirements spelt out by this constitution.
4. The Vetting Committee shall have the power to disqualify any candidate for an election on grounds stated only in this constitution, the byelaws of the electoral commissioner or a resolution by the GA.
5. Any objections to the eligibility of a candidate should be put in writing before the vetting committee through the Electoral Commissioner at least 2 days before the vetting process.



#### **v. Platforms**

The Electoral Commission is charged with the responsibility of organising official platforms (face-to-face) for candidates to be introduced to the electorate. Candidates can however campaign on their own after the ban on political activities has been lifted.

#### **vi. Elections through the Ballot Box**

The following offices of the Executive Board shall be elected, individually, through the ballot box:

1. President
2. General Secretary
3. Deputy General Secretary
4. Organising Secretary
5. Secretary to the treasury (Treasurer)
6. Local Health Officer
7. Local Exchange Officer

The President shall be elected with his or her Vice President.

#### **vii. Results**

- i. The winner of an election shall be decided on the basis of a simple majority (except in the case of the President).
- ii. For the Presidency, the winner shall have obtained at least 50% plus one of the valid votes cast.
- iii. 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 candidates with the majority of votes cast within seven days after the declaration of official results.
- iv. A candidate who stands unopposed shall require seventy percent (70%) of votes cast to be declared winner.



#### (d) Bye-Elections

Following resignations, vote of no confidence, etc., a bye election shall be held within one month of vacation of an office. Bye-elections shall be conducted as in the immediate preceding subsection of this constitution.

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## **ARTICLE XXIV**

### ***HONORARIUM***

- (a) Certificates of office shall be presented to members of the Executive Board and all other committees upon successful completion of their tenure of office.
- (b) 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.
- (c) All persons in positions of trust, authority and responsibility shall enjoy such privileges and benefits as shall be determined by the Executive Council, subject to approval by GA.



## **ARTICLE XXV**

### ***FINANCE***

#### ***(a) Sources***

- i. Dues from members
- ii. 5% from all combining letters.
- iii. Donations from individuals and co-operate bodies
- iv. UGSRC subventions
- v. Sports Directorate
- vi. Special fundraising drives.

#### ***(b) Dues***

##### **i. Full Members;**

- 1. Annual dues to be paid by all full members shall fund the Association.
- 2. The amount of dues to be paid shall be determined by the General Assembly.
- 3. Any member who fails to pay dues within four (4) months of being asked to do so shall forfeit membership. Such a person shall be denied access to any of the facilities of the UGMSA. Membership shall be restored only when all outstanding debts have been settled in full by the defaulter.

##### **ii. Associate Members;**

Shall pay annual dues of twice the amount paid by full members.

##### **iii. Honorary and Honorary Life Members.**

Honorary members and honorary life members' monetary contributions shall be welcome. They may be explicitly asked for by the Executive Board, if it regards it necessary and advisable to do so.

#### ***(c) Banking***

- i. All monies belonging to the Association shall be deposited by the Financial Secretary at the Korle Bu branch of the Ghana Commercial Bank (GCB) and the Adabraka Branch of



Ecobank or such other place that may be determined by the Assembly. MOMIC shall have a separate account.

- ii. All monies withdrawn from the Association's account shall have to be authorised by the Executive Board.
- iii. The President, the Financial Secretary and the General Secretary shall be signatories to the Association's bank account with any two to withdraw, the financial secretary being a constant signatory

(d) *Auditing*

- i. The finances of the UGMSA shall be audited by the Audit Committee which is set up as stipulated in article XVII.



## **ARTICLE XXVI**

### ***MEDLIGA***

- i. There shall be a medical school football league which shall be called MEDLIGA.
- ii. The MEDLIGA will be under the office of the UGMSA Organising Secretary.
- iii. The Organising Secretary of UGMSA will be responsible for the appointment of MEDLIGA board to run the affairs of the season in consultation with the outgoing board and the participation teams. He shall however not be a member of the MEDLIGA board.
- iv. The Organising Secretary shall ensure effective and efficient running of the league.
- v. The board shall be dissolved in the course of the season by the executive board of UGMSA in consultation with the teams involved in the league when the need arises.
- vi. The board shall run the league in accordance with the MEDLIGA constitution which shall be reviewed by the outgoing board at the end of their term of office.
- vii. The activities of MEDLIGA and the board shall be audited by the UGMSA audit committee.
- viii. The season of MEDLIGA shall be structured to exist for the duration of the executive year.
- ix. There shall be a MEDLIGA document that shall guide the running of the football league



