



CONSTITUTION

HEALTH ADMINISTRATION AND EDUCATION STUDENTS ASSOCIATION (HAESA)

DEPARTMENT OF HEALTH ADMINISTRATION AND EDUCATION
UNIVERSITY OF EDUCATION, WINNEBA

Preamble:

IN THE NAME OF THE ALMIGHTY GOD, we the students of the Department of Health Administration and Education, University of Education, Winneba;

GUIDED by the need to be unified to ensure good intellectual, spiritual and social advancement of the Department and the University;

In **EXERCISE** of our natural and inalienable right to direct and ensure for ourselves posterity, liberty, progress, prosperity and equal opportunity for all students in our department;

Cognizance of the need to form an effective system of governance based on the laws of the Republic of Ghana and the statutes of the University;

In a Spirit of solidarity and fraternity with all recognized student movements and solemn declaration of faith and commitment to **ACCOUNTABILITY AND PROFESSIONALISM**;

INSPIRED by a common determination to play a major meaningful role in the upliftment and development of health administration and management in our dear country, Ghana;

DO HEREBY ENACT, ADOPT and GIVE to ourselves this Constitution.

Article 1: Supremacy of The Constitution:

1. The sovereignty of HAESA resides solely in the Students' body of the Department of Health Administration and Education whose welfare and interest are enshrined in this constitution and the powers of government so delegated to HAESA is to be exercised in the manner and within the limits laid down in this constitution.
2. The constitution shall be the supreme law of the Students' body of the Department of Health Administration and Education and any other law found to be inconsistent with any provision of this constitution shall, by the extent of the inconsistency be void and of no effect.
3. Notwithstanding Clause (2) of this article, the laws and statutes of the Republic of Ghana and the University reign supreme.

Article 2: Name

The name of the Association shall be known and called as **Health Administration and Education Students' Association – UEW** hereby shortened as **HAESA – UEW**.

Article 3: Vision

The vision of the Association is to be the student membership Association for health administrators and educators; to meet its members' leadership, educational and welfare needs, to promote professionalism, high ethical leadership and conduct to contribute to excellent health/hospital management and health education.

Article 4: Mission

The mission of the Association shall be; to equip students in health administration and education with relevant professional, managerial, ethical and educational skills essential for health management and education.

Article 5: Objectives

The objectives of the association shall be:

1. To establish and sustain a connection with the Association of Health Services Administrators, Ghana.
2. To seek to the welfare of its members
3. To foster unity and friendship among members
4. To protect the rights of its members
5. To work towards maintenance of good and healthy staff-student relationship based on mutual respect and trust.

6. To administer, manage, advocate and communicate health education programmes.

Article 6: Membership

The Association shall be composed of the following members;

1. Students reading health administration and education and any other course relating to health/hospital administration and health education/promotion at the University of Education, Winneba.
2. Alumni who have completed University of Education, Winneba having satisfied clause (1) above.
3. Honorary membership conferred on individuals whose contributions to the growth and progress of the Association cannot be overlooked.

Article 7: Leadership/Administration

The Association shall be administered by;

- i. A General Assembly
It shall consist of the following;
 - i. The Executive Committee
 - ii. Executive Council
 - iii. All Students as in **Article 6 (1)**.
- ii. An Executive Committee which shall be composed of elected officers and appointees as follows;
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Financial Secretary
 - vi. Welfare Officer
 - vii. Organizing secretary
 - viii. PRO (appointed)
- iii. **Executive council**
 - i.* All elected officers,
 - ii.* All appointed officers
 - iii.* All course representatives of all levels.
 - iv.* Welfare Committee
 - v.* Finance Committee
 - vi.* Elections Committee
 - vii.* Audit Board
 - viii.* Organizing committee
 - ix.* Chaplaincy board
 - x.* Judicial board

- xi.* Academic board
- xii.* Sports committee
- xiii.* Entertainment committee
- xiv.* Any other Committee(s) as shall be formed by the Executive committee and approved by the Executive council.

Article 8: Administrative Functions and Powers

1. General Assembly

- i) Shall be the highest governing body and final authority on all issues concerning the association.
- ii) Shall appoint at any time a commission or committee of enquiry or any such committee as may be needed to deal with peculiar issues bordering the association.
- iii) Shall deliberate and approve general policy referred to it by the Executive Committee.
- iv) Shall have the power to amend or call for review of any part of this constitution as provided for in the constitution.

2. Executive Committee

The Executive Committee Shall

- i. Be the central coordinating and advisory organ of the Association.
- ii. Meet and draw up the agenda for all meetings of the Association.
- iii. Be the implementing organ of decisions of the General Assembly
- iv. Make nominations for the appointment of Chairpersons/Other Officers that are appointed by the Executive Committee for approval by the executive council.
 - a. For avoidance of doubt, the Executive Committee shall appoint the Public Relations Officer (PRO) subject to approval by the executive council.
- v. Supervise the activities of the various committees/commissions/boards of the Association.
- vi. Acting in consultation with the General Assembly take appropriate action against any member(s) of the Association who act in a way that brings or is likely to bring the image of the Association into disrepute.
- vii. Cause a budget to be prepared by the Finance Committee at the beginning of each academic year.
- viii. Cause the Association's account to be audited at least twice in the academic year and the findings on the audited accounts made available to the General Assembly and notices of the Association.

3. The Executive Council

The Executive Committee Shall

- i. Approve the nomination and appointment of officers and members of committees as enshrined in **Article 6**.
- ii. Approve the Annual Budget and Programme of Activities of the association.
- iii. Assist the executive committee in the implementation of the decisions of the General assembly.
- iv. Perform any other functions as may be assigned by the General assembly.

4. Elected/Appointed Officers

i. President

The President shall perform the following functions

- a) Be the head of HAESA
- b) Preside over all meetings of the Executive Committee and the General Assembly.
- c) Be the official spokesperson of members of HAESA in all matters affecting the association.
- d) Summon all meetings of the Executive Committee and General Assembly through the Secretary.
- e) Represent the association or cause to be represented at conferences, symposia etc., to which HAESA may be invited.
- f) In consultation with other executive committee members, has the prerogative to take decision and later inform the General Assembly.
- g) Be the principal signatory to all cheques of HAESA
- h) Have a casting vote at all meetings.
- i) Interpret standing orders during meeting.
- j) Present Presidential Address to the General Assembly. *(Acting on the advice of the Executive Committee, at the beginning of each semester and at the end of Tenure of Office presents an Address on the state of affairs of HAESA. Such an address shall be called, Presidential Message.)*
- k) Notwithstanding sub-clause j (above) the Presidential Message shall be liable to debate by the General Assembly/Local Assembly soon after the address, within which time; the Council Attorney shall chair the house. The president shall however assume his chairmanship of the house after the debate.

ii. Vice President

- a. Perform all functions as in *Article 6 (3) (i)* in the absence of the President.
- b. Perform other functions as may be assigned by the President or the General Assembly.
- c. Upon assumption of office take and subscribe before the General Assembly the Presidential Oath set out in this constitution.

iii. General secretary

- a) Shall keep records of all proceedings and resolutions of the General Assembly and Executive Committee.
- b) Be the Administrative head of the Association's secretariat.
- c) Conduct all correspondence on behalf of the Association.
- d) Perform other duties assigned by the President or the Executive Committee/General Assembly.

iv. Treasurer

Shall:

- a) Be responsible for keeping records of all monies of the Association.
- b) Take custody of the Association's Funds and its Savings passbook, cheque books and pay- in slips.
- c) Keep an impress as shall be determined by the Finance Committee, disbursement of which shall be supported by receipts or Certificates of Honour.
- d) Bank all monies collected within 72 hours.
- e) Be a signatory to the accounts of the Association.

v. Financial Secretary

He shall:

- d. Be responsible for collecting on behalf of the HAESA and keeping true records of all Financial Transactions. Receipt or Honour certificates shall support all transactions.
- e. Hand over all monies collected to the treasurer within twenty-four (24) hours after collection.
- f. Take charge of all financial transactions in accordance with the provisions of this constitution.
- g. Prepare the Association's account and balance sheet when due and for onward submission to the auditors, when required.
- h. Perform other functions as directed by the President and/or the General Assembly.

- i. Read the Annual Budget of the Association to the General Assembly for approval.
- j. Be one of the signatories to Association's account.
- k. Be the Secretary to the Finance Committee.

vi. Welfare officer

- a) Shall be the head of the Welfare committee.
- b) Shall see to the general welfare of members of the Association.
- c) Shall perform any other function as may be assigned by the President and/or the Executive Committee.

vii. Organizing secretary

- a) Shall be responsible for organizing transport should the association decides to embark on any educational trip
- b) Shall perform any function as delegated by the president or the secretary
- c) Shall assist the secretary in the organization of executive council and general meetings
- d) Shall see to the proper organization during all functions of the association

viii. Public Relations Officer

He/she shall

- a) Be responsible for effective publicity and advertisement of all the Association's activities.
- b) Be the liaison with external entities on behalf of the Association.
- c) Perform any other responsibility as may be assigned by the President and/or the Executive Committee and/or General Assembly

Article 8: Committees/Commissions/Boards

1. Finance Committee

i. The Finance Committee shall comprise:

- a. The Vice President shall be the Chairperson of the Finance Committee
- b. The Finance Secretary who shall be the Secretary and,
- c. The Treasurer
- d. A member nominated by the Executive council

ii. Functions of Committee

It shall:

- a. Be responsible for the Management and appropriations of HAESA Funds.
- b. Present a budget for each semester.
- c. Be the trustee of HAESA funds.
- d. Be responsible for the preparation of HAESA Semester Statement of Accounts.
- e. Be responsible for raising funds to support HAESA programmes.
- f. Pre-audit all financial transactions of the Executive officers or Commissions or Committees involving amounts as may be determined by the members of the General Assembly. In cases of misappropriation of HAESA funds, it shall be deemed as indictable offence and shall be referred to the Disciplinary Committee.
- g. Within three (3) weeks after the beginning and four weeks before the end of each semester, the Finance Committee shall inform the general student body by publishing on all Notice Boards, details of all financial transactions of HAESA or Commissions or Committees of the General Assembly in the proceeding semester or the current semester.
- h. The quorum for Finance Committee shall be two thirds of all its members including the Chairman and Secretary.

2. Welfare Committee

i. *It shall comprise an Elected Welfare Officer who shall be the chairperson of the committee.*

ii. *Functions of committee*

- a) It shall be responsible for the general welfare of the members of General Assembly at its meetings.
- b) Determine the cost of feeding, honorarium and other allowances of officials on HAESA duties.
- c) Perform any other functions as may be assigned to it by the General Assembly or the Executive Committee.

3. Judicial board

i. *The board shall consist of;*

- a) Chairperson of the committee appointed by the executive committee and approved by the executive council.
- b) Four (4) other members appointed from each of the four levels/classes of the department subject to the approval of the General Assembly.

- ii. *The committee shall perform the following functions*
 - a) Mediate in all litigations/conflicts among the executives / committees / boards.
 - b) Inquire into all matters on indiscipline, misappropriation of funds, neglect of duty, misconduct of members/executives/committees/boards referred to it by the General Assembly/Executive Committee or by members.

4. Elections Committee

- i. Shall be responsible for the conduct of all elections, by – elections and referenda of HAESA.
- ii. Shall organize the handing over of administration between the outgoing and the in-coming HAESA executives.
- iii. Shall attend HAESA General Assembly meetings as a non-voting member.
- iv. Shall be responsible for the conduct of voting on motions at the General Assembly.

5. Audit Board

- i. There shall be Audit Board which shall comprise Audit Board chairperson and two other members nominated and approved by the General Assembly
- ii. The accounts of HAESA and all Committees, Commissions, Board or Institutions established under this Constitution or by a resolution of General Assembly, shall be audited and reported on by the Audit Board or any members of the Audit Board to the General Assembly.
- iii. For sub- clause (ii) supra, the Chairperson of the Audit Board or any person authorized or appointed for such purpose by the Chairperson or the Audit Board shall have access to all books, records, returns and other documents relevant to those accounts.
- iv. The accounts of HAESA and of all other Committee or Commissions referred to in sub-clause (ii) supra shall be kept in such forms, as the Audit Board shall approve.
- v. For the purpose of its work, it shall be lawful for the Audit Board to subpoena any person, including members of the Executive Committee to appear before it.
- vi. Any person who, knowingly or recklessly makes either orally or in writing to Audit Board, any statement conveying any information or explanation required by the Board or to which the Board is entitled and which is misleading, false or deceptive shall be liable to any sanctions approved by the judicial board upon the referral of such a matter to the judicial board

- vii. The findings of the Board shall be communicated to the General Assembly together with its opinion as to the advisability or other wise of transactions undertaken by HAESA, commissions or committees of the General Assembly.
- viii. It shall be responsible for collecting all audited reports and displaying its recommendation on all students notice boards of the department before handing over.

6. INDEPENDENCE AND POWERS OF THE AUDIT BOARD

In the performance of its functions under this Constitution or any other resolution of the General Assembly not in consistent with this Constitution, the Audit Board;

- i. Shall not be subject to the direction(s) or control of any other person or authority.
- ii. Shall disallow any item of expenditure which is contrary to the provisions of this Constitution or a resolution of the General Assembly and surcharge;
 - a The amount of any expenditure disallowed upon the person responsible for incurring or authorizing the expenditure, or
 - b Any sum which has not been duly brought into account upon the person by whom the sum ought to have been brought into account, or
 - c The amount of any loss or deficiency, upon any person by whose negligence or misconduct the loss or deficiency has been incurred.

7. *Sports committee*

The sports committee shall

- i. Comprised of the sports secretary as the chairman, a secretary appointed by the president
- ii. Be responsible for the development, promotion, and organizing of the association's sports activities
- iii. Keep inventory of all sports equipment and issue them to the various groups as and when they are needed
- iv. Give report to the executive council once every semester if and only sports activities were organized.

8. *Academic board*

- i. Shall consist of one representative from each year group with their chairperson appointed by the president making five (5) members
- ii. Shall advise executive council on academic matters pertaining to the nature of teaching, research, course content, conduct of examination and the availability of books and academic programme
- iii. The committee shall see to the running of the department's library

9. *Entertainment committee*

The entertainment committee shall

Comprise of three (3) members as appointed by the executive committee.

- i. At the beginning of each semester of the academic year draw up and submit a programme of entertainment functions for the approval by the executive council and shall be responsible for the implementation of such functions.
- ii. Keep inventory of all entertainment equipment
- iii. Perform any other function as assigned by the president.

10. *Chaplaincy board.*

- i. Shall comprise of two members: a chaplain and an Imam.
- ii. Shall organize all religious activities of the association
- iii. Shall be responsible for the religious welfare of the association.

Article 9: Meetings

1. General Meetings

- i. The Executive Committee shall summon a general meeting at least twice in a semester; at the beginning of the semester and before the close of the semester.
- ii. There shall be a seven (7) day notice for all students posted on all Notice Boards.
- iii. One fifth ($\frac{1}{5}$) of the students shall constitute a quorum at such meetings. The President or his Vice or his accredited representative shall be present before the commencement of the meeting.
- iv. The Executive Committee shall meet and draw the agenda for such a meeting as stated above.

2. Emergency General Meetings

- i. It shall be called as situation demands.
- ii. An emergency meeting of General Assembly shall be called by the Executive Committee or on the request of at least thirty (30) percent of the members of the General Assembly who shall sign a written request stating the business to be considered. Copies of such request shall be distributed to other members of the General Assembly. No other business may be considered at such a meeting. The meeting shall be convened within three (3) days of the receipt of the request(s). Copies of such request shall be published on all notice boards and shall contain the agenda, names and signatures of persons requesting the meeting.
- iii. Should the Executive Committee fail to comply with the request without any tangible reason, the Disciplinary Board shall be petitioned to intervene.

3. Decision Making

- i. The General Assembly shall be the highest decision-making body of the Association and all issues concerning the members Association of the shall be decided at the General Assembly.
- ii. Decisions effecting finance and other delicate issues at meeting shall be determined by two thirds ($\frac{2}{3}$) majority of the members present and voting.
- iii. Simply majority of members present and voting shall determine all decisions during emergency meeting. In the event of a tie, the President/Vice President shall have a casting vote.

- iv. A ruling as to whether a matter is a Minor or Major/delicate shall attract simple majority of two third (2/3) majority respectively at meeting shall be made by the **Chairman of the Executive Committee**.

Article 10: Finance and Inventory

- i. Sources of Finance
 - a) The Association shall have its main source of financing from annual dues paid by members as may be determined by the Executive Committee and approved by the General Assembly at the last General Meeting for the academic year.
 - b) Grants/Subventions given by the Department.
 - c) Annual Fund Raising.
- ii. Custody
 - a) The Executive Committee shall open a current and/or savings account with a reputable bank.
 - b) The President, the Financial Secretary and or Treasurer shall be signatories to the HAESA Accounts.
 - c) The President, the Financial Secretary and or the Treasurer shall sign and withdraw monies from the Association's Account.
 - d) Shall be responsible for the safe keeping of all assets or properties of the association.
- iii. Budget
 - a) The Executive Committee shall cause to be prepared and presented to the General Assembly at the beginning of each academic year, estimates of revenues and expenditure of the Association for the year.
 - b) The budget shall be laid before the General Assembly within 21 days after reopening of the first semester of the academic year.

Article 11: Welfare

1. The welfare shall be for all members and officials of the Association.
2. A member who is bereaved, in serious clinical condition as may be determined by the welfare committee, marrying or in other situations as may be determined by the welfare committee shall be entitled to welfare benefits as may be prescribed by the welfare committee.
3. Welfare packages or benefits shall only be subject to review at the end of each academic year.
4. A member shall only be entitled to welfare benefits/package only when he/she has fully fulfilled his/her obligations to the Association.

Article 12: Elections

1. General Elections shall be held during the second semester of each academic year not later than the date scheduled for the last general assembly of the year.
2. The electoral committee shall raise legislative instruments in the conduct of general elections for each academic year which shall be subjected to the approval of the General Assembly.
3. Winners in all contested offices shall be declared by simple majority.
4. Where a candidate contest unopposed, he/she shall be declared winner when he/she has obtained 60% or more of the total valid votes cast.
5. The offices to be contested for the general elections are;
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Financial Secretary
 - v) Treasurer
 - vi) Welfare Officer
 - vii) Programmes/Project Officer
6. Qualification;
 - i) A candidate shall qualify to contest any office when he/she is in good standing as a member of the Association; having fulfilled all his/her obligations to the Association, and of sound mind.
 - ii) A presidential candidate shall be a member who is in his/her fifth semester of study or above.
 - iii) A vice presidential candidate, Treasurer, PRO and organizing secretary must be a member who is in his/her fourth semester of study or above.
 - iv) All other offices apart from those in (ii) and (iii) shall be contested by members who have spent at least one semester of study in the university.
7. Handing over ceremony shall be held during the last General Assembly meeting of the Association.
8. The Election Committee shall present a Constitutional Instrument which guides the conduct of Elections to the General Assembly 21 days clear to the conduct of Elections.
9. Notwithstanding (8) above, the conduct of Elections shall be guided by rules as enshrined in the Constitution of the Student Representative Council of the University.

Article 13: Adoption, Amendment and Review of the Constitution

i. Adoption

This constitution shall become operative upon its approval by the students' body its endorsement by the Dean of Students' Affairs of the University.

ii. Amendment

- a) A motion for amendment of a clause shall be filed by a General Assembly member and supported by any ten (10) General Assembly.
- b) Three successive reading of such an amendment proposal shall be done within the House.
- c) Not less than three-fourth ($3/4$) or the members of the General Assembly shall be present, two-thirds ($2/3$) of which shall vote in favour of the amendment.
- d) Publication of such an amendment on all Student Notice Boards of the Department by the Association's P.R.O within 7 days of passage of such an amendment.
- e) An amendment shall be deemed passed, upon the fulfilment of sub-clause (iv) supra.
- f) Such an amendment shall take effect 5 days after the fulfilment of sub-clause (v) supra.

iii. Procedure for Review

- a) An establishment of a review committee by the General Assembly or the executive committee, exercising their powers under the constitution with the mandate of fine-tune or update the whole constitution.
- b) The preview Committee shall present its report at three separate sittings of the General Assembly.
- c) A special meeting shall be convened and attended by at least three-fourth ($3/4$) of the members of the General Assembly for purposes of approving the said review. At least, two-thirds ($2/3$) of the members present shall vote, in favour of the document either in whole or in part.
- d) Such a review shall take effect five (5) days after the fulfilment of the requirement of sub-clause (c).
- e) A review shall not be done unless at **least three years** have elapsed from the date of approval this constitution or the approval of a previous review.
- f) For the avoidance of doubt, "date of approval" in sub-clause (e) Supra, shall mean the date on which sub-clause (e) is achieved.

Article 14: Power to Make By-Laws

- i. The General Assembly within the scope of its authority under the constitution shall make by-laws relating to matters under its control and superintendence.
- ii. All such by-laws shall be reduced into writing and shall come into force when signed by the President.

Article 15: Inauguration of the Association, other Officers

The Patron/Patroness or his/her Appointed representative from shall administer the Oaths of Office to the elected HAESA Executives and Officers before the General student body of the Department.

Article 16: Miscellaneous

- i. There shall be kept in the HAESA office an archival cabinet for each Committee where reports of succeeding Committees of the General Assembly or any other Committee established under this Constitution or a resolution of the General Assembly shall be kept.
- ii. The HAESA Secretary shall be the custodian of such archives.
- iii. The HAESA Executive Committee or Sub-committee, Commissions, Boards or Ad-hoc committees shall be held jointly and severally responsible for any decision or action taken by the General Assembly, executives or the subcommittees or ad-hoc committees as the case may be.
- iv. Members of HAESA Shall be responsible to pay Annual dues as may be determined by the Finance Committee and approved by the Executive Committee.

Article 14: Standing Orders

1. Conduct of Meeting

- (i) Every meeting shall begin and end with a prayer.
- (ii) The President shall chair all meetings and shall maintain order at such meeting and he shall exercise the prerogative to rule out of order all matter irrelevant to the issue before the house.
- (iii) A member shall rise to speak only when asked to do so by the President.
- (iv) A speaker shall direct his speech to the issue under discussion. Every member shall address him/herself solely to the chair.

- (v) No member shall be allowed to speak more than once on a motion, as long as member who has not spoken on the motion desires the floor. No member shall speak for longer than ten (10) minutes at one time without permission from the chair.
- (vi) The chairperson shall interpret the standing order. He shall be free to take part in all discussions.
- (vii) Any more standing orders may in the case of urgency or after notice duly given, be suspended or changed at any meeting so far as regards business at the meeting provided that there is two-thirds (2/3) majority in favour.

2. Interventions

- (i) In addition to discussions at a meeting, the chairman shall allow the following:
 - a. Point of order
 - b. Point of correction
 - c. Point of information
 - d. Addendum
- (ii) A point of order shall be heard at all times except during the time of voting and the chairman shall give his ruling on the issue.
- (iii) 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:
 - a. That the speaker is traveling outside the scope of the motion or item under discussion.
 - b. That he is using improper language.
 - c. That he is transgressing the constitution or standing orders.
- (iv) A point of information shall consist of a question asked by the last speaker and must be strictly related to the subject under immediate discussion. It shall also include seeking or providing information to the last speaker.
- (v) A point of correction shall seek to correct a wrong impression or information, being supplied to the house by any member on the subject under discussion.
- (vi) Addendum shall be to all vital information to the last speaker's point.

3. Motions

- i. All General Assembly members have the right to file a motion or a proposal and such shall be seconded.
- ii. All motions shall be submitted in writing and must be handed over to the chairperson.

- iii. No motion, which is accepted by the meeting, shall be withdrawn without the consent of the meeting once accepted without such consent.
- iv. No motion shall be opened for discussion until seconded, but the proponent shall have the right to speak on the motion in order to find a seconder.
- v. No matter shall be discussed until it concerns an approved subject on the agenda except with the permission of the house.
- vi. A motion shall only be opened for discussion after the proponent and the seconder has had the opportunity to speak in support of the motion. The debate must be limited to the immediate pending questions by the Chairperson. The Chairperson shall rule out of order any speaker failing to address the subject of discussion.
- vii. The mover of the motion has the right to reply after the motion has been discussed if he so decides.
- viii. Discussion of a motion may be curtailed in time by a procedural motion for the floor or by the chair, with the approval of the meeting. If the chairperson intends to curtail discussion however, he shall make it clear how much times shall be allowed provided that the mover and one speaker against such motion shall in all cases have the right to speak if wishing to do so.

4. Order of Precedence

- (i) The Chairman shall allow the following procedural motions to be put in when it is already a proposition on the table, in the following order of precedence:
 - a. Motion to withdraw motion.
 - b. Motion to recess.
 - c. Motion to reverse the decision of the chair.
 - d. Motion that a question or proposal be now put;
 - e. Motion to limit or expand debate to a certain specified period of time.
 - f. Motion to refer the matter to a committee or sub-committee for investigation and for report.
 - g. Motion to postpone or adjourns the matter to a later specific meeting or time.
 - h. Motion to close debate.
 - i. Motion that the motion be voted upon. If the motion that “the motion be voted has been seconded, no further discussion of the original matter shall be allowed, but a member shall give notice of his desire to speak further on the original matter. If the motion is carried, the only discussion allowed shall be to put the motion to vote.
- (ii) If the motion to limit a debate to a certain period of time is carried, the chairperson shall draw up a list of those wishing to make their

first speech on the subject and allow each one of them to an equal proportion of time of the specific period. The proposer shall be given a maximum time of five (5) minutes to sum up before the original motion is put to vote.

(iii) And other orders deem necessary shall be introduced in the House.

5. Voting

- i. Voting shall be by General Assembly members.
- ii. Voting privileges shall include the right of members to make or second motions or nominations.
- iii. In voting, motions shall be carried by simple majority, unless otherwise provided by the constitution or by standing orders. The casting votes shall be in the following orders
 - a) Vote for, against and abstentions
 - b) If votes for and against an issue are equal in number, the chairman shall exercise the casting vote. Members abstaining shall be considered as non-voting.
 - c. Voting shall be done by show of hands or as determined by the chairman unless otherwise stated by the constitution.

SCHEDULE ONE
Oaths of Secrecy and Offices

THE OATH OFFICE

I..... having been elected to the high office of the of Health Administration and Education Students Association do hereby in the name of God (solemnly affirm) that I will be faithful and true to the association; That I shall strive at all times to preserve, protect and defend the constitution of the association and I hereby dedicate myself wholly, without fear nor favour, to the service and welfare of the students of the Department of Health Administration and Education, University of Education, Winneba in particular and of Ghana in general, and uphold the constitution of the association.

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 my oath of office, I shall submit myself to the dictations of the HAESA constitution and suffer the penalties there from.

(SO HELP ME GOD)

□ To be sworn by the chairperson of the judicial board at a public ceremony at which the Patron/Patroness, other Officials of the Department and the Student body shall be present.

THE OATH OF SECRECY

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

(SO HELP ME GOD).

□ To be sworn before the General Assembly and administered by the chairperson of the judicial board

Dated on this day **15th** day of **October**, in the year of our **Lord Two Thousand and Seventeen (2017) AD.**

SIGNED:

.....
DRAFT COMM.CHAIR.

.....
DRAFT. COMM. SEC.

.....
PRESIDENT

.....
JUDICIAL BOARD CHAIR.

.....
PATRON/PATRONESS