

CONSTITUTION OF ANATOMICAL SOCIETY OF GHANA

Table of Contents

PREAMBLE.....	5
CHAPTER ONE	6
THE CONSTITUTION	6
SUPREMACY OF THE CONSTITUTION.....	6
Article 1.....	6
ENFORCEMENT OF THE CONSTITUTION	6
Article 2.....	6
DEFENCE OF THE CONSTITUTION	7
Article 3.....	7
CHAPTER TWO	8
THE SOCIETY AND MEMBERSHIP	8
NAME AND LEGAL STATUS.....	8
Article 4.....	8
MEMBERSHIP	8
Article 5.....	8
DUTIES OF MEMBERS.....	9
Article 6.....	9
MOTTO OF THE ASSOCIATION	10
Article 8.....	10
SLOGAN.....	10
Article 9.....	10
CHAPTER THREE	11
THE AIMS, OBJECTIVES AND POLICY ASPIRATIONS OF ASoG	11
AIM.....	11
Article 12.....	11
POLICY DIRECTION OF ASoG	11
Article 14.....	11
SOCIAL AND POLITICAL OBJECTIVES	12

Article 14	12
CHAPTER FOUR	13
GOVERNANCE	13
COMPOSITION OF THE ORGANS OF ASoG	13
Article 15	13
CHAPTER FIVE	14
THE GENERAL ASSEMBLY	14
COMPOSITION OF GENERAL ASSEMBLY (GA)	14
Article 16	14
POWERS OF CONGRESS	14
Article 17	14
MEETINGS OF GENERAL ASSEMBLY	15
Article 18	15
EXTRA-ORDINARY MEETINGS OF GENERAL ASSEMBLY	15
Article 19	15
CHAPTER SIX.....	17
THE NATIONAL SECRETARIAT.....	17
THE NATIONAL EXECUTIVE COUNCIL.....	17
Article 20.....	17
ELECTION OF NEC.....	17
Article 21.....	17
POWERS AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE	18
Article 22	18
NEC MEETINGS AND QUORUM.....	19
Article 23	19
CHAPTER SEVEN	20
POWERS AND FUNCTIONS OF OFFICERS OF THE NATIONAL EXECUTIVE COMMITTEE	20
CONFERMENT OF POWERS.....	20
Article 24.....	20
THE PRESIDENT	20
Article 25	20
THE VICE-PRESIDENT.....	21
Article 26	21
THE SECRETARY.....	22

Article 27	22
THE FINANCIAL SECRETARY	23
Article 28	23
THE ORGANISER	23
Article 29	23
CHAPTER EIGHT.....	24
THE ADVISORY COUNCIL.....	24
COMPOSITION OF THE ADVISORY COUNCIL.....	24
Article 30.....	24
THE FUNCTION OF THE ADVISORY COUNCIL	25
Article 31	25
CHAPTER ELEVEN	25
RESIGNATION, IMPEACHMENT REMOVAL AND SUSPENSION FROM OFFICE	25
Article 32	25
IMPEACHMENT PROCEEDINGS	27
Article 33	27
VOTE OF NO CONFIDENCE	27
Article 34	27
CHAPTER TWELVE	29
FINANCES	29
INCOME.....	29
Article 35	29
EXPENDITURE.....	30
Article 36.....	30
MANAGEMENT OF FUNDS OF ASoG	30
Article 37	30
BUDGET OF ASoG.....	31
Article 38	31
CHAPTER THIRTEEN.....	32
APPOINTMENT OF COMMITTEES OF ASoG	32
STANDING COMMITTEES	32
Article 39.....	32
THE AUDIT COMMITTEE.....	32
Article 40.....	32

THE FINANCE COMMITTEE.....	33
Article 41	33
RESEARCH COMMITTEE	34
Article 42	34
PROJECTS, PLANNING AND PROGRAMMES COMMITTEE	34
Article 43	34
AD HOC COMMITTEES	35
Article 44	Error! Bookmark not defined.
APPOINTMENTS	35
Article 45	35
CHAPTER FOURTEEN.....	36
MISCELLANEOUS	36
AMENDMENTS	36
Article 46	36
FIRST SCHEDULE.....	37
FORMS OF OATH.....	37
The Presidential Oath	37
Oath of Allegiance to be Sworn by the President and Vice President.....	37
Oath for Members of the National Executive Committee.....	38
The General Oath of Office	38

PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD;

WE, the members of the Anatomical Society of Ghana,

REALIZING the need to organize ourselves in the spirit of oneness to pursue common goals, equality and fraternity;

DETERMINED to promote the general welfare and ensure continuity in the development of anatomy including teaching, learning, research and other professional pursuits;

AND IN SOLEMN declaration and affirmation of our commitment to freedom, justice, probity, equity, rule of law and accountability;

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELF, THIS CONSTITUTION AS A FRAMEWORK FOR THE GOVERNANCE OF THE SOCIETY.

CHAPTER ONE

THE CONSTITUTION

SUPREMACY OF THE CONSTITUTION

Article 1

1. The Sovereignty of the Anatomical Society of Ghana (ASoG) resides in the members, in whose name and for whose welfare the powers of the organs of the Society shall be exercised in the manner and within the limits laid down in this Constitution.

2. Subject to the Constitution and all laws of the Republic of Ghana, this Constitution shall be the supreme law of the Anatomical Society of Ghana.

ENFORCEMENT OF THE CONSTITUTION

Article 2

1. A person who alleges that –

- a. an enactment or anything contained in or done under the authority or any other enactment; or
- b. any act or omission of any person;

Is inconsistent with, or is in contravention of a provision of this Constitution, may bring an action *to* the Judicial Council of ASoG for a declaration to that effect.

2. The Judicial Council shall, for the purposes of a declaration under clause (1) of this article, make such orders and give such directions as it may consider appropriate for giving effect, or enabling effect to be given, to the declaration so made.

3. Any person or group of persons of whom an order or direction is addressed under clause (2) of this article by the Judicial Council, shall duly obey and carry out the terms of the order or direction.

4. Failure to obey or carry out the terms of an order or direction made or given under clause (2) of this article shall in the case of a National Executive Committee (NEC) member constitute a ground for removal from office under this Constitution and in case of any member constitute a grounds of suspension.

DEFENCE OF THE CONSTITUTION

Article 3

1. All members of the Society shall have the right and duty at all times to defend this Constitution and resist any action of a person or group of persons to undermine this Constitution.

2. Any person or group of persons who resist the undermining of this constitution commit no offense and as such any damage incurred by such persons shall be paid for by the Society.

3. Notwithstanding clause (2) of this article, a person or group of persons defending the constitution shall employ reasonable cause and where necessary with the approval of the National Executive Committee (NEC).

CHAPTER TWO

THE SOCIETY AND MEMBERSHIP

NAME AND LEGAL STATUS

Article 4

1. The Society is registered under the Company's Act 1963(Act 179) as a Voluntary Society and shall be known and called Anatomical Society of Ghana, herein after referred to as ASoG.
2. The scope of anatomy referred to in this document includes Developmental Anatomy, Microscopic Anatomy, Macroscopic Anatomy, Neuro-Anatomy, Clinical Anatomy, Forensic Anthropology, Cell and Molecular Biology, Imaging Anatomy and Comparative Anatomy.

MEMBERSHIP

Article 5

1.
 - a. Persons who practise in any of the fields mentioned in article (4) clause (2) in a accredited institution, who is in good standing, shall be a **member** of ASoG.
 - b. A member shall take part in all proceedings and functions of the society and shall have voting rights and be eligible to hold any office of the Society.
2.
 - a. Any person who is pursuing academic programmes at Bachelors and Masters levels in any of the fields mentioned in article (4) clause (2), qualifies to be a student member and may register with ASoG.
 - b. A student member may be permitted to take part in proceedings and functions of the society but shall **NOT** have voting rights or be eligible to hold any elected office of the Society.

3.
 - a. Any person(s) who are practising outside the scope mentioned in article (4) clause (2) but demonstrates interest in Anatomy shall be admitted as **Associate member(s)** upon submission of a written application to ASoG.
 - b. An Associate member shall be permitted to take part in proceedings and functions of the society but shall **NOT** have voting right or be eligible to hold any elected office of the Society.
4.
 - a. Without prejudice to article (4) clause (2), an **Honorary membership** shall be conferred on non-Anatomists who have distinguished themselves in promoting the development of Anatomy.
 - b. A member of the Society may nominate a person in writing to the Advisory council for consideration, and upon recommendation of the council, approved by the General Assembly through voting.
 - c. Subject to the approval of General Assembly and the provisions of this Constitution, such a person shall have **NO** voting rights or be eligible to hold any office.

DUTIES OF MEMBERS

Article 6

The aspiration to promote and safeguard the development of Anatomy in Ghana is inseparable from the performance of duties and obligations required of a reasonable member and shall accordingly be the duty of every member to, *inter alia*-

1. Be law abiding and uphold the Constitution of Ghana
2. Uphold and defend the Constitution of ASoG
3. Promote the good name and respect for the authority of ASoG
4. Protect and preserve the property of ASoG Contest and expose the misuse and waste of ASoG funds and property
5. **Promptly** and honestly pay all dues and levy obligations for the smooth running of the Society.
6. Ensure the welfare of other members of ASoG

MOTTO OF THE SOCIETY

Article 7

The motto of the Society shall be:

Structure reflects function

SLOGAN

Article 8

The slogan of the Society shall be

Life from beginning to end

CHAPTER THREE

THE AIM, OBJECTIVES AND POLICY ASPIRATIONS OF ASoG

AIM

Article 9

The aim of ASoG shall be to promote the development of Anatomy in Ghana

Article 10

The objectives of ASoG shall be to;

1. Promote anatomical education in Ghana.
2. Advance research in the various fields of anatomy mentioned in article (4) clause (2) in Ghana.
3. Harmonize the teaching and practice of Anatomy in conjunction with other stakeholders in Ghana.
4. Promote fruitful exchange of knowledge and skills among members through regular national/international Anatomical Conferences.
5. Serve as the official mouthpiece of Anatomists in Ghana.
6. Organize lectures, symposia, debates, meetings and any other activity which shall be deemed to be in the interest of members of ASoG.
7. Promote the professional wellbeing of members.

POLICY DIRECTION OF ASoG

Article 11

1. The provisions on policy direction contained in this Constitution shall guide the General Assembly, National Executive Committee (NEC), Committees, members and any other body in applying or interpreting this Constitution and or in taking and implementing policy decisions, for the advancement of the Society and welfare of members.

2. The National Executive Committee, acting through the President or his authorized assignee shall coordinate the preparation of a perspective plan for ASoG and make available to members within three months *after coming into force* of this constitution.
3. For the purpose of fostering a coherent direction and focused development of ASoG, NEC acting through the President shall, at the next General Assembly upon assuming office, present to the General Assembly a coordinated plan of action taking due cognisance of the aim and objectives stated in this Constitution.
4. The NEC shall have the power to implement the strategic plan provided for in clause (2) and the President shall take steps to report to General Assembly the progress of implementation of the Strategic plan.

SOCIAL AND POLITICAL OBJECTIVES

Article 12

1. The political character of ASoG shall be democratic and aspire to entrench the dictates of rule of law, freedom, respect for dignity, prohibition of discrimination and prejudices on any grounds whatsoever and shall accord just and equitable access to all members in the allocation of resources for their advancement.
2. For the purpose of the organic growth of this Constitution, the aspirations listed in clause (1) are not exhaustive and may include all aspirations as are consistent with the domestic and international practices that ensure progressive enjoyment of rights and freedoms of the individual.

CHAPTER FOUR

GOVERNANCE

COMPOSITION OF THE ORGANS OF ASoG

Article 13

1. The organs of ASoG shall be:

- a) The General Assembly
- b) The National Executive Committee (NEC)
- c) The Advisory Council
- d) Committees / Commissions

2. All members of any organ of ASoG shall be members-in-good-standing.

CHAPTER FIVE

THE GENERAL ASSEMBLY

COMPOSITION OF GENERAL ASSEMBLY (GA)

Article 14

There shall be established under this Constitution the General Assembly (GA), which shall be the highest decision making body of ASoG chaired by the President of ASoG and composed of the following:

- a. NEC members
- b. All registered members

POWERS OF GENERAL ASSEMBLY

Article 15

The General Assembly shall, as duly constituted under Article 14, exercise the following functions and powers within the limits provided for by this Constitution.

1. General Assembly shall be the highest decision making body of ASoG.
2. GA shall have the right to form committees and Advisory Bodies to aid the work of the Society.
3. Decisions taken by GA shall be regarded as the decision of ASoG.
4. Advisory Council, NEC, committees and any group of persons who derives its power(s) from this Constitution shall be responsible to GA.
5. GA shall concern itself with:
 - a. General policy of ASoG,
 - b. Any issue referred to it by Institutions, other Organs and members of ASoG through NEC.

- c. National Executives Elections
 - d. Scientific Conference
 - e. Presentation of the Annual state of affairs, strategic plan and/or plan of action by the President.
 - f. Presentation of programme of activities by the Secretary.
 - g. Presentation of Audited financial report and budget by the financial secretary.
6. Resolutions made at a meeting by the General Assembly shall be binding on all members, and shall pass by popular acclamation, or in the case of voting by a simple majority.
 7. The General Assembly shall have the power to remove any member of the National Executive Committee through vote of no confidence.
 8. The General Assembly shall on recommendation from National Executive Committee confer honorary membership on deserving individuals (refer to article 5 clause 4)
 9. A communiqué shall be issued at the end of every General Assembly meeting.

MEETINGS OF GENERAL ASSEMBLY

Article 16

1. There shall be an annual General Assembly meeting.
2. Quorum shall be at least 50% (1/2) of registered members to the GA, including the National President and the National Secretary or their representatives and zonal representatives (elected by their local chapters).
3. For the avoidance of doubt, **other participants are not** to be counted when quorum is being constituted.
4. Where the NEC is proposing an issue for discussion at the GA, NEC shall ensure that all Member Institutions/members are served with such notice **at least four (4) weeks before GA.**

EXTRA-ORDINARY MEETINGS OF GENERAL ASSEMBLY

Article 17

1. Notwithstanding the provisions of Article 16 of this constitution, GA may be convened at any time to discuss an extra-ordinary issue.

2. The NEC may convene an extra-ordinary GA, which shall discuss issues which may have necessitated the calling of the GA only.

3. Where the NEC is proposing an issue(s) for discussion at an extraordinary GA, NEC shall ensure that at least all Member Institutions/members are served with such notice before the GA.

CHAPTER SIX

THE NATIONAL SECRETARIAT/GOVERNING BODY

THE NATIONAL EXECUTIVE COMMITTEE

Article 18

1. There shall be established under this Constitution a National Secretariat which shall be made up of members of the National Executive Committee (NEC) who shall be elected at General Assembly.

2. The NEC shall consist of the following officers:

- a. The President,
- b. The Vice-President
- c. The Secretary,
- d. The Organising Secretary
- e. The Financial Secretary
- f. Zonal Representatives

ELECTION OF NEC

Article 19

1. Subject to this Constitution, Members of the NEC shall hold office for a term of two years and a maximum of three terms.
2. Election to the NEC shall be by secret ballot.
3. Candidates seeking to be elected to the NEC shall be nominated by at least two members in good standing, and the nominee(s) shall consent by signing the nomination form at least twenty-one clear days before the date of the election.

POWERS AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE

Article 20

1. The National Executive Committee (NEC) in consultation with General Assembly shall have the power to formulate and implement policies which shall not be inconsistent with the provisions of this Constitution.
2. Notwithstanding any provision in this Constitution, the NEC shall in times of emergency assume emergency powers appropriate to contain the emergency situation, and shall convene an extraordinary GA meeting within twenty-one (21) days after exercising such emergency powers, to justify to GA the use of such emergency powers.
3. NEC shall see to the effective and efficient operation of the National Secretariat.
4. The NEC shall be responsible for the organization of all official meetings, activities and functions for the promotion of the aim and objectives of ASoG.
5. NEC shall see to the implementation of GA resolutions.
6. NEC shall be accountable to GA.
7. NEC shall maintain proper financial and administrative records of activities.
8. NEC shall submit a detailed and comprehensive financial report to the Audit Committee at the expiration of its tenure, not less than 30 days to GA for auditing.
9. NEC shall carry out its responsibilities without prejudice to any provisions and in the spirit of Article (10) of this Constitution.
10. It shall convene Annual General Assembly meetings and regular scientific conferences.
11. It shall have the powers to set up *ad hoc* committees and appoint individuals to serve on those committees in the interest of the society.
12. The executive committee shall have the power to convene an Extraordinary Meeting of the General Assembly when deemed fit.

NEC MEETINGS AND QUORUM

Article 21

1. There shall be at least three (3) NEC meetings in a year.
2. Quorum shall be six (6) members with at least 3 elected members including the National President and/or the National Vice President and the decision taken will be binding.

CHAPTER SEVEN

POWERS AND FUNCTIONS OF OFFICERS OF THE NATIONAL EXECUTIVE COMMITTEE

CONFERMENT OF POWERS

Article 22

In furtherance of and in giving effect to the provisions of Chapter six of this Constitution, the Officers of NEC duly elected shall exercise powers and functions within the limits of procedures and substantive provisions in this Constitution.

THE PRESIDENT

Article 23

1. There shall be a President who shall be elected by GA who shall be responsible for the general running of ASoG in all matters coming under his/her jurisdiction.
2. Before assuming office, the President shall take and subscribe before GA the oath of allegiance and the presidential oath set out in first schedule of this Constitution.
3. The President shall be the chief spokesperson of ASoG and shall in consultation with the NEC be responsible for all correspondence, press release, press conferences and all communique of ASoG.
4. Subject to the provisions of this Constitution, the functions conferred on the President by clause (1) of this article may be exercised by him/her either directly or through other officers of the Society.
5. The President shall represent ASoG on any mandatory board(s) according to the terms of such board(s) and shall in consultation with the other members of NEC ensure that ASoG is represented on the requisite boards or committees or commissions nationally/internationally.
6. The President shall preside over GA, and NEC meetings and any other official meetings, activities and functions of ASoG and shall have a casting vote in the event of a tie at GA and NEC meetings.

7. Lead the Society to local and international meetings unless otherwise determined by the executive committee.
8. The President shall be the principal signatory to the ASoG account and shall approve all expenditure of NEC and various committees.
9. The President in the performance of his/her functions shall ensure the achievement of the aim and objectives of ASoG as stated in the Constitution.
10. The President shall in consultation with NEC present and deliver at every GA meeting the state of ASoG address.
11. The President shall perform other duties conferred by this Constitution or any other law not inconsistent with this Constitution

THE VICE-PRESIDENT

Article 24

1. There shall be a Vice president who shall be deemed to have been duly elected by GA together with the President in accordance with this Constitution who shall assist the President in the performance of his/her duties.
2. The Vice-President shall perform the duties of the President under this Constitution in his/her absence with all the powers of the President
3. Notwithstanding clause (2) of this Article, he/she shall perform all the duties of the President with all the powers conferred on the President under this Constitution including being the principal signatory in the event of the death, resignation or removal from office of the President, or inability of the President to perform his/her responsibilities, until such time that a bye-election is conducted to fill the vacancy.
4. Before assuming office, the Vice President shall take and subscribe before GA the oath of allegiance and the Vice presidential oath set out in the First Schedule to this Constitution.
5. The Vice President shall perform any additional duties not inconsistent with any provision of this constitution as may be assigned by the GA, the Directive Principle of ASoG Policy, the NEC, and/or the President.

6. Notwithstanding clause (3) of this article, the Vice President shall act as President for the rest of his/her tenure if the President has served half or more of his term before his resignation/removal from office or death.
7. The Vice President shall have oversight responsibility over all adhoc committees unless otherwise stated by this constitution or any law under ASoG.

THE SECRETARY

Article 25

1. There shall be a Secretary who shall be elected by GA.
2. Before assuming office, the Secretary shall take and subscribe before GA the oath of allegiance and the Executive oath set out in the Second Schedule to this Constitution.
3. The National Secretary shall take, keep, and maintain true and accurate minutes at GA, the NEC and all other official meetings, activities or functions of ASoG and make it available to Member Institutions and Members at least two (2) weeks before the next meeting(s).
4. The Secretary shall, acting in consultation with the NEC publish reports and the state of ASoG address on the ASoG website.
5. He/She shall take custody of all documents and records of ASoG and shall be copied all correspondents received by other members of NEC and shall properly index them for transfer to the incoming NEC.
6. He/She shall in consultation with the President be responsible for all the correspondence for and on behalf of ASoG.
7. The Secretary shall perform any additional duties as may be assigned to him/her by GA, the NEC, and/or the President, provided it is consistent with the provisions of this Constitution.
8. He/She shall be one of the signatories to the bank account(s) of the Society.

THE FINANCIAL SECRETARY

Article 26

1. The Financial Secretary shall be responsible for all financial matters of ASoG, including the collection of dues, financial contributions of any form and disbursement of all monies.
2. Without prejudice to article 23 (8) he/she shall keep all financial documents and proper records of financial transactions of ASoG.
3. He/she shall present a budget proposal and financial statement(s) to all GA meetings.
4. He/she shall keep a reasonable accountable impress, which shall be determined by GA.
5. He/she shall perform any additional duties assigned to him/her by GA, the NEC, and/or the President, provided it is consistent with the provisions of this Constitution.
6. He/she shall be one of the signatories to the ASoG account.

THE ORGANISING SECRETARY

Article 27

1. The Organising Secretary shall be responsible for organising all official meetings, activities and functions of ASoG.
2. He/She shall be the Chairperson of the Projects and Programmes Committee and shall assist the President in reporting on ASoG activities.
3. He/she shall act as secretary to NEC and GA in the absence of the General Secretary.
4. He/she shall perform any additional duties assigned to him/her by GA, the NEC, and/or the President, provided it is consistent with the provisions of this Constitution.

ZONAL REPRESENTATIVES

Article 28

1. Zonal Representatives herein referred to as persons representing the following zones
ZONE 1- Greater Accra Region

ZONE 2 - Central, Western and Western North Regions

ZONE 3 - Ashanti, Ahafo, Brong Ahafo and Bono East Regions

ZONE 4 - Savannah, Northern, North East, Upper East and Upper West Regions

ZONE 5 - Volta, Eastern and Oti Regions

2. There shall be one Zonal representative elected by each zone who shall be responsible for ASoG activities at the local level.
3. Before assuming office, the Zonal Representatives shall take and subscribe before GA the oath of allegiance and the oath set out in the first schedule of this Constitution.
4. Zonal Representatives shall be the spokespersons of the zones and shall in consultation with NEC be responsible for all correspondence, press release, press conferences and all communique of ASoG.

CHAPTER EIGHT

THE ADVISORY COUNCIL

COMPOSITION OF THE ADVISORY COUNCIL

Article 29

1. For the furtherance of the stipulated objectives of the Society, an “Advisory Council” shall be constituted.
2. The Advisory Council herein referred to shall comprise of not more than five (5) members. Ideally no two members of the advisory council at any particular time should come from the same institution
3. An Advisory council member shall be an Anatomist *preferably* of a professorial rank.
4. Appointment to the Council shall be by the NEC with approval from the GA.
5. A prospective advisory council member shall be recommended by a member of the society to NEC.

6. In the event of having more than five members recommended, appointment shall be made based on the provisions in the by-laws.

THE FUNCTION OF THE ADVISORY COUNCIL

Article 30

1. The advisory council shall advise NEC and the society on issues affecting the society.
2. All members of the Council shall serve for a period of two years. A member is eligible for re-appointment.
3. Council member(s) shall be co-opted into the meeting(s) of NEC if necessary but shall not have any voting rights in such meeting(s).

CHAPTER ELEVEN

RESIGNATION, IMPEACHMENT, REMOVAL AND SUSPENSION FROM OFFICE

Article 31

1. Any officer of the NEC may be suspended, or removed from office on account of adverse finding against him/her by an appointed committee of ASoG on the following grounds:
 - a. Mismanagement of funds,
 - b. Infirmary of body or mind,
 - c. Gross misconduct,
 - d. Negligence of duty,
 - e. Any act that is likely to bring ASoG into disrepute.
2. A member may, subject to clause (1) of this article, initiate impeachment proceedings against any officer by writing to the Judicial Committee, stating very clearly the reason for the

impeachment and providing all the necessary evidence for the allegation, and the Judicial Committee shall take all the necessary steps to address the issue to its logical conclusion.

3. GA may on the recommendations by the Judicial Committee whilst an impeachment proceedings pending before it suspend or interdict any officer of the NEC, until investigations into an alleged conduct have been conclusively determined.

4. Where credible evidence is found against the person, he/she shall be punished in accordance with the orders of the Judicial Council but shall be re-instated without fail, if the investigation ends in his/her exoneration.

5. Where an officer is not satisfied with the verdict of GA, he/she may appeal to the Judicial Committee Chairperson for a review of the verdict and the Judicial Committee shall consider the merit of the application and make a pronouncement on same.

6. An officer of the NEC other than the President may relinquish his post voluntarily by writing to the President at least twenty-one (21) clear days prior to the proposed date of resignation.

7. The President may relinquish his post voluntarily by writing to the Advisory Council at least twenty-one (21) clear days prior to the proposed date of resignation.

8. Where there is an en bloc resignation or resignation by the President and Secretary, they shall relinquish the post by writing to the Chairperson of the Advisory council.

9. Upon the receipt of any proposed resignation letter from any officer, the President, the Secretary or Chairperson of Judicial Committee as the case may be, shall communicate to the NEC and /or GA about such resignation within seven (7) days.

10. An officer who resigns his position or who otherwise leaves office shall hand over all properties of ASoG in his/her possession to NEC and clear him/herself in respect of any other obligations he/she may owe to ASoG within two (2) weeks.

11. Any vacancy created by virtue of any provision in this constitution shall be filled within twenty one (21) days after such vacancy is created.

IMPEACHMENT PROCEEDINGS

Article 32

1. Any member in good standing shall by notice in writing addressed to the GA through the Judicial Committee, and stating grounds for removal, commence impeachment proceedings against an Executive Officer.
2. Such a proceeding shall be authenticated by the signatories of two (2) members each from member institution.
3. A copy of the proceedings shall be served on the Executive Officer whom such a proceeding has been preferred against at least seven (7) days before the hearing of such a case.
4. GA shall within seven days on the receipt of such a notice of impeachment, set up a Special Committee of GA to commence a hearing to ascertain the merits of such proceedings. The Committee shall then present its outcome to the GA for a decision to be taken.
5. An Officer shall not be impeached unless two-thirds (2/3) of all GA in a secret ballot, vote to decide same.
6. The outcome shall be copied to the NEC, member institutions and to the entire membership.
7. An officer so impeached shall forthwith cease to hold such office.
8. Any vacancy created by virtue of any provision in this constitution shall be filled within twenty one (21) days after such vacancy is created.
9. An aggrieved officer so removed may apply to the Council for a review.
10. An application for review in clause (9) above shall be made within seventy-two hours after the committee so-decides.

VOTE OF NO CONFIDENCE

Article 33

1. Any member of GA may initiate a vote of no confidence proceedings against any executive member by a petition signed by two (2) members each from all member institutions stating the grounds and evidence for the vote of no confidence proceedings addressed to, the Chairperson of the Judicial Committee, copied the GA and NEC.
2. A vote of no confidence shall not be passed on an Executive Officer unless a *prima facie* case has been made against such a person by the Judicial Committee within 72hours on receipt of petition submitted to the Judicial Committee Chairperson copied NEC.
3. Subject to paragraph (1) of this Constitution, an Executive Officer(s) shall be removed from office on the passing of a vote of no confidence by at least two-thirds (2/3) majority of the GA, during an extraordinary emergency general sitting which shall be summoned.
4. During such a meeting, the Executive Officers shall be given adequate notice of charges preferred against the Officer, an opportunity to defend himself/ themselves, the right to counsel, and the process must be fair. An Executive Officer affected by the decision of GA shall relinquish their positions immediately and handover all ASoG documents and properties in their possession to the President. The NEC shall designate an elected officer to act in that capacity until the next general election.
5. Where a removed officer is found subsequently to have misappropriated or embezzled funds of ASoG, the society, acting through the National Secretariat shall take lawful means to claim the full amount with interest.
6. A vacancy created by the removal of an officer shall be filled within twenty-one days.
7. An aggrieved officer may apply to the Judicial Committee for a redress.

CHAPTER TWELVE

FINANCES

INCOME

Article 34

1. The society shall have the power to raise funds through legal means and expend same in a manner as prescribed by this constitution.

2. The funds of ASoG shall include:

- a. Membership dues,
- b. Fund raising,
- c. Levying of departments/member institutions,
- d. Donations and
- e. Any other legal source of cash contribution.

3. In line with clause (1) of this article, NEC in consultation with GA and Advisory council may devise the other legal means of generating income for the society.

4. A Committee of ASoG shall have the power to raise funds for the effective performance of its function(s).

5. Any such Committees shall within forty-eight (48) hours of raising or receiving the revenue on behalf of or in trust of ASoG, channel the money through the Financial Secretary of ASoG into the ASoG Bank Account(s).

6. The membership dues shall be determined by GA and shall be paid by all members directly into the ASoG account.

7. Payment of dues shall be compulsory for all members of the Society and a default by any member shall constitute grounds for the withdrawal of rights conferred on a member under this Constitution.

8. Any Member Institution which defaults in the payment of levies or any other funds belonging to ASoG shall lose its rights at GA until such a time that the debt is paid.

EXPENDITURE

Article 35

The expenditure of ASoG shall include the following:

1

- a. Administrative expenses as stipulated in the budget.
 - b. Standard public transport fares/kilometric of officers who work for and on behalf of ASoG as pertains in public tertiary institutions in Ghana.
 - c. Cost of Projects duly approved by GA
 - d. Organisation of GA, Conferences and NEC meetings.
 - e. Other expenses incurred on Member(s) welfare.
2. Any other expenditure not stated in this constitution and not approved by GA amounts to mismanagement and shall not be recognized by this Constitution.
 3. Any mismanagement of funds constitutes an offence and as such Chapter Eleven of this constitution shall be invoked by any member.

MANAGEMENT OF FUNDS OF ASoG

Article 36

1. ASoG shall maintain a Current and Saving Accounts with a Bank(s) that is networked nationally for the purpose of the financial transactions of the Society.
2. All monies saved in the ASoG Savings Account shall only be withdrawn with the approval of GA.
3. All monies received by any officer on behalf of ASoG shall be lodged into the ASoG Current Account before disbursement.
4. The President, Vice President, Secretary and Financial Secretary shall be signatories to the ASoG Accounts, and the President/Vice President together with any of the two (2) officers shall sign for the purpose of withdrawals.
5. The President/Vice President and Financial Secretary shall sign all pay vouchers.
6. The Financial Secretary shall keep and maintain accurate and comprehensive financial records of all activities of ASoG.

7. At least thirty percent (30%) of the total amount of monies collected shall be left in the ASoG accounts for the commencement of the next administration

BUDGET OF ASoG

Article 37

1. The NEC shall cause to be prepared and presented to the GA at its first sitting estimates for revenue and expenditure of ASoG for the ASoG year which not exceed seventy percent (70%) of the estimated revenue.
2. Where in the course of the year, it is found that the amount of monies appropriated for any purpose is insufficient or that a need has arisen for expenditure for a purpose for which no sum of monies has been appropriated, a supplementary estimate showing the sum of monies required shall be presented to the GA for its approval.

CHAPTER THIRTEEN

APPOINTMENT OF COMMITTEES OF ASoG

STANDING COMMITTEES

Article 38

1. There shall be established under this constitution Standing Committees that shall exercise functions conferred on them by this Constitution for a period not exceeding three years. A member of a Committee shall cease to be a member through resignation, proven infirmity of mind or body, death or when a *prima facie* case has been made against him.
2. The standing committees are hereby established:
 - a. Audit Committee
 - b. Finance Committee
 - c. Research, Publication and Education Committee
 - d. Projects, Planning and Programmes Committee
 - e. Judicial Committee
 - f. Disciplinary Committee

THE AUDIT COMMITTEE

Article 39

1. There shall be a three (3) member Audit Committee appointed by the GA at an annual meeting who shall not be members of NEC.
2. The members of the Committee shall have an appreciable knowledge in auditing and accounting.

3. The Committee shall audit all ASoG accounts not less than seven (7) days prior to GA.
4. Subject to clause (3) of this article, reports of the audited accounts shall be presented to GA by the Financial Secretary for consideration.
5. In the event of a rejection of an audit report by the GA, such rejected report shall be referred to an external Auditor appointed by GA.
6. The external Auditor(s) shall report to GA, any audit findings for consideration.
7. The external Auditor appointed under clause (5) of this article shall not be a member(s) of ASoG.
8. All Auditors appointed under this Constitution shall have complete access to all documents and information necessary for the execution of their duties and shall subpoena any person(s) who fail to comply including members of the NEC who fail to comply with this provision to appear before it.

THE FINANCE COMMITTEE

Article 40

1. There shall be a three-member Finance Committee appointed by the GA at an annual meeting which shall include the Financial Secretary of ASoG.
2. The Financial Secretary shall be the Chairperson of the Finance Committee.
3. The Chairperson of the Finance Committee shall be a signatory to all payment vouchers in accordance with provisions of this Constitution.
4. In accordance with the provisions of this Constitution, the Finance Committee shall together with NEC prepare and present a comprehensive financial statement to the GA.
5. The Finance Committee shall be responsible for the implementation of ASoG financial policy.
6. The members of the Finance Committee shall have an appreciable knowledge in financial issues.
7. The Finance Committee shall perform any additional duties, consistent with provisions of this Constitution, assigned to it from time to time by NEC, and GA.

RESEARCH, PUBLICATION AND EDUCATION COMMITTEE

Article 41

1. There shall be established under this Constitution a five-member Research, Publication and Education Committee constituted by NEC with the approval of GA.
2. The Committee shall be charged with managing the research fund of ASoG.
3. The Committee shall prepare a working document which shall receive endorsement of NEC and approval from GA to guide the disbursement and the research fund of ASoG.
4. The Committee receive and review abstracts and presentations for ASoG conferences.
5. The Committee shall be responsible for the Journal publications and Website of ASoG.

PROJECTS, PROGRAMMES AND PLANNING COMMITTEE

Article 42

1. The Projects, Programmes and Planning Committee shall be composed of three (3) members appointed at an annual GA meeting and shall be chaired by the Organising Secretary.
2. The Committee shall be responsible for the all projects and programmes of ASoG contained in the ASoG Policy document.
3. The members of the Committee may perform any other function(s) as may be assigned by NEC and GA.

Judiciary Committee

Article 43

1. There shall be established under this Constitution a five-member Judiciary Committee constituted by Council.
2. The Committee shall be charged with resolving constitutional matters of the society and referring to GA / appropriate committee.
3. The Committee shall be chaired by a council member, with two (2) members from the GA who are not office holders, a legal practitioner and preferably an honorary member (if any) / a co- opted member.

Disciplinary Committee

Article 44

1. There shall be established under this Constitution a five-member Disciplinary Committee constituted by Council.
2. The Committee shall be charged with resolving disputes and misconduct.
3. The Committee shall be chaired by a council member, with three (3) zonal members who are not office holders and an honorary member (if any) / a co-opted member.
4. In a situation where the zone is not represented on this committee, a member from the zone shall be selected by council to observe the proceedings for fairness.
5. In a situation where a member of the committee is under investigation, council shall appoint a replacement to observe the proceedings for fairness.
6. Any member in good standing shall by **notice** in writing addressed to the GA through the Judicial Committee, stating the grounds that constitute dispute or misconduct requiring redress.
7. A copy of the notice shall be served on the member at least seven (7) days before the hearing of such a case.
8. The Judicial committee shall refer the **matter** to the disciplinary committee for investigations and present its findings to Judicial committee.
9. The outcome shall be copied to the NEC, member institutions and to the entire membership.
10. An aggrieved member so affected may appeal to the Council by way of review.
11. An application for review in clause (10) above shall be made within seventy-two hours after the committee so-decides.

APPOINTMENTS

Article 45

1. NEC and GA may constitute ad hoc committee(s) and or commission(s) as and when the need arises and assign them with specific functions.
2. The functions of any such person, committee, or commission (in clause 1) shall be deemed automatically ended or expired upon submission of reports /recommendations.

3. In accordance with the provisions of this constitution, NEC shall ensure that there is capable appointment to boards and other Institutions in the country that require the representation of ASoG.

4. In the case of clause (3) of this article, the duration of such appointment shall be limited to tenure of office of the said board.

5. In the case of a vacancy in any commission/committee, NEC shall be vested with the powers to appoint a replacement within twenty-one (21) days upon declaration of such vacancies except the Electoral Commission.

CHAPTER FOURTEEN

MISCELLANEOUS

AMENDMENTS

Article 46

1. Subject to the provisions of this Constitution, GA may amend or cause to be amended, in part or in whole, any provision of this Constitution.
2. Any member in Good Standing may propose an amendment by writing to the Secretary, at least one (1) month prior to GA, stating the reasons for such proposed amendment, and the Secretary shall take the necessary steps to inform the Judicial Committee and other Members of such proposed amendment.
3. GA upon receipt of the proposed amendment shall debate it.
4. The writ of amendment by any member shall not be considered unless it is endorsed by not less than two-third (2/3) of the members of GA.
5. Any new amendment shall come into force within twenty-one (21) days of promulgation.

6. Where there is a complete review of this Constitution, a referendum shall be conducted.

FIRST SCHEDULE

FORMS OF OATH

The Presidential Oath

I.....having been elected to the high office of the President/Vice President of ASoG, do hereby in the name of Almighty God solemnly swear, that I shall be faithful and true to ASoG; that I shall strive at all times to preserve, protect and defend the Constitution of ASoG. I hereby dedicate myself wholly, without fear or favour, affection or ill will to the service and welfare of ASoG.

I further solemnly swear that I will conform to the principle of strict accountability; financially and otherwise and that should I at any time break this oath of office I shall submit myself to the dictates of the ASoG constitution and suffer the penalty for it (**SO HELP ME GOD**).

To be administered by the Chairperson of the Judicial Committee before GA during the handing over ceremony.

Oath of Allegiance to be Sworn by the President and Vice President

I.....having been elected to the high office of the President/Vice President of ASoG, do hereby in the name of God solemnly swear or affirm that I shall bear true faith and allegiance to ASoG. That I shall strive at all times to preserve, protect and defend the constitution of ASoG and I hereby dedicate myself wholly, without fear or favour, affection or ill-will to the service and welfare of ASoG.

I further solemnly swear that I shall conform to the principles of strict accountability, financially and in all conscionable respect. Should I at any time break this oath of office, I shall submit myself to the dictates of the ASoG Constitution and suffer the penalty for it (**SO HELP ME GOD**).

Oath for Members of the National Executive Committee

I.....having been elected as a member of the National Executive Committee of ASoG, do hereby in the name of God swear, that I shall at all times be faithful and loyal to ASoG That I shall support and uphold the principle of accountability, financially and in all conscionable respect, seek the welfare of ASoG.

I further solemnly swear that should I at any time break this oath of office, I shall submit myself to the dictates of the ASoG Constitution and suffer the penalty for it (**SO HELP ME GOD**).

To be administered by the Chairperson of the Judicial Committee before GA during the handing over ceremony.

The General Oath of Office

I.....having been elected/appointed asdo hereby in the name of God solemnly swear, that I will at all times, faithfully and truly serve ASoG. That I will support and uphold the principle of accountability; financially and in all conscionable respect, seek the welfare of ASoG.

I further solemnly swear that should I at any time break this oath of office, I shall submit myself to the dictates of the ASoG Constitution and suffer the penalty for it (**SO HELP ME GOD**).

To be administered by the President of ASoG before the NEC during the handing over ceremony.