## **APPENDIX I**

### ***STANDING ORDERS***

#### **A) MOTIONS:**

1. All members of the General Assembly 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 after the mover and seconder have been given the opportunity to justify such motion
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; either for and against. No further discussion 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. A motion once submitted to the chairperson cannot be withdrawn without the consent of majority of the members present at such a sitting

#### **(B) VOTING**

1. Each full member of the UGMSA shall be entitled to one vote.
2. Voting privileges shall include the right of members to make or second motions or nominations.
3. If the number of voters for and against a motion are equal, the chairperson shall have the final say on the matter.
4. Decisions may be won by simple majority of valid votes casts (excluding abstained votes)

#### **(C) INTERVENTIONS**

In addition to discussions on a motion, the Chairperson shall allow for the following points

- a. *Point of Information*
- b. *Point of Correction*



### *c. Point of Order*

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 procedure of 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 travelling 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.

### **(D) CONDUCTS OF MEETINGS**

1. In debate of any question, each delegate shall have the right to speak, except that a member who has already spoken on the question cannot make a second speech on the same question so long as a member who has not spoken desires the floor.

2. Every speaker on the floor of the house must first address the chair and the house before proceeding with his/her statements. Every speaker shall address himself solely to the chairman.

3. 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.

4. 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.



5. 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 so far as there is 2/3 majority in favour of same

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## **APPENDIX II**

### ***MOMIC DOCUMENT***

#### **INTRODUCTION**

MOMIC shall be an annual event. It literally means mimicking the models, the models being the lectures.

#### **A. AIMS OF MOMIC**

1. To improve relationship between the lecturers and students of UGSMD.
2. To organize events that benefit society or an individual in the society.
3. To help improve the facilities of the school.
4. To serve as an avenue for students to unearth their talents.
5. To serve as a platform for health outreaches:

#### **B. MOMIC shall be under the office of the President of UGMSA.**

#### **C. MOMIC shall be**

1. An annual event organized by the MBIII class for each year.
2. Each organizing class shall have a theme consistent with the aims of MOMIC.
3. The organizing class shall form a MOMIC Committee in line with the guidelines set below.

#### **D. STRUCTURE AND COMPOSITION OF THE MOMIC COMMITTEE**

##### **i. The Committee shall have**

- a) A Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Treasurer
- e) Public Relations Officer (PRO)



These officers shall be elected by a simple majority by the organizing class.

ii. The following subcommittees shall be formed by the Chairperson a.

Fundraising Subcommittee

b. Outreach Subcommittee

c. Technical Subcommittee

d. Events and Entertainment Subcommittee

iii. Each subcommittee shall have a head, a vice and a secretary who shall be elected at the subcommittee level by a simple majority.

iv. The MOMIC executives shall consist of the a) Chairperson

b) Vice Chairperson

c) General Secretary

d) Treasurer

e) Public Relations Officer

f) Heads of all the four subcommittees of MOMIC listed in B (ii) supra.

## E. FUNCTIONS OF THE MOMIC EXECUTIVES

i. The Chairperson shall

1. Preside over all affairs of MOMIC.

2. Ensure the conformity of the committees to all guidelines herein stated.

3. Ensure the success of the MOMIC programme.

4. Shall be a signatory to the MOMIC account

ii. The Vice Chairperson shall

1. Assist the Chairperson in the discharge of the duties stated above.

2. Assume the duties of the Chairperson when the Chairperson is disabled by incapacity from discharging his/her duties or the office of the Chairperson becomes vacant by resignation.



iii. The Secretary shall

1. Be responsible for all correspondence of MOMIC.
2. Keep a diary of all MOMIC activities.
3. Keep minutes of all MOMIC Executive meetings.

iv. The Treasurer shall

1. Keep all MOMIC monies.
  2. Together with the M O M I C Chairperson and the President of the UGMSA give consent for disbursement of monies for all MOMIC events.
- v. The Public Relations Officer shall
1. Be responsible for all correspondence of the fundraising subcommittee.
  2. Serve as a link between the organizing class and the fundraising subcommittee.
  3. Be the mouthpiece of the MOMIC committee.

#### F. FUNCTIONS OF THE MOMIC SUBCOMMITTEES

i. The Fundraising subcommittee shall

1. Organize events aimed at raising funds for all activities of MOMIC.
2. Be responsible for collecting contributions from members of the organizing class.
3. Explore and implement all fundraising plans.

ii. The outreach subcommittee shall

1. Plan all educational and medical outreaches.
2. Identify and liaise with resource persons required for all outreach programmes.
3. Brief the organizing class on the nature and scope of each reach.



