



CONSTITUTION

BASIC EDUCATION STUDENT ASSOCIATION UNIVERSITY OF EDUCATION, WINNEBA

BESA – UNIQUE

2017 (revised) constitution

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THE PREAMBLE

The constitution of the basic education student Association of the Department of Basic Education of the University of Education, Winneba, in the name of the Almighty God.

We the students of the Department of Basic Education, in the exercise of our natural and inalienable right to establish a framework of governance which shall secure for ourselves and posterity the blessings of liberty, equality of opportunity, ensure unity, cordial interpersonal relationship and promote the general welfare of all the members of the Association, to help in the achievement of individual goals and that of the Association. Inspired by the common determination to play a meaningful role in the upliftment and development of education in Ghana, cognizance of the need to form an effective system of government based on the student representative councils constitution, students handbook on rules and regulations, the university's statutes and the constitution of the republic of Ghana (1992).

In the spirit of solidarity and friendship with all students of the university of education and in a solemn declaration and affirmation of our commitment to freedom, justice, probity and accountability, the principle that all powers of government spring from the sovereign will of the members of BESA, the principle of the universal adult suffrage, the rule of law, the protection and preservation of fundamental human right and freedom, unity and stability.

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION this..... in the year of our Lord.

ACKNOWLEDGEMENT

The Basic Education Student Association (BESA) wishes to express her profound gratitude to, Dr. Asonaba K. Addison

(HOD) and his executive for initiating the constitutional review and to Mr. Kweku Esia-Donkoh (patron) and all the lecturers of the noble department for their great support.

The Association acknowledges the work of the 2016/2017 Judicial Board Chaired by Yeng Enock and his team and the president Achana Kenneth and his executive for their meritorious contribution.

The Association appreciates the 2015/2016 President (Haruna S.Smith) and his executive for supporting this project.

The Association acknowledges the work of the 2014/2015 Judicial Board Chaired by OFFE STEPHEN and his team.

Finally, BESA wishes to acknowledge Mr. Robert Ghanney (then Patron) and the work of the 2006/2007 Judicial Board Chaired by Victor Kwei Kweitsu and the publication board headed by Ebenezer Addo for working tirelessly the draft constitution which has subsequently become a working tool for BESA today.

It is our believe that each member shall get a copy of this constitution under the chairmanship of Guggisberg Azumah, the 2017/2018 Judicial Board Chairman.

To all members of the unique family, we say “Thanks!” for supporting BESA in diverse ways.

2015/2016 BESA EXECUTIVE

CC:

CONSTITUTION REVIEW COMMITTEE

1. ABUGRI JONAH ISSAH
(JUDICIAL BOARD CHAIRMAN)

2. FREMPONG GODFRED
(DEPUTY JUDICIAL BOARD CHARMAN)

3. ODAME CHRISTIANA
(JUDICIAL BOARD SECRETARY)

(LEVEL 400 REPRESENTATIVE)

(LEVEL 300 REPRESENTATIVE)

(LEVEL 200 REPRESENTATIVE)

(LEVEL 100 REPRESENTATIVE)

NAME OF THE ASSOCIATION

1. The name of the Association shall be known and called BASIC EDUCATION STUDENT ASSOCIATION and shall be hereafter known as BESA.
 - i. The crest of the Association and that of the university shall be the symbols of the Association and be used in all her dealings.
 - ii. The slogan of BESA shall be “BESA” and the response shall be “UNIQUE”.

ARTICLE 2

THE SUPREMACY OF THE CONSTITUTION

- i. The sovereignty of the Association resides in the members of BESA whose name and for whose welfare the powers of government are to be exercised in the manner and within the limits of this constitution.
- ii. The constitution shall be the supreme law of BESA and any other by-laws or regulations of the Association found to be inconsistent with any provision of the constitution shall to the extent of which the inconsistency has occurred be declared void.
- iii. Notwithstanding clause II above under this article, the constitution, laws and status of the Student Representative Council (SRC) and the university shall reign supreme.

ARTICLE 3

ENFORCEMENT OF THE CONSTITUTION

1. Any member of BESA that allergies that;
 - a. Any act of omission or commission of any person or group of persons or
 - b. A constitutional decision or resolution of the Association is in contravention with a provision of this constitution may apply to the Judicial Board for the declaration to that effect.
2. The Judicial Board shall for the purpose of such declaration under clause (I) of this article make such order and such direction as it may consider appropriate.
3. Failure to obey or carry out the terms of an order or directive(s) made or given under clause (ii) of this article constitution a violation of this constitution and contempt of the Judicial Board and shall in case of an executive(s) constitute grounds for removal from office.
4. A member of the Association convicted under clause (ii) of this article shall not be eligible for election or appointment to any office of the Association for two years beginning from the day's conviction or removal from office.

ARTICLE 4

AIMS AND OBJECTIVES

1. To ensure unity and friendship among members
2. To see to the provision of all resources that will help members in their academic advancement.
3. To seek the welfare of members.
4. To foster a good relationship between members, other departments and academic staff of the university.
5. To organize symposia, lectures, film shows and study

- trips for its members.
6. To keep in contact with the past members of the association.

ARTICLE 5 MEMBERSHIP

1. All students admitted into the University to offer Basic Education Programme shall become automatic member of the Association. The association shall also accept non-students of the Department of Basic Education programme as Associate members. Associate members shall not have voting right at meetings.
2. Payment of dues
 - a. An Approved amount from the executive council shall be paid by all members of the Association very academic year
 - b. Payment shall be done through the Association's Bank Account
 - c. The pay-in-slip shall be submitted to the department for your souvenirs (if any)
3. Cessation of membership

Students lose their membership of BESA when;

 - a. Withdrawn from the university
 - b. They complete their cause of study.

c. If it found out that he/she has not paid his or her dues without any acceptable reasons.

4. Honorary membership

Honorary membership shall be accorded to BESA graduates who have graduated from the University of Education, Winneba depending on their contribution towards the Association.

ARTICLE 6 PATRON(S)

1. The Vice Chancellor shall be the life patron of the Association.
2. The head of Basic Education department shall be the Chief Patron, Departmental Lecturers and other Personalities in and outside the University shall be Patrons of the Association.
3. The Patron shall offer advice and supervise all activities of the Association.
4. Any of the three (3) patrons shall be a signatory to the association's account(s).
5. The patrons shall supervise the preparation of the association's budget and approve of it.
6. The patron shall approve of the financial statement of the association.

ARTICLE 7 THE EXECUTIVE COUNCIL

1. There shall be a body known as the Executive Council which shall be the highest Decision-making body of

the Association and shall comprise;

- a. All elected officers.
- b. Heads of appointed Committee, Boards and Commissions or their Representatives.
- c. Patrons and Honorary Members of BESA but shall not have voting right at meetings.

2. Functions of the Executive Council

The Executive Council shall;

- a. Be the highest decision making body of the Association.
- b. Be responsible for drawing-up programmes and policies for the Association.
- c. Shall determine the appropriate means to collect dues on behalf of BESA and paid into BESA accounts where applicable.
- d. Be consulted before any major decisions are taken
- e. Study and approve or reject the budget of the Association as presented by the finance committee.
- f. Perform any other function under this constitution.

ARTICLE 8

THE EXECUTIVE COMMITTEE

1. The executive committee members shall comprise;
 - a. The president
 - b. Vice president
 - c. Secretary
 - d. Financial secretary
 - e. Treasurer
 - f. Organizing secretary
 - g. Public relations officer
 - h. Welfare officer

2. ADMINISTRATIVE FUNCTIONS AND POWERS

A. The President

The president shall;

- i. Be the executive head of the Association
- ii. Preside over executive and general meetings of the Association and represent BESA or cause the Association to be represented where it is invited.
- iii. Act as the chief executive in which capacity he/she shall be responsive for coordinating all function of BESA officials.
- iv. In consultation with the executive council recommend to the Association procedure stated under article thirteen of this constitution.
- v. Be the principal signatory to all accounts of BESA alongside the patron, the finance secretary and the Treasure and counter sign vouchers, cheques and letters of the Association.
- vi. Ensure that the financial secretary and the finance committee prepare and present the account of the Association of member of BESA.
- vii. Conduct the handing over of all executive members to the in-coming executives and present a comprehensive handing over note to the incoming president.

B. The Vice President

The vice president shall

- i. Perform all the functions as in article 8(ii) of this constitution in the absence of the president.
- ii. Perform all other duties as shall be assigned to him or her by the president and the executives.
- iii. Be accountable to the president.
- iv. Be the overseer to all other committee of BESA but not

Boards and Commissions.

- v. Help the president to hand over properly to the succeeding executives.

C. The secretary

He/she shall;

- i. Be responsible for the official correspondence, filling and keeping of all documents of the Association and taking down minutes of all meetings of the Association.
- ii. Read minutes of previous meeting at the next meeting.
- iii. Be responsible for conveying meetings in consultation with the president.
- iv. Act in the absence of the president and the vice president, but shall appoint any executive member to act on his/her behalf at general meetings.
- v. Perform any other function as the executives may assign him/her from time to time.

D. Financial secretary

He/she shall;

- i. Be responsible for collection and recording of the income and expenditure of the Association, and shall issue receipts to cover all monies collected.
- ii. Keep the income and expenditure account of the Association.
- iii. Deposit all BESA funds on hand into the Association's account together with the treasure within seventy two (72) hours.
- iv. Present the statement of account of the Association to members at the end of each semester.
- v. Prepare a budget for each semester.
- vi. Prepare a budget for each semester in collaboration

with the finance committee to be approved or otherwise rejected by the executive council.

- vii. Counter sign all vouchers, cheques, money bills in the name of the Association alongside the president the patron and the treasurer.
- viii. Be the secretary to the finance committee
- ix. Be a signatory to all bank accounts of BESA

E. Treasurer

He/she shall;

- i. Receive money due the Association from the finance secretary and shall record and sign in the ledger book.
- ii. Keep an impress as shall be determined by the finance committee and not exceeding the ceiling set by the university for departments or as approved for and which disbursement shall be supported by receipts or certificates of honour.
- iii. Counter sign all vouchers, cheques, money bills in the name of the Association alongside the president the patron and the financial secretary and be a signatory to all BESA accounts.
- iv. Take custody of BESA funds and its saving, pass book, cheques books and pay in slips.
- v. Hand over all documents in his/her possession to the president at the end of each semester.
- vi. Be responsible for paying monies on behalf of the Association and keeping accurate records of all financial transactions with the approval of the president.
- vii. Deposit all monies collected by the association into BESA accounts together with the financial secretary within seventy two (72) hours.

F. Organizing secretary

He/she shall;

- i. Organize all activities approved by BESA
- ii. Act as secretary in the absence of the secretary.
- iii. Perform other duties as shall be assigned to him/her by the president.

G. Public Relations Officer

He/she shall;

- i. Publicize all BESA activities.
- ii. Assist the organizing secretary in all his duties and act for him/her in his/her absence.
- iii. Be the liaison officer between the Association and the honorary members of the Association or the outside world e.g. basic schools in Ghana.
- iv. Perform such function as shall be assigned him by the president or the executive committee.

H. Welfare Officer

The welfare officer shall;

- i. Keep inventory of all BESA properties.
- ii. Be the chairman of the welfare committee.
- iii. Ensure that benefits due members are paid.
- iv. Prepare a workable welfare scheme within one week after the coming into force of this constitution in conjunction with the welfare committee.
- v. Make sure all BESA properties are taken good care of.

ARTICLE 9

COMMITTEE/BOARDS AND COMMISSIONS

The following Committees, Boards and Commissions shall be formed within the Association;

- i. Judicial Board

- ii. Electoral Commission
- iii. Audit Board
- iv. Editorial Board
- v. Welfare Committee
- vi. Finance Committee
- vii. Vetting Committee
- viii. Ad-hoc Committee
- ix. Council of Elders Committee
- x. Project Committee
- xi. Sponsorship Committee

1. JUDICIAL BOARD

- i. There shall be a three member Judicial Board appointed by the executive committee.
- ii. The executive committee shall appoint the chairman of the Judicial Board.
- iii. The Judicial Board shall be autonomous.

Functions

- i. It shall be responsible for the interpretation of the Association's constitution.
- ii. Act as the legal advisers of the Association on matters affecting the Association in every matter where it is alleged that a person or body of persons have acted ultra or abused the powers conferred on him/them by this constitution or any other provision of this constitution, the Judicial Board shall have the power to recommend for the time being in consultation with the Chief Patron, summon an emergency meeting if it so happens that the executives is reluctant to do so. All cases in general that cannot be handled by the Judicial Board may be referred to the SRC through the president.

- iii. No member of the executive shall serve on the Judicial Board.
- iv. The hearing of the Judicial Board shall be in camera and the Board shall have the power to call any member of the Association to appear before it and give evidence.
- v. Any member of the Association who is invited by the Board to appear before it shall oblige.
- vi. Ensure that copies of the constitution are made available to all members and patrons of the Association.
- vii. Interpret and apply provisions in the constitution to resolve conflicts in the Association.
- viii. In all matters unless specifically provided to the contrary, the decision of the Board shall be by a simple majority and shall be bound to give written reasons for its decision.
- ix. The Judicial Board Chairman or his Representative shall be bound to give written reasons for its decision.
- x. Members of the Judicial Boards shall not be liable for any offence in the discharge of their duties under this constitution.

2. ELECTORAL COMMISSION

- i. There shall be a three Member Electoral Commission appointed.
- ii. The Chairman of the Electoral Commission shall be appointed by the executive committee.
- iii. The Electoral Commission shall be autonomous.

Functions

The commission shall;

- i. In consultation with the Judicial Board of BESA conduct all elections and by-elections of the Association.

- ii. In consultation with the Judicial Board organize a handing over of the administration for the out-going to the incoming BESA executives.

3. AUDIT BOARD

- i. There shall be an Audit Board appointed by the executive council at a general meeting.
- ii. The audit board shall comprise three (3) members one from each level.
- iii. No member of the executive shall serve on the audit board.
- iv. The said board shall audit accounts of the Association at least once a year.
- v. The Board shall submit its findings to the Judicial Board who shall submit a report and cause it to be publicized at least seven (7) days before the Association debates on the report.

Independence and Power of the Audit Board

- a. The board shall not be subject to any control, interference and direction, whatever in the cause of performing its duties.
- b. The board shall have the right to call any member(s) of the Association to submit account for auditing.

4. EDITORIAL BOARD

- i. It shall consist of three (3) Members appointed by the executives at an executive meeting.
- ii. They shall edit all Journals, Magazine etc. of the Association.

5. WELFARE COMMITTEE

Composition of the Welfare Committee

It shall comprise all reps of the various levels

Functions of the Welfare Committee

- i. It shall approve of any refreshment(s) mean(s) and drink(s) served at all meetings and gatherings
- ii. Shall determine the honorarium to be given to executive members who may during vacation, be required to stay on campus for any work beneficial to the BESA, subject to the approval of the executive council.
- iii. It shall in consultation with the financial committee and the organizing committee determiner the cost of refreshment at all BESA meetings and gathering(s)
- iv. The committee shall see to it that there is cordiality among members of the Association and lecturers.
- v. It shall within one week of coming into force of this constitution draw up a workable welfare scheme for the Association.
- vi. The committee shall decide on whom and what attracts recommendation in terms of funeral, child birth, wedding etc.
- vii. The committee shall decide on how much is to be paid to a beneficiary in (iii) above.

6. FINANCE COMMITTEE

i. Composition

The finance committee shall comprise the following four members;

- a. The Vice President as the Chairman of the Committee
- b. The Financial Secretary as the Secretary of the Committee
- c. The Treasure
- d. Any other Member of the Association to be elected at the General Meeting.

Functions

It shall;

- a. Be responsible for managing and appropriating BESA funds,
- b. Present a budget for each semester in the academic year within fourteen days from the beginning of the semester for the Executive Council for approval.
- c. Be the trustee for BESA funds.
- d. Prepare the Association's Statement of Accounts
- e. Be in charge of raising extra funds of BESA as may be determined by the Association.
- f. Pre Audit all financial transactions of BESA as may be BESA as may be determined by the financial committee and in case of misappropriation of BESA funds; it shall be considered as indictable offence and shall be referred to the Judicial Board for action.
- g. Cause the publication of statement of financial transactions of BESA on the Association's notice boards two weeks before the end of the semester.
- h. The quorum for financial committee meeting shall be three forth (3/4) including the chairman and the secretary.

7. VETTING COMMITTEE

i. Composition

It shall comprise;

- a. The electoral commissioner who shall be the chairman or the chairperson.
- b. The secretary of the Judicial Board.
- c. Members of the electoral commission.
- d. Any member of the Association appointed by the electoral commissioner.

Functions and Powers

The committee shall

- 1) Vet candidates for elections and appointment under this constitution.
- 2) Have the power to approve or disqualify any candidate or nominee however disqualified candidates and nominees may appeal to the Judicial Board against the ruling of the vetting committee.

8. AD-HOC COMMITTEE

There shall be ad-hoc committee or commissions which shall be appointed by the president when the need arises.

9. COUNCIL OF ELDERS

There shall be a Council of Elders appointed to advise the executive committee in the performance of their functions. The appointment of the Council of Elders shall be done before other appointments. The council of elders shall comprise

- a. The Chairman
- b. Deputy Chairman
- c. Secretary
- d. And one member each from all levels.

Functions

1. The council of elders shall consider and advise the executive committee in the appointment of members of all committees, Boards, and Commission (s).
2. The council of elders may upon request or on its own initiative, consider and make recommendations on any matter being considered or dealt with by the executive committee. However, the executive committee shall not be required to act in accordance with any recommendations made by the council of elders.

3. The council of elders shall perform other functions as may be assigned to it by the executive committee.

10. PROJECT COMMITTEE

Composition

- a. Chairman
- b. Deputy chairman
- c. Secretary

Functions

Shall make enquire concerning all BESA project for better decision.

11. SPONSORSHIP COMMITTEE

The president shall appoint a three member committee to seek for sponsorship for all BESA programmes.

ARTICLE 10

ELECTION PROCEDURES

QUALIFICATIONS

- i. Any member who desires to stand to be elected into the office of the presidency must possess a total GPA of 3.0 or better at the time of filling his/her nomination form.
- ii. Any member who desires to be elected into any position other than the presidency must possess GPA not less than 2.50 at the time of filling his/her nomination form.

Rules and Regulations governing all Election Nominations

1. All nomination forms shall be received from the electoral commissioner or the deputies
2. The electoral commission shall have the powers to

qualify/disqualifies a nominee under article 10 clause 3. Through the Judicial Board.

3. For such nominations to be valid, they must be supported by (10) genuine students who has fully paid their dues and has not already endorsed other nominees vying for the same position.

The electoral commission shall be autonomous. The following regulations shall apply to all BESA sponsored elections:

- i. A simple majority is required to win an election.
- ii. Candidates who stand un-opposed shall require at least 50% plus one (1) of the total valid vote cast to win the post thereof.
- iii. In the event of a tie, fresh election shall be held for candidates involved, in case of a run off fresh elections shall be held for two candidates with the highest ballots.
- iv. The electoral commission shall have the power to add any other rules that it deems necessary to ensure a smooth running of the election. In respect of elections for presidency, a candidate shall have to obtain a 50% plus one (1) vote to win the election.
- v. Any candidate, who shall be guilty of an electoral offence shall be referred to the Judicial Board.
- vi. The electoral procedures on which this constitution is silent shall be referred to the Judicial Board.
- vii. BESA elections shall be held within the second semester.
- viii. The old executive shall hand over power to the new executive, seven (7) days after results have been declared.
- ix. All BESA elections shall be by secret ballot.

- x. All aspiring presidents should choose their own running mates.

ii. CLAUSE ELIGIBILITY

- i. Every member of the Association is eligible for election into any office of the Association except the presidency.
- ii. Nomination into any office shall be done through filling.
- iii. A member shall be qualified to contest election of he/she is a paid up member of the Association.
- iv. Nominees to the position of the president should be at least a year old in the Association and not a member who is due for the out segment in the next academic year.

iii. DISQUALIFICATION

- a. A member who has once been found guilty of embezzlement and/or has behaved in such a manner or be described as detrimental to the good reputation of the Association shall not qualify to stand and contest election to any BESA position.
- b. No member shall be eligible to contest election to any position under this constitution if he/she has been voted out of any student's office in this university for stated misconduct.
- c. The electoral commission shall in consultation with the Judicial Board have the power to disqualify any candidate if it deems it necessary.

iv. BY- ELECTIONS

- Where an office becomes vacant as a result of removal, resignation or otherwise of an officer a by-election shall

be held in accordance with the provisions under article ten (10) of this constitution within fourteen (14) days of the occurrence of such event.

- In the case of appointed positions the executive committee shall appoint a replacement within fourteen (14) days of the occurrence of such even as in clause one (1) above and inform the judicial board accordingly.

ARTICLE 11 TENURE OF OFFICE

1. All officers elected or appointed shall hold office for not more than one academic year.
2. Any serving officer is eligible to be re-nominated for re-election to any executive position except the said officer is an out-going student or student on out segment.

ARTICLE 12 VACANCY OF OFFICE GROUNDS FOR REPLACEMENT

1. An officer shall be replaced on one of the following
 - i. Where he or she resigns from office or is incapacitated
 - ii. Where a vote of no confidence is passed by the Association against the said officer.
2. In the case of resignation the said officer shall communicate his resignation to the executive in writing seven (7) days before the date of resignation.
3. Any officer who relinquishes his office under article twelve (12) shall hand over all documents and property of the Association to the executives within five (5) days. In the event of en-block resignation of the executive the Judicial Board shall notify the Association for further action.

ARTICLE 13

REMOVAL FROM OFFICE

A. Violation of constitutional provision

An officer shall be removed from office in accordance with the provisions of this constitution if he/she is found;

- i. To have acted in violation of the oath of office or the constitution of BESA.
- ii. To have conducted him/herself in a manner which brings or likely to bring any office of the Association into disrepute, ridicule or contempt, or;
- iii. To have conducted him/herself in a manner this is prejudicial or inimical to the interest of the members of BESA.

B. To have embezzled funds or recklessly handled the funds of BESA.

C. Two thirds (2/3) of the members of BESA shall pass a vote of no confidence for the removal of an officer or dissolve the executive and / or the executive committee.

ARTICLE 14

MEETINGS

- i. The executive council shall meet once a semester and hold an emergency meetings as and when necessary.
- ii. The executive committee shall meet at least twice in a semester.
- iii. The executive committee shall hold emergency meetings when the need arises.
- iv. Six (6) members shall form a quorum including the president and the secretary.

1. GENERAL MEETINGS

- i. There shall be general meetings at least twice a semester.
- ii. Forty percent (40%) of the members shall form a

quorum.

- iii. Notice of any meetings shall be published at least seventy two (72) hours before the meeting.
- iv. If no quorum is formed at meeting thirty (30) minutes after the time for commencement; the meeting shall adjourned and shall be reconvened to discuss the business for which there was no quorum.
- v. The meeting shall be conducted strictly according to the provision for this constitution.

2. EMERGENCY MEETINGS

Emergency meetings shall be conveyed at shorter notices by the president upon the request of twenty (20% of the members of the association).

3. ATTENDANCE OF MEETINGS

In the event of a member of the executive absenting him/herself from meeting for three (3) consecutive times without any acceptable reasons he/she be dealt with in accordance with the provision in article thirteen (13) of this to the Judicial Board for stringent action to be taken.

4. CONDUCT OF MEETING

- i. The president shall maintain order at general, executive and committee meetings and shall exercise the prerogative to rule out of order all matters irrelevant to the issues before the house.
- ii. Debates must be limited to pending question(s) that is the pending question as stated by the chairman.
- iii. The president shall rule on any question that may arise during debate; but a member may by a motion object to the president's ruling.

- iv. If the president rises during a meeting all members shall remain seated and silent.
- v. A member shall rise to speak only when asked to do so by the president/chairman.
- vi. No member shall speak for more than once on a motion except the proposal of the motion.
- vii. No member shall speak for more than ten minutes at a time without permission from the chairman.
- viii. A member shall at any stage of a debate move a motion and be seconded. The question under debate shall be put to vote by the president without further discussion.

ARTICLE 15 FINANCE

- i. The annual BESA dues shall be decided at general meeting by the executive in consultation with the Chief Patron.
- ii. All members of BESA shall pay the approved dues for an academic year.
- iii. The use of Association funds shall be limited to:
 - a. Provision of approved executive functions.
 - b. Administrative duties that involved cash withdrawal.
 - c. All activities organized by the Association on emergency situation.
 - d. At least ten percent (10%) of the dues shall be left as reserve for the incoming administration.

1. SOURCES OF FINANCE

The source of funding for the Association shall be;

- i. BESA dues
- ii. Proceeds accruing from the sale of BESA souvenirs

and other items.

- iii. Proceeds accruing from appeal for funds, sponsorships, donations and voluntary contributions.
- iv. Proceeds from BESA week celebrations, excursions etc.
- v. A development levy to be paid by members of the Association as shall be decided by the executive council and approved by two-thirds majority of the Association.

2. SAVINGS

The Association shall run savings account. All monies shall be kept at the Ghana commercial bank and – or the Capital Bank, within seventy two (72) hours after the collection of such amount.

3. WITHDRAWALS

- i. Withdrawal of any amount from the accounts of the Association shall be authorized by the executive committee of the Association.
- ii. All transaction involving cheques and withdrawals shall be signed by the president, financial secretary, treasurer and the patron.
- iii. The President, the Patron and either the finance Secretary or the Treasurer can sign for withdrawal of money.
- iv. In the absence of the financial secretary the treasurer can sign for withdrawals to be made. In all cases withdrawals of monies shall be made by the approval of a patron.

ARTICLE 16 POWERS OF THE EXECUTIVE

The powers of the executive shall be derived from the Association.

The Association shall be the supreme authority to which the executive shall be responsible.

ARTICLE 17 HONORARIAL

- a. A certificate of honour shall be presented to the executive members at the end of their tenure of office.
- b. The executive shall be rewarded with a golden handed shake at the end of their tenure of office.

ARTICLE 18 HANDING OVER/SWEARING IN OR NEW EXECUTIVES

- a. There shall be transitional team comprising the BESA president, secretary, treasure, finance secretary, public relations officer, and welfare officer and organizing secretary of both the in-coming and out-going executives.
- b. The out-going president shall prepare a detailed handing over note, which shall be signed by both in-coming and out-going president and presented to the members of the Association during the handing over ceremony.
- c. The official handing over ceremony shall be supervised by the chief patron or any person appointed by the Chief Patron and organized by the electoral commissioner in conjunction with the out-going executives.

1. INAUGURATION OF THE ASSOCIATION'S EXECUTIVES AND OTHER OFFICERS.

- i. The office of the electoral commission shall organize and preside over the handing over ceremony.
- ii. The Judicial Board Chairman or his or her accredited representative shall administer the oath of office

secrecy and allegiance of the office to the elected and appointed officers in the presence of BESA member at the meeting called for that purpose.

2. SWEARING OF OATHS

I do hereby pledge on my honour to render selfless and dedicated services to the members of BESA and the university in my capacity as the I also promise to abide by the rules and regulations of BESA and the university. I further promise to defend the BESA constitution and protect the image of BESA and the university over and above my personal interest. I further solemnly swear (affirm) that should I at any time break this oath of office, I shall submit to the penalty prescribed by the BESA constitution so help me God

ARTICLE 19

ACCESSIBILITY OF THE CONSTITUTION

- i. The Judicial Board or Judicial Committee shall make the constitution available to members of BESA at a fee not exceeding the printing cost or otherwise for stated reasons.
- ii. It shall be compulsory for all BESA members to have a copy of the constitution.

ARTICLE 20

ADOPTION AND AMENDMENT OF THE CONSTITUTION

The constitution shall become operational upon its approval by BESA members and its endorsement by the Chief Patron and the Dean of Students Affairs.

AMENDMENTS/REVIEW

1. This constitution is subject to amendments/review

2. No proposal (amendments) to this constitution shall be deemed effective unless BESA has debated and approved of any such amendment(s) by not less than two-third (2/3) majority of members present and voting at a general meeting.
3. Any proposal for amendment shall be made in writing to the Chairman of the Judicial Board not less than sixty (60) days before a meeting and such a proposal shall be approved by not less than two-third (2/3) majority of members present and voting at a meeting.

BESA STANDING ORDERS

1. The executives shall draw up its own standing orders for the conduct of its businesses.
2. The president shall have the right to interpret the standing orders.

ARTICLE 21 MOTIONS

- i. Any member has the right to file motion(s)
- ii. All motions shall be submitted in writing, and must be handed over to the president.
- iii. No motion shall be opened for discussion until it has been seconded and the proposer shall have the right to speak for three minutes in order to find a seconder.
- iv. After the proposer and the seconder have spoken for the motion, the president shall invite other speakers in the following order- for the motion, and against the motion.
- v. A motion shall be adopted or rejected after it has been opened for debate.

1. AMENDMENTS OF MOTION

A motion shall be amended by any of the following:

- i. Striking out words
- ii. Inserting words
- iii. Substitute new words for other. Reframing any portion deemed necessary.
- iv. A combination of any of the above. A motion thus amended shall be in public domain.
- v. Voting on a motion shall be by showing of hands.

2. ADJOURNMENT

- i. Any motion for adjournment shall be in order and shall have precedence over all other business.
- ii. Such a motion shall not be debated, and shall not be amended, unless time or place or other business is mentioned in the motion. Such a motion shall be voted on.

3. INTERVENTIONS

In addition to a motion the president shall allow the following points in order of precedence;

- A. Point of order
- B. Point of correction
- C. Point of information

A. Point of order

Point of order shall deal with the conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the following:

- i. That the speaker is travelling outside the scope of the motion under discussion.
- ii. That he/she is using improper language.
- iii. That he/she is infringing upon the constitution or standing orders.

B. Point of correction

A member rising for a point of correction shall prove that the speaker is providing inaccurate information.

C. Point of information

- i. In the course of a meeting, a member who wishes to seek/give information from/to speaker or the chairman shall do so on a point of information.
- ii. The president shall have the option to comply with or ignore the request.

4. BREACH OF ORDER

A member shall be guilty of breach of order when he/she

- i. Uses offensive words in reference to a member.
- ii. Uses objectionable language
- iii. Disturbs the orderly conduct a meeting.
- iv. Disobeys a lawful order from a chairman. A member declared by the president in consultation with the executive to be guilty of disorderly conduct shall, if he/she refuses to withdraw or apologize, be asked to leave the meeting. Failure to comply with their order, he shall be made to appear be before the patron.

5. CONDUCT OF MEETING

- a. The president shall maintain order at general, executive and committee meetings, and he/she shall exercise the prerogative to rule out of order all matters irrelevant to the issues the house.
- b. Debate must be limited to pending question(s) that is, the pending question as stated by the chairman.
- c. The president shall rule on any question that may arise during debate, but a member may by a motion object to the president's ruling.
- d. If the president rises during a meeting, all members shall remain seated and silent.
- e. A member shall rise to speak only when asked to do so by the president, and he shall address the chairman or the

president while sitting.

- f. No member shall speak for more than once on a motion except the proposer of the motion.
- g. No member shall speak for more than ten minutes at a time without the permission of the chairman.
- h. No member shall at any stage of a debate move a motion and be seconded. The question under debate shall be put to vote by the president without further discussion.

This constitution was promulgated by a referendum at a general meeting of the Association this 5th day of March, 2007.

BESA ANTHEM

BESA unique we are being trained for the Nation

BESA unique we are being trained for the Country

BESA unique education for life with God we shall succeed 2x

We educate.....

Both great and small.....

We educate the nation's people

BESA unique education for life

With God we shall succeed

Music and words by Mr. HANS Kweku Anderson

(FEBRUARY, 2007)

BESA – UNIQUE

2016/2017 EXECUTIVE