

**COLLEGE OF MEDICINE AND HEALTH SCIENCES  
STUDENT'S ASSOCIATION OPERATIONAL CONSTITUTION**

**Article I: Establishment.**

**Article II: Aims and Objectives.**

**Article III: Membership and obligations**

**Article IV: Rotation of power.**

**Article V: Executive council.**

**Article VI: Meeting of the executives.**

**Article VII: Resignation of executives.**

**Article VIII: Legislative council.**

**Article IX: Tenure of office**

**Article X: Ordinary meeting of the Senate.**

**Article XI: Emergency meeting of the Senate.**

**Article XII: Forfeiture of seat, resignation and By-election.**

**Article XIII: Power of the COMHSSA Senate.**

**Article XIV: Procedures of the Senate sitting.**

**Article XV: Organs of the Association.**

**Article XVI: Collegiate system.**

**Article XVII: Election.**

**Article XVIII: Finance.**

**Article XIX: The Constitution.**

**Article XX: Effective date of the Constitution.**

**Article XIX: Oath of Office.**

## **Preamble:**

Taking into consideration the greatest challenge that bestrides among the health practitioners in Nigeria, we thereby enact and give to ourselves this constitution for enhancement of interests, determination and commitment to solve the differences in health sector among health practitioners in Nigeria and foster interpersonal relationships between the future health practitioners in Nigeria.

## **ARTICLE 1: ESTABLISHMENT**

### **SECTION 1: NAME OF THE ASSOCIATION**

The name of the association shall be called:

**COLLEGE OF MEDICINE AND HEALTH SCIENCES  
STUDENT ASSOCIATION**

The acronym of the association shall be **COMHSSA** and the members shall be referred to as **COMHSSAITES**.

### **SECTION 2: LOGO**

Shall be circle containing Caduceus, Flame and book which signifies healthcare, passion and knowledge respectively and the name of the association.

### **SECTION 3: MOTTO**

*Promoting oneness and Consolidating Unity in Health Sector.*

### **SECTION 4: SUPREMECY OF THE CONSTITUTION.**

This constitution is supreme and the provision shall have a binding force on all members, bodies and organs of COMHSSA.

The council shall not be governed nor shall any person or group of persons take control of the government of this association or any of its organs, except by the provision of the constitution.

If any law or directive portion is inconsistent with the provision of this constitution, this constitution shall prevail and such law, directive or action shall to the extent of the consistency be null and void.

## **SECTION 5: VISIONS**

Being a conduit of unified interest of health practice.

*The COHMSSA is being formed by the prestigious departments that make up the College of Medicine and Health science, and as such the COMHSSA exist to harmonies the activities of the various department; thus the Autonomy of each department is preserved.*

## **ARTICLE II : AIM AND OBJECTIVES.**

1. To promote the pursuit of academic excellence in all ramification to uplift the health profession.
2. To promote and protect the interest of every member of the Association..
3. To encourage and support mutual exchange of ideas through scientific research and seminars among the future health practitioners.
4. To foster unity among the members of the association under her umbrella.
5. To help bridge the gap between all health practitioners.
6. To provide education concerning contemporary health problems.
7. To Carter for the overall welfare of its members.

## **ARTICLE III : MEMBERSHIP AND OBLIGATIONS**

### **SECTION 1: MEMBERSHIP:**

- a. Every students of College of Medicine and Health sciences shall automatically on admission and payment of college dues become a member.

- b. Upon membership, he/she is officially bound to fulfil all necessary obligations as stipulated in this constitution and preserve the right attached to this constitution.

## **SECTION 2: CLASS OF MEMBERSHIP**

The association shall consist of

- **Bonafide/ ordinary members:**

A bonafide/ ordinary member shall be any student from any department under the college of medicine and health sciences.

- **Honorary members:**

Honorary members shall be appointed/ granted by the Senate as deemed fit because of the interest of the individual in students and academic in achievement of the aims and objectives of the association.

- **Life membership.**

Life membership shall be granted to past members of the association appointed by the executives and approved by the Senate as the honour role association by reason of their past activities as students in the interest of the association.

## **Section 3: RIGHTS AND PRIVILEGES OF MEMBERS.**

### **SUB-SECTION1: Bonafide members.**

Bonafide members shall have the right to:

- Obtain a copy of this association's constitution.
- Participate in recognized meetings and functions of this association.
- Use the facilities provided and recognized by the association.
- Wear and display the official emblems and colour of the association.
- Vote and be voted in the approval association election.
- No student shall be deprived of membership on grounds of Gender, Religion, Ethnicity and Nationality.

### **SUB-SECTION 2: LIFE MEMBERS/ HONORARY MEMBERS**

- a. Use the facilities provided by the association.
- b. Attend all meetings of the association
- c. Wear or display the official emblems or colour of the association
- d. Does not possess the right to vote.

#### **SECTION 4: TERMINATION OF MEMBERSHIP**

- a. Membership shall lapse on ceasing to be a registered member of College of Medicine and Health Science of Afe Babalola University, Ado- Ekiti.

#### **ARTICLE IV: ROTATION OF POWER.**

- All Departmental Association must be equally represented.
- The enacted law of Rotation can be turned over by 2/3<sup>rd</sup> of a majority vote in the Association if the President of the Association is vulnerable to his position, regardless of the rotation.
- The Rotation of Power shall be for the President and Vice president positions only.
- The Rotation of Power shall be between the listed Departmental Association (AMSA, ADSA, BAMSA, NUNSA, and NiMELSS).
- No Departmental Association shall hold the position of the President and Vice President two consecutive times.
- During the oath taken every Executives must be banded with this part of the constitution.

#### **ARTICLE V: THE EXECUTIVE COUNCIL**

##### **SECTION 1: COMPOSITION**

The Executive Council shall consist of:

- The President
- The Vice president
- The General Secretary
- Assistant General Secretary
- Financial Secretary
- Treasurer
- The public Relations officer
- Assistant Public Relations Officer
- Welfare Director
- Assistant Welfare Director
- Social Director
- Assistant Social Director
- Sport Director
- Assistant Sport Director
- The Editor-in-chief
- Assistant Editor-in-chief
- Academic Director
- Assistant Academic director.
- Chief of Staff.

## **SECTION 2: POWERS**

### **POWERS:**

Subject to the provision of this constitution the executive council is an organ of the association's government vested with the following.

Shall;

- Hold an executive meeting at least twice a month and emergency meetings when deemed necessary.
- Reach decisions and adopt motions at such meetings by a simple several solve the committees to which it has the power to appoint members for failure day-to-damage their duties and when the life span of such come expires.
- See to the day-to-day running of the Association.

### **SUB-SECTION 1:**

- Each position goes to the department as represented by their representative.

- Each office In the COMHSSA shall be by personal declaration, which will be followed by an election from all members of the association.

### **SECTION 3: FUNCTION/DUTIES OF OFFICERS**

#### **SUB-SECTION 1:**

##### **THE PRESIDENT shall:**

- a. Be the head of the executive council of the association.
- b. Exercise control over, harmonize and coordinate all aspects of the Association activities.
- c. Have the prerogative of summoning all executive emergency meetings through the general secretary.
- d. Be one of the signatories of the account of the Association and approve all monetary requests for the running of the Association as may be deemed necessary.
- e. Have the power to adjourn the executive meeting.
- f. Take decisions on urgent matters on behalf of the Association where an executive meeting cannot be called within 24 hours.
- g. Shall exercise all such-power and carry out all other duties as hereinafter allocated to him under other articles of the constitution.
- h. Be responsible for the proposal of the dues for all members and registration fees for new members subject to the approval by the Senate.
- i. Delegates duties to any member of the association when considered necessary.
- j. Perform such other functions as may be directed to **him/her** from time to time by the executive association.

#### **SUB-SECTION 2: THE VICE PRESIDENT Shall:**

- a. Advice and assist the president in the performance of his duties

- b. Stand in for the president in his absence
- c. Also, direct and carry out such activities that may be delegated to him from time to time by the executive council.
- d. Be the organizer of any event and shall be the one to welcome any guests in any event.

**SUB-SECTION 3: THE GENERAL SECRETARY shall:**

- a. Convene all executive meetings and congress of the association at the request of the president.
- b. Be in charge of the association Secretariat
- c. Handle all correspondence of the association.
- d. Record, read minutes and keep attendance of the executive meetings
- e. Prepare the annual report which shall be read to members of the association before the dissolution of the executive council sequel to the swearing-in of the new executive council.
- f. Invite Ex-official members to executive council meetings if need be.
- g. Send out circulars and agenda of the executives meetings at least 48 hours before all such meetings.
- h. Perform such other functions as may be directed to **him/her** from time to time by the executive council.

**SUB-SECTION 4: PUBLIC RELATIONS OFFICER**

- a. Be responsible for publishing the activities of the association to the general public in their different Regions.
- b. Make such public statements/representations on behalf of the association from time to time as deemed fit by the executive council.
- c. Be a member of the editorial board
- d. Be the chairman of the public relations committee.

- e. Ensure the update of the online pages of the association to promote the visibility of the association
- f. Be in charge of any social media or account which the association may have.
- g. See to the complete distribution of seminars/ programs publicity materials in their respective Region.
- h. Carry out such activities as may be delegated to him from time to time by the executive council.
- i. Shall work hand in hand with all Departmental Association PRO during COMHSSA week

**SUB-SECTION 5: FINANCIAL SECRETARY Shall:**

- a. Receive and account for all association money derived from the COMHSSA dues
- b. Be the custodian of the association money
- c. Be the chairman of the financial committee.
- d. Draft an annual budget with the assistant of the treasurer for all proposed activities of the association for that session to the Senate not later than 2 weeks after the 1st meeting of the Senate.
- e. Shall keep records and custody of all receipt of withdrawal and payment from the association's account.
- f. Be one of the signatories to the account of the association.
- g. Shall submit his/her records and all other properties accruing of COHMSSA to the succeeding executive council.
- h. Submit an annual financial report to the Senate house before submitting it to the provost.
- i. Be liable for and held fully responsible for any mismanagement of association's fund.
- j. Carry out such activities that may be delegated to him from time to time by the executive council.

## **SUB-SECTION 6: THE TREASURER**

- a. Shall receive and account for the money derived or gotten from external source( all funds except the COMHSSA dues).
- b. Shall assist the financial secretary in preparation of the estimated annual budget and every other budgets.
- c. Shall deposit all money received or generated to the association account within 72 hours of working days.
- d. Shall be responsible for disbursement of funds (after it has been withdrawn from the association account via the financial secretary) for the running of the association.
- e. Shall keep records and custody of all receipt of withdrawal and payment after every transaction.

## **SUB-SECTION 7: WELFARE DIRECTOR Shall:**

- a. Shall have the responsibility of seeing to the organization and execution of plans of the association
- b. shall be responsible for the welfare of all members of the association and all welfare activities of the Association.
- c. Shall be in charge of receiving any complaints of the members of the Association and presenting them first to the executive council and then to the senate not later than 72 hours after the receipt of any complaint.
- d. Carry out such activities that may be delegated to him/her from time to time by the executive council.
- e. Shall work as a team with other Departmental Association Welfare Directors during the health week

## **SUB-SECTION 8: DIRECTOR OF SOCIAL**

- a. Shall organize and coordinate social activities as approved by the Senate, Provost and School Management.
- b. Shall present social activities plan to the Senate house not later than one month after being sworn in.
- c. Shall ensure that the vice President is up to date on the plans and processes of the activities to be carried out.

- d. Shall realize and account for monies realized from social activities and pay all to the treasurer within 72 hours.
- e. Shall head the social/welfare and entertainment committee.
- f. Shall work as a team with Departmental Social Directors

#### **SUB-SECTION 9: DIRECTOR OF SPORT**

- a. Shall organize and coordinate sports activities of the association.
- b. Shall be the chairman of the sports committee.
- c. Shall present a sports activities plan to the Senate house no later than one month after being sworn in.
- d. Shall keep all sports equipment in the secretariat.
- e. Shall ensure that the vice president is up to date on the plans and processes of the activities to be carried out.
- f. Shall realize and account for funds realized from sports activities and pay all to the treasurer within 72 hours.
- g. Shall work as a team with Departmental Association Sport Directors

#### **SUB-SECTION 10: EDITOR IN CHIEF**

- a. Shall be responsible for all publications of the association
- b. Shall preside over the activities of the editorial board.
- c. Shall together with the executive appoints members for the editorial board.
- d. Shall ensure the annual subscription and update of the association website
- e. Shall carry out such activities that may be delegated to him from time to time by the executive council and/ or the association.

#### **SUB-SECTION 11: ACADEMIC DIRECTOR SHALL**

- A. be responsible for all academic activities of the association

- B. and shall be responsible for the update of the council website with academic materials.
- C. Together with the executive appoint members for the academic committee.
- D. Carry out such activities as may be delegated from time to time by the executives.
- E. Work as a team with Departmental Association during COMHSSA week.

#### **SECTION 4: SPECIAL NOTE**

- A. The President must be have been part of the COMHSSA's Executive council or the Senate house before.
- B. The Public Relations Officer and the Editor-in-chief must have a prior knowledge or skill on graphics design.
- C. The President shall have the right to appoint a Chief of Staff with the approval of the Senate.
- D. The association executives shall appoint with the approval of the Senate two senior lecturers from any department in MHS college as the staff adviser of the association.
- E. All officers of the Association shall be liable for any mismanagement of funds allocated to their offices.
- F. Any failure by any executive officer of the Association to carry all duties pertaining to his office as stipulated by articles of this constitution shall be penalised on recommendation by the senate.
- G. The assistant officers must be in 200/300 level and 300/400 level in a four years and five/ six years respectively by the time they are sworn in.
- H. Only the following offices have assistant:
  - a. General Secretary
  - b. Social Director
  - c. Sport Director
  - d. Welfare Director
  - e. Academic director
  - f. Public Relations Officer
  - g. Editor-in-chief

#### **SECTION 5: TENURE OF OFFICE**

- a. All offices of the Association shall be held for one year/academic session, such tenure must not operate outside the academic calendar year
- b. Any officer of the Association who wants to resign his/her position must give at least one month's written notice.
- c. If any member of the executive is found guilty of any of the offences issued by the Students Disciplinary Committee he/she shall be removed from office.

#### **SECTION 6: ACCOUNTABILITY OF COUNCIL OFFICERS**

- i. All executive officers of the Association shall be individually or jointly responsible for any act of commission or omission perpetrated in the performance of their duties.
- ii. All executive officers shall be financially accountable for expenses incurred on behalf of the council.
- iii. All executive officers must produce an annual report and account of stewardship to the Senate.
- iv. The annual report and account of office stewardship shall be presented at the first

#### **ARTICLE VI: MEETINGS OF THE EXECUTIVE COUNCIL**

1. The Executive council shall meet as often as necessary for the smooth and effective running of the association.
2. The Executive council shall decide the manner in which it shall vote on any matter before it.
3. The president, the general secretary and any other 10 members of the executive council shall constitute a quorum for meetings.

4. It shall be obligatory on the General Secretary to take minutes of every Executive meeting.
5. Written notice of ordinary meetings shall be circulated to all the members at least 72 hours before the commencement of the meetings.
6. The General Secretary shall be responsible for adequate notification of emergency meetings to the members not later than 24 hours before commencement of the meetings.
7. The general secretary shall publish minutes of every meeting through the Public Relations Officer after the senate has received the minutes.
8. The Executive Council shall submit, for formal approval of any proposal for a programme, to the Senate.
9. Decisions made by the Executive Council can be vetoed by the Senate, upon findings that such a decision is inappropriate or is not for the greater benefit of the association or its members.
10. Executives should meet, at least, once quarterly.

#### **ARTICLE VII: RESIGNATION OF THE EXECUTIVE COUNCIL**

1. Any member of the Executive council wishing to resign from office shall do so in writing giving at least 2 weeks' notice.
2. Such letters of resignation must be, addressed to the President, and in the case of the President, to the Executive council through the General Secretary.
3. The resigning officer shall submit an up-to-date and comprehensive report of their official duties to the Executive

council through the General Secretary.

4. The Senate shall decide whether to accept or reject such letter(s) of resignation by voting.

5. If reports submitted by the resigning officer are considered inadequate, such person may be compelled by the Senate to write another report before accepting the resignation.

6. If an executive resigns or is impeached, the electoral committee will replace the person by conducting a re-election within two weeks of resignation or impeachment, except the post of the President; If the President resigns or is impeached, the Vice President becomes the Acting President for that period and the electoral committee will replace the

## **ARTICLE VIII: LEGISLATIVE COUNCIL**

- A. The parliament shall be referred to as the College of Medicine and Health Sciences Students Association Legislative arm and its members of the Senate.
- B. Every member of the senate shall be referred to as Senator and they shall represent the general interest of COMHSSA.

### **SECTION1: COMPOSITION**

- (a) The Legislative Arm shall be made up of all Departmental Presidents and Departmental delegates provided by the department to represent them in the legislative arm.
- (b) Once elected from the Departmental level, all Departmental presidents are mandated to be part of the delegates coming from the departmental associations to form the parliament.
- (c) Officers of the senate house include
  - i. The senate President
  - ii. The deputy Senate President

- iii. The Clerk of the senate,
  - iv. The chief whip.
  - v. Disciplinary chairman.
- (d) Officers of the senate shall be elected via election

## **SECTION 2: OFFICERS OF THE SENATE**

### **Sub-section 1: THE SENATE PRESIDENT (SP)**

- a. The SP Shall be the President of the senate's arm
- b. The SP shall be responsible for calling the sitting of the senate through the Clerk of the house.
- c. Shall be a signatory to the association account.
- d. The SP shall preside at all sitting of the senate with the mace placed on the high table. The absence of the mace shall render the sitting null and void except otherwise stated in any part of this constitution.
- e. The SP shall with the support of the house discipline erring members and non-members to maintain order during sittings.
- f. He shall be obliged to summon sittings of the senate when called upon by at least one-third (1/3) of the members of the house appending their signatures to such calls and where he fails to summon the meeting within 72(seventy-two) hours of receiving such a call, the meeting shall stand convened.
- g. He shall interpret the constitution of the association in good faith, during the house sittings.
- h. The decision of the SP may be reversed by at least two-thirds (2/3) majority of the members of the senate present and by voting.
- i. He can exercise a casting voting right only if there is a tie.
- j. The SP of the senate shall be referred to as the Distinguished senate president.
- k. He/she shall be the custodian of the authority of the house (MACE).

### **Sub-section 2: The Deputy senate president**

- a. Be responsible for conducting elections within the senate at all sittings except the elections of the officers of the Senate.

- b. Assist the senate president from time to time in the discharge of his duties and perform all the duties of the SP in his absence.
- c. In the absence of the Deputy senate president at any meeting of the senate, another member of the senate may be elected to perform the functions for such sittings only.

### **Sub-section 3: The Clerk of the senate.**

- a. The Clerk of the senate who must be at least a year three student from any department shall be elected by members of the senate at their first sitting, the elections will be conducted by the electoral committee.
- b. He shall in collaboration with the SP prepare agenda for all senate sittings and make them public.
- c. He shall on the instruction of the SP summon all sitting of the senate except the first sitting.
- d. He shall be the financial officer of the senate and keep appropriate financial records.
- e. He shall be responsible for the compilation of proceedings of the senate for the parliamentary year for proper documentation.
- f. Keep a record of attendance at all senate sittings and publish the list of attendance on the Association notice boards within forty-eight (48) hours after each proceeding.
- g. Send a copy of the such list to the president of the senate for necessary action by relevant provisions of the constitution.

### **Sub-section 4: CHIEF WHIP OF THE HOUSE**

- a. He shall assist the SP in maintaining law and order
- b. He shall attend to visitors during sittings and carry out instruction or information given by the Senate President
- c. He shall be responsible for security information during sitting
- d. He shall discharge other functions as may be directed by the senate president.

## **ARTICLE IX: Tenure of Office**

- (i) The College of Medicine and Health Science Student Association Senate shall function for one parliamentary year and shall be dissolved thereafter.
- (ii) A parliamentary year shall extend from the day of swearing off the COMHSSA senate.

## **ARTICLE X: ORDINARY MEETINGS OF SENATE**

- A. The inaugural meeting of the senate shall be held within 2 weeks after its election.
- B. The COMHSSA President in conjunction with the General Secretary shall summon the inaugural meeting of the Senate
- C. Meeting of the Senate shall be held as often as necessary for the effective running of the Association. There shall be at least three meeting every term or semesters.
- D. It shall be the duty of the president of the Senate acting through the Secretary of the Senate to summon all meetings of the Senate, except the first (inaugural) meeting of the Senate which shall be summoned by the COMHSSA president acting through the General Secretary.
- E. The COMHSSA President shall preside over the inaugural meeting where a substantive senate president who shall take over affairs of the house will be elected.
- F. There shall be a Senate president, Deputy Senate president, Chief Whip, Secretary and Chairman of disciplinary who shall be formed amongst its own members and they shall be elected by secret ballot at its first meeting, by the Senate

members.

The electoral committee shall send one of its members to conduct this election

- G. The Senate President shall be a ranking senator i.e must be a previous member of the Senate house.
- H. Three quarters ( $\frac{3}{4}$ ) of the membership shall constitute a quorum for all ordinary meetings.
- I. Voting at the Senate meetings shall be by show of hands except where a Senator presses for Secret ballot.
- J. A roll call of Senators shall be taken at the beginning and at the end of every meeting.
- K. Absence from a Senate meeting without prior written notification or during Senate session (i.e. a senator who leaves before the end of a session) shall constitute an offence referable to the Disciplinary Committee. A Senator may be granted excuse, by the Senate President or the Deputy Senate President in the absence of the Senate President, during meetings – on the grounds of a genuine reason to be excused from the meeting (e.g. emergencies)
- L. The disciplinary chairman shall be in charge of the discipline of all attendees during the senate meeting and the discipline of senators both during and outside meetings. He shall be the chairman of whatever committee set up on discipline or impeachment by the senate and shall recommend punishments for unparliamentary behaviours to the senate for the final verdict.

## **ARTICLES XI: EMERGENCY MEETINGS OF THE SENATE**

- A. The Senate president shall have the power to summon emergency meeting of the Senate whenever he judges it right to do so in the interest of the Association.
- B. The Senate president shall also summon an emergency Senate meeting at the request of the president, or on receipt of a

- request signed by at least 1/3 of the entire membership of the senate.
- C. Written notice of an emergency meeting shall be delivered to all Senators and shall be conspicuously displayed on noticed boards or any other media or forum constantly used by the Senate, at least 12 hours before the time of sitting, such notice shall include the agenda of the meeting.
  - D. The quorum shall be 1/3 of the entire membership of Senate.
  - E. The emergency meeting shall proceed to discuss only the emergency point(s).

## **ARTICLE XII - FORFEITURE OF SEATS, RESIGNATION AND BYE-ELECTIONS**

1. A Senator shall be deemed to have forfeited his seat in the Senate should he/she absent himself/herself from two consecutive meetings of the Senate without written permission from the Senate president.
2. The Senate Secretary shall officially inform the Senator concerned and his/her constituency of such loss of seat in the house.
3. A Senator shall be deemed to have forfeited his seat if the Senate receives a demand to that effect signed by at least 2/3 of his constituency, always provided such a demand shows reason(s) for the Senator's removal.
4. A Senator wishing to resign his/her membership of Senate shall do so in his/her constituency in the first instance. He/she shall therefore communicate his/her decision to the president of Senate who would promptly inform the chairman of the Electoral commission.
5. A Senator shall automatically vacate his/her seat on his/her ceasing to be a member of the Association or during his/her suspension of misconduct from the medical School. In the event of

- suspension all Senators shall decide by majority vote whether he/she should forfeit his/her seat permanently:
6. Once a Senator has forfeited his/her seat, he/she shall not have the privilege of running for any elective posts throughout his/her stay in the association.
  7. Vacancies arising from the forfeiture of seats or resignation shall normally be filled within 14 days from the date of their occurrence

### **ARTICLE XIII: POWERS OF THE COMHSSA SENATE.**

- (a) The Executive council and the various organs of the association shall be responsible to the COMHSSA senate.
- (b) It shall act as a check on the activities of the association.
- (c) It shall approve the budget which shall be presented by the president of the association not later than 1 month after swearing-in.
- (d) It shall be responsible for the choosing of COMHSSA Health week dates which must be duly respected by the Executive members.
- (e) The majority of the COMHSSA decision shall be made by the legislative arm to keep the interest of all Departmental Association relevant and safeguarded.
- (f) Transmit recommendations to the executive, congress and another committee for proper execution.
- (g) It shall consider granting the use of extra funds required for any officer of the association.
- (h) It shall act upon a matter of petition signed by two-third members of the COMHSSA senate review any programme(s) of the executive council.

- (i) It shall adopt the minutes of its sitting and shall make public the adopted minutes of its sitting through the clerk of the senate within forty-eight hours.
- (j) It shall direct if it chooses to call a congress mmeeting to determine any matter relevant to the association's functions.
- (k) The decision of the committee shall remain valid unless the contrary decision is made at a meeting or if 2/3 majority decide to reverse decisions.
- (l) Shall call for joint executives and legislative arm meeting when necessary.
- (m) The Senate shall have the power to approve or veto other budgets of the Association, in part or as a whole, as necessary for the running of the Executive Council and Senate

#### **ARTICLE XIV: Procedure at SENATE Sittings.**

- (i) These shall preside at a sitting of the Senate:
  - (a) The SP or in his absence
  - (b) The Deputy Senate president, or
  - (c) Any such member of the senate that the body may elect for that purpose.
- (ii) Where the Deputy Senate President or such other member so elected has to preside at any sitting, the functions under Article 8, section 1 of this constitution shall be exercised by such person.
- (iii) In the absence of the Deputy senate president and the Clerk of the House, the senate shall elect persons among senators to act in their position at that sitting.

#### **Section 1: Quorum in the Senate**

- a. Quorum in the senate shall be formed by two-thirds (2/3) of the elected members
- b. Where sub-section (i) above fails, after thirty (30) minutes of the appointed time, the sitting can commence provided the SP in consultation with at least one-third (1/3) of the entire senators present are in harmony.

## **Section 2: Deliberating Motion.**

- (i) The SP shall only call for deliberating motions after an extensive deliberation on any issue under consideration.
- (ii) Such motion may be for or against the subject under the consideration.
- (iii) The motion in support of any subject under consideration shall be seconded by another senate member before acceptance.
- (iv) The mover of any motion shall be given an opportunity to explain the rationale behind such motions,
- (v) The SP shall then call for an amendment of any motion
- (vi) Except otherwise stated in any part of this constitution, a motion may be passed:
  - (a) Unanimously
  - (b) by a simple majority vote.
- (vii) After the adoption of the motion, it shall be taken as a law.

## **Section 3: Standings Orders of Senate**

This standing orders shall have power over the parliamentary sittings and executive sessions

- (a) There shall be a mace at the senate president's table at every sitting of the house.
- (b) The mace shall serve as the symbol of authority of the house.
- (c) Any sitting held without the mace on the senate president's table shall be regarded as unconstitutional and any decision/resolution made at such sitting shall be null and void.

- (d) In circumstance where the mace cannot be found, a two-thirds majority of the house will have the power to hold sitting.

#### **Section 4: Dressing**

- i. The entry of the House Officers shall be made known by the Clerk of the House at any sitting and the house shall rise at their entry and shall resume their seat when the Senate President has taken his seat.
- ii. All members shall be formally dressed at every sitting of the Senate. Formally dressed entails a male Senator Dressed in a pair of trousers, shirt, tie, and shoes to match, and a female Senator dressed in a skirt, blouse and shoes to match. A complete traditional attire is also acceptable.
- iii. Violation of (II) shall attract a penalty at the discretion of the SP.

#### **Section 5: Agenda**

1. The Senate shall discuss first, all matters on the agenda for particular meeting. Such agenda must be dully subjected to the notification of all Senators at least 72 hours before meetings (24 hours before emergency meetings).
2. Matters arising shall only be discussed after the agenda has been fully dealt with.
3. The Senate president shall have the power of dismissal or postponement "Dismissal" to mean: disallowing permanently, an issue of debate for general peace, order and effectiveness of the Senate. "Postponement" to mean: deferring an issue under debate until a later time during the same meeting or until subsequent meetings.
4. It shall be the duty of the Senate to discuss all postponed issues before other items on the agenda, Such issues shall appear on the agenda of notification of meetings.
5. Except for the SP, every other person addressing the house shall stand and acknowledge the House thus; distinguished senate president, distinguished senators. If the SP has any reason to staand to assert his authority, anybody standing shall immediately resume his seat and keep quiet
6. Once the sitting is in session, movements on the floor of the House shall be prohibited except with due permission of the SP.

7. Disciplinary measures will be taken by the SP against any member who contravenes the proceedings of the senate. Such measures would stand reversible by two-thirds (2/3) majority of the senate members present and voting
8. Debates within the House must be limited to immediate pending questions.
9. The SP shall rule out of order senate members who fail to adhere to the subject of discussion or for any other reason as stated by the senate president.

#### **Section 6: Motion for adjournment.**

- A motion for the adjournment of a sitting may be moved at any time during the sitting.
- Such motions shall be supported by two-thirds (2/3) of members present after an extensive and decisive deliberation of the matters on the agenda.
- Further debates within the House will not be permitted once a motion for adjournment has been massed into a resolution.
- If at a meeting there is a grave disorder which in opinion renders the orderly dispatch of the business of the house impossible; the SP may without question:
  - (a) Adjourn the meeting
  - (b) Suspend subsequent meetings for a such period may consider expedient.

#### **Section 7: Recess**

- (a) A recess shall be called by the Senate president or suggested by any member of the Senate.
- (b) This shall be put into vote upon any refusal or disapproval.
- (c) The recess shall not exceed thirty (30) minutes.
- (d) A specific recess for a specific time interval shall be raised by the Senate President and approved by a simple majority of the House.

## **Section 8: Points of Order and point of information**

(i) In addition to discussion on a motion or amendment, the Speaker shall allow the following points in order of precedence:

- (a) Point of Order.
- (b) Point of Information.

(ii) A Point of Order when raised should be heard at all times except when voting or when the senate president is speaking or on his feet. A point of order shall concern such matters as:

- (a) Indecorum
- (b) Intention to refer to standing orders and a clause of the constitution.
- (c) Violation of standing orders.
- (d) Introduction of a matter not relevant to the question under discussion.

(iii) A point of information, which shall be entertained at the discretion of the COMHSSA senate president. President Shall be to inform the house on issues that may be of help on the question under discussion.

## **ARTICLE XV**

### **ORGANS OF THE ASSOCIATION**

**Section 1.** Organs of the association shall include various committees and clubs by which the association functions and they shall be directly or indirectly responsible to the Senatorial board.

**Section 2. Disciplinary Committee.**

- (i) It shall consist of all the departmental presidents under the COMHSSA.
- (ii) Shall be head by Senate disciplinary chairman.
- (ii) The secretary shall be one of the departmental presidents
- (iii) The committee shall try all cases referred to it by the senatorial board or congress, concerning the activities of any officer or member of any organ of COMHSSA.
- (iv) Following their findings, they shall submit their recommendations to the senatorial board.
- (v) Such recommendation can only be refused by at least  
A two-thirds majority of senatorial members were present and voted.
- (vi) The committee shall regulate its procedures:
  - (a) Provided nothing it does conflict with the principle of not natural justice.
  - (b) Without prejudice to; (a), its chairman shall summon and preside over all meetings of the committee.
  - (c) The decisions of the committee shall be made by a simple majority vote at a meeting.
- (vii) Discipline shall be strictly enforced by the senatorial board on the offender. Offences shall include:
  - (a) Flouting the constitution of the Association
  - (b) Acting in a manner likely to put the association into disrepute.
  - (c) Carrying out dishonest activities that tend to embarrass or disgrace the association the Punishment shall be in the form of
    - (i) Suspension from office.
    - (ii) Removal from office.
    - (iii) Barring from holding office.
    - (iv) Fine.
    - (v) Refund.
    - (vi) Censure.
    - (vii) Caution.
- (viii) Any more other punishment decided upon by the senate al board. ) Any executives found guilty of expropriation of funds or other malpractices shall be reported.

### **Section 3. Audit Committee**

- (i) The Audit Committee shall be made up of five members including the Chairman and Secretary who shall be appointed by the Senate President.
- (ii) Members of the committee must not be in the executive council or the executive arm or any organ of COMHSSA
- (iii) The committee shall audit the annual financial statement of the executive council.
- (iv) They shall work in conjunction with the financial secretary.
- (v) It shall also audit the account of the executive and legislative arms and other organs of COMHSSA when called upon to do so by the Senatorial Board.
- (vi) The committee shall stand dissolved at the inauguration of a new audit committee.
- (vii) The financial statements of the Executive Council for the first half of their tenure must be submitted by the Executive Council to the audit committee not later than seven (7) months from their date of inauguration. This should include the financial reports for the first six (6) months. (with the exclusion of the period of closure in the college). The second half of the financial statement must be submitted to the audit committee not later than seventy-two (72) hours after the swearing-in of the new Executive Council.
- (viii) The audit committee should process and present its findings to the NSSRR within three (3) weeks of being asked to carry out such an assignment.

### **Section 4. Constitution Review Committee.**

- (i) The constitution Review Committee shall be constituted  
By the Senatorial Board, if there is a need for amendment or review of the constitution,
- (ii) It shall consist of five (5) members including the Chairman and Secretary who shall also be appointed by the Senatorial board.
- (iii) It shall deliberate upon and word resolutions sent to it by the Board and the congress.
- (iv) It shall also review the constitution when called upon to do so.
- (v) The reviewed constitution shall be subject to the approval of two-thirds (2/3) majority of Board members present and voting

### **Section 5. Electoral Committee.**

- (i) The Electoral committee shall be constituted by Senatorial Board not less than eight (8) weeks to the end of the first semester for that session.
- (ii) It shall consist of members from all the departmental associations and the chairman shall be in year 4 or 5.
- (iii) The Chairman and Secretary shall be appointed by the President with the approval of the senate.
- (iv) The Electoral Committee shall be responsible for conducting elections of the executive officers, legislative body, the election of the Board officers and all other such elections in the association.
- (v) Its membership shall not vote or be voted for in COMHSSA elections unless such person(s) resign his membership.
- (vi) All bye-elections shall be held not later than two weeks after the post is declared vacant.
- (vii) Shall be dissolved by the Senatorial Board after the completion of her task
- (viii) All allegations of misconduct by members of the electoral committee shall be looked into by the Senatorial Board and appropriate actions are taken.
- (ix) There shall be an election Petition committee set up by the Board when there is a petition sent to it on any election conducted by the Electoral committee within forty-eight (48) hours of receiving such a petition.
- (xi) The election petition committee shall commence an investigation immediately after being set up and shall submit its report to the senate not later than one (1) week after its inauguration.

#### **Section 6. Social Committee:**

- (i) The committee shall be headed by the Social Director of the college
- (ii) This committee shall comprise by all the departmental social director
- (iii) The committee shall be responsible for all social activities for the college
- (iv) The committee chairman shall liaise with the Vice- President on organizing fresher's orientation and health week
- (v) The committee shall in time in time organizing social activities for the college member constituencies of the association

#### **Section 7. Sport committee:**

- (i) The committee shall be headed by the Sports Director for the college
- (ii) This committee shall be headed by all the departmental social directors
- (iii) The committee shall be responsible for all sports activities for the college
- (iv) The committee chairman shall liaise with the Vice- President on organizing health week
- (v) The committee shall in time in time organize sports activities for the college member constituencies of the association

**Section 8. Welfare Committee:**

- (i) The College Welfare Committee for the college shall be headed by the Welfare Director of the college
- (ii) All departmental Welfare Directors come together to form this committee and shall have equal right in direction concerning protecting the interest and welfare of their students
- (iii) The committee is responsible for the welfare of COMHSSA members
- (iv) During the college health week, all department association welfare directors are responsible for caring for the needs and welfare of its members before the dinner

**Section 9. Public Relation Officer:**

- (i) The college PRO committee for the college shall be headed by the PRO Director of the college.
- (ii) All departmental PROs come together to form this committee and shall have equal rights in making direction.
- (iii) The committee is responsible for the dissemination of information to its constituent and be responsible for publishing the activities of the association to the general public in their different region.

**Section 10. Editing Committee:**

- (i) The committee shall be headed by the Editor in Chief Director of the college

(ii) This committee shall precise by all the departmental Editor in Chief Director

(iii) Shall be responsible for any publication needs for the college.

**Section 11. Academic committee:**

(i) The Chairman of this committee shall be the college Academy committee

(ii) The academic of the committee shall formulate rules and regulations for the smooth running of the committee,

(iii) They shall be responsible for planning ways and means of procuring a good academic environment for the student.

(iv) They shall organize a quiz club, and the quiz club shall represent the association in all academic competitions.

**ARTICLE XVI: COLLEGIATE SYSTEM**

This section entitles the structure of the collein association.

The COHMSSA is being formed by the all-departmental association that makes up the College of Medicine and Health Science and as such the COMHSSA exists to harmonies the activities of the various department and integrate the interpersonal relationship between all health practitioners.

All departmental associations within the college are the stakeholders of the college association and form it. Departmental associations precise

the association and therefore have the right to produce its representatives or delegates to represent them-departmental at the college level. Before this, all departmental associations are expected to provide a specific number of delegates as required by the standards established.

The Executive Arms shall,

- (i) Be responsible for the running of the Association Affairs
- (ii) All departmental associations are required to provide 3 delegates that will represent the interest of their department.
- (iii) All departmental associations must conduct an election or nomination in choosing their delegates
- (iv) All departmental Associations are expected to ensure that their delegate meets the requirements
- (v) Among the delegates, the college electoral committee shall conduct an election for them in other to choose who will be the college representatives.
- (vi) After the election has been conducted the winner shall be declared to the public.

The Parliamentary Arms shall;

- (i) Be responsible for ensuring that the interest and affairs of the Association & students are safeguarded and all departmental Association are expected to provide delegates for the parliamentary arm and the delegates provided by all departments shall vary
- (ii) The number of delegates shall be by the number of students in specific departments
- (iii) The number of delegates is as listed;

**The department that has students from;**

*0-100 shall provide 2 delegates.*

*100-300 shall provide 3 delegates.*

*300-500 shall provide 4 delegates.*

*500-1000 shall provide 5 delegates.*

*1000 above shall provide 6 delegates.*

(iv) The delegate shall be elected from their departmental level

(v) Among the delegates, an election must be conducted to decide the merger of people to all positions provided in the body.

NOTE: this explains how departmental association representatives emerge to any position at the college level. in other for representatives to emerge to any position all due requirements must be met. In a situation whereby the number of students in a department increases, it enacted that the number of delegates from that department also increases too.

## **ARTICLE XVII: ELECTIONS**

### **Section 1. Conducting Elections.**

(i) Elections into the executive council, and elections of officers of the Senatorial Board shall be conducted by the electoral committee.

### **Section 2. Time of Elections.**

(i) Elections into the executive council shall be held not later than four (4) weeks before the end of the session

(ii) Elections of the Senate President, the Deputy Senate President, the Clerk of the House, Chief whip and disciplinary chairman shall be conducted at the first sitting of the senatorial board immediately after the swearing-in ceremony,

### **Section 3. Eligibility**

(i) All executive officers of COMHSSA shall be elected according to the provisions of ARTICLE III.

(ii) The President, must have served either in the COMHSSA Executive council or Senate house.

(iii) Without prejudice to any part of this constitution, only financial members of the association shall be eligible to contest in any association election ( candidates that pay due).

(iv) A dismissed or removed officer of the association shall not be eligible to contest any other association election for a period of at least two academic sessions.

(v) Any officer or member of the association that has a case pending with the disciplinary committee shall not committee for an association election until cleared by the disciplinary committee.

### **Section 4. The procedure of elections.**

(i) Unless otherwise stated in any part of this constitution, the electoral committee shall be responsible for formulating rules and regulations for the smooth running of the electoral processes

(ii) Manifesto Day: For elections into the executive council.

(a) The electoral committee shall fix a date for the speech Day and which:

(b) Candidates make campaign speeches within a specified time to be determined by the electoral committee.

(c) The Chairman electoral committee shall preside.

(d) Candidates shall be held liable for the misbehaviour of their supporters.

(b) There shall be no form of the campaign after the manifesto day.

(iii) Voting procedure;

(a) Voting in the election shall be by secret ballot, immediately after the manifesto readings.

(b) Votes shall be counted immediately after the election.

- (c) Results shall be declared immediately after the counting, and be made public on notice boards within twenty-four (24) hours of elections being completed.
- (d) A winner shall emerge when the individual have at least 25% votes from at least six departments of the Ten departments in COMHSSA.
- (e) In a case where two parties meet the criteria above(d), then the individual with majority votes shall be declared winner.
- (f) Where there is a tie, all members of the electoral committee shall cast their votes immediately after the counting of the votes.
- (g) For unopposed candidates, voting shall be for or against such candidates.
- (h) An unopposed candidate shall be deemed to be elected when he has a majority (yes) votes over (no) votes cast at the election.
- (I) When an unopposed candidate scores more (no) votes than (yes) votes, the such post shall be declared vacant.
- (j) If there is still only one candidate for the such post(s). the candidate(s) is deemed to have been duly elected for such a post.

An aggrieved candidate shall be free to file a petition within forty-eight (48) hours of the results being made public.

#### **Section 5. External Elections.**

- (i) The executive council shall through the notice board notify the congress of elections into the elective posts.
- (ii) Eligibility shall depend on the requirements of the external body for such a post.

#### **Section 6. Swearing in the Ceremony of Executives and Senators.**

- (i) The swearing-in ceremony shall be organized by the electoral committee not later than four (4) weeks after the election.
- (ii) The executive officers and the Senatorial Board members shall be sworn in by the Provost or past President or any of the staff advisers of the association,
- (iii) Where sub-section (ii) above is not possible for any reason, the electoral committee chairman shall swear in the new executive.
- (iv) The officers of the Senatorial board shall be sworn-in immediately after their election,
- (v) The out-going officers of the senatorial board and executive officers shall hand over to the new officers.

(vi) The outgoing General Secretary of the association shall give a comprehensive report of the association for that year.

## **Section 7. Resignation**

(i) Any executive officer who wishes to be relieved of his office shall render *a* letter of resignation to the Senatorial board at least two weeks before the time of resignation intended, and its acceptance shall depend on the Board.

(ii) On acceptance of such resignation the executive shall appoint someone with the approval of the Senate to act in his place until a bye-election is conducted.

(iii) The Senate shall notify the electoral committee of the vacant office and the committee shall conduct a bye-election within two weeks of such notification.

(iv) Any senatorial board member who wishes to resign shall tender a letter of resignation to the senatorial board Speaker at least two weeks before the intended time of resignation and its acceptance shall depend on the board.

(v) The Clerk of the House shall conduct a bye-election within two weeks of such notification.

(vi) The Speaker of the Senatorial board shall tender his letter of resignation to the Board through the Clerk of the House and its acceptance shall depend on the Board.

(vii) He shall not preside at the deliberation of his resignation.

(viii) On acceptance, the Board shall appoint another Speaker as soon as possible.

## **Section 8. Impeachment**

Any executive officer or officer of the senatorial board shall be removed from office:

(i) If a motion for removal is supported by two-thirds (2/3) majority of the Senatorial board members present and voting provided a quorum is formed.

(ii) If a notice in writing signed by not less than half of all board members is given to the Speaker of the Board that the activities of the officer be investigated, to ascertain whether he is guilty of misconduct in the discharge of the functions of his office.

(iii) Where sub-section (ii) above subsists, the Speaker shall thereupon convene a sitting of the senatorial board to consider the matter and he or any other person presiding at the sitting will after permitting the notice to be extensively debated,

direct *a* vote of at least two-thirds (2/3) of the board members present and voting, provided *a* quorum is formed.

(iv) Without prejudice to any other section of this constitution, any officer can also be removed based on the findings of the disciplinary committee,

(v) A bye-election shall be conducted to fill the vacant post in the case of removal of any officer.

## **ARTICLE XVIII: FINANCE**

### **Section 1. Source of Income**

(i) The following shall be the main source of income for COMHSSA

(a) Annual Dues

(b) Fundraising activities

(c) Donations

(ii) Every member of the association shall pay *a* specified amount as annual dues and shall be subject to revision from time to time by the Executives.

(iii) The dues shall be collected by the executive council during the registration period, with the cooperation of the Provost, and staff advisers, in the college.

(iv) In cases where the outgoing executives collect the annual dues for a new session, no amount of the annual dues collected shall be spent by the outgoing executive council, without the consent of the provost.

(v) The financial secretary shall issue a properly authenticated receipt of the association addressed to the payer in respect of all monies received in form of cash to the financial secretary within the time stipulated.

(vi) In either case, the executive officer or any member of the association shall obtain a receipt from the financial secretary for such monies remitted.

(vii) Any member who fails to pay his annual dues shall not be recognised as a member of the association, and shall not have full rights as enshrined in this constitution.

(vii) The outgoing executives shall leave a minimum of FIVE HUNDRED THOUSAND NAIRA (#500,000) in the COMHSSA account.

## **Section 2. Bankers of The Association**

(i) The bankers of the association shall be any commercial bank(s) approved by the provost of the college

## **Section 3. Bank Accounts.**

(i) There shall be one bank account for the association.

(a) General COMHSSA Account in which monies obtained from dues fundraising and donations and monies are obtained for specified projects.

(ii) Signatories for the COMHSAA account shall include:

(a) The president of the Association

(b) The Senate President of the Association

(c) The Financial Secretary

(d) The signing of the withdrawal leaflet from the account shall be made shall the president and the financial secretary except in the latter's absence when the Vice president takes his place.

## **Section 4. Claims and Requisitions**

(i) All money for the prosecution of specific projects by members of the executive council shall be disbursed by the treasurer with the approval of the president.

(ii) Without prejudice to subsection (i) above, the president approves with the support of two-thirds (2/3) majority of the executive council and approval of Senate the disbursement of funds for a specified project to any member of the executive council.

(iii) All disbursements shall be approved by the Senate.

### **Section 5. Imprest Accounts**

(i) The financial secretary shall be entitled to an imprest account of not more than one thousand naira (₦1,000) only.

## **ARTICLE XIX: THE CONSTITUTION**

### **SECTION 1: INTERPRETATION**

Power of ultimate interpretation of the constitution shall be brought to a vote by the senate in case of an impasse, so as to create a unified body of equality. But in case of misinterpretation, the staff adviser shall be consulted. The interpretation of the staff adviser shall be final and binding.

### **SECTION 2: AMENDMENT**

1. This constitution may be amended upon a resolution of 2 years to do so, passed by a majority of members of Senate house present for a meeting of that purpose and subsequent approval by a referendum of the association by a simple majority.
2. A resolution for amendment of the constitution may also be sent by a motion passed by two-thirds (2/3) of the majority of COMHSSA senators present at the meeting provided they form a quorum at such meetings.
3. Such amendment wording shall be presented to the entire COMHSSA executive and