4. Collaborate with the fundraising subcommittee on outreaches that have a potential or promise of providing funds.

iii. The Technical Subcommittee shall be responsible for

1. Audio and video coverage of all events under MOMIC and storage in retrievable forms.
2. Advertising events.
3. Promoting all materials required during all activities of MOMIC.
4. Provision of PA system and instruments required for the MOMIC night.
5. Ensure transport and equipment needed for the outreaches.
6. Provision of a means of transport for students' resident on UG Legon campus to and from Korle-bu on the MOMIC night.

iv. The events and entertainment subcommittee shall be responsible for

1. Detailed planning of the MOMIC night and events under MOMIC except for the outreach programmes.
2. All decorations required at the venue for the MOMIC night.

#### G. FINANCE

1. There shall be a MOMIC account into which all monies raised will be placed.
2. The signatories to the account shall be the Chairperson of the MOMIC committee, the UGMSA Financial Secretary and the President of the UGMSA.
3. A minimum of 5% of total amount raised by the organizing class towards MOMIC will be left in the account to sustain the next MOMIC organizing class.

#### H. AUDITING



The activities of MOMIC Committee shall be audited latest 6 weeks after the organization of the MOMIC night by the UGMSA Audit Committee.

#### I. SUPPORT

The UGMSA shall give support to the MOMIC committee, financially or otherwise.

UGMSA



### **APPENDIX III**

#### ***OATH OF OFFICE***

##### **PRESIDENTIAL OATH**

I.....having been elected to the high office of President (or Vice president) of the University of Ghana medical student's association do hereby in the name of God swear (solemnly affirm) that I will be faithful and true to the UGMSA that I shall strive at all times to preserve, protect and defend the Constitution of the UGMSA and I hereby dedicate myself wholly, without fear nor favour, to the service and welfare of the students of UGSMD and to uphold the constitution of SRC, FGMSA, and IFMSA.

I further solemnly swear (affirm) 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 UGMSA constitution and suffer the penalty therefrom (so help me GOD.)

##### **EXECUTIVE OFFICERS OATH**

I .....having been elected as ....., do hereby in the name of GOD swear (solemnly affirm) that I will at all times faithfully and truly serve the UGMSA 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 students of the UGMS.

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 UGMSA constitution.

To be sworn by the chairman of the handing over ceremony at which patrons of the associations and the student body shall be present.



## **APPENDIX IV**

### ***GLOSSARY***

- EXECUTIVE YEAR- Tenure of office of an executive board
- QUORUM- the minimum number of persons required to start a meeting and to vote in a meeting
- SPECIAL COMMITTEE- a committee that is answerable to General Assembly only and has no executive board member on it.
- GA- General Assembly
- CLASS- a class in UGMS and UGDS
- UGMS- University of Ghana Medical School
- UGDS- University of Ghana Dental school
- FGMSA- Federation of Ghana Medical Students' Association
- IFMSA- International Federation of Medical Students' Association
- MOMIC- Model Mimicking (an Annual charity project undertaken by the 3<sup>rd</sup> year class of UGMS)



## **APPENDIX V**

### ***CONSTITUTIONAL REVIEW COMMITTEE***

This constitution was reviewed in the Year of our Lord AD 2018 by a **nine-member committee** set up by the General Assembly chaired by Mr. Kwabena Oppong Amoako, the President of the UGMSA for the 2017/2018 Academic year in accordance with the edicts of the erstwhile constitution.

The members of the committee were;

1. *Ms. Nana Adwoa Akuffo Amoh-Asante (2019)-Chair*
2. *Mr. Andrews Nartey (2019)-Vice Chair*
3. *Ms. Ewurama Agyemang (2021) - Secretary*
4. *Mr. Aaron Assibey (2018) - Member*
5. *Mr. Kwabena Oppong Amoako (2019)- Member*
6. *Mr. Ahmed Arogbola (2019) - Member*
7. *Mr. Arnold Abraham (2020) - Member*
8. *Ms. Felicia Acquah (2022) – Member*
9. *Mr. Solomon Bediako – Member*

The review was completed in the year 2019 and adopted as the legal framework for the governance of the UGMSA by the General Assembly chaired by Mr. Nii Nertey Tetteh, the UGMSA President for the 2018/2019 Academic year on the 1<sup>st</sup> of May, 2019.

It is due for review in the Year of our Lord **AD 2024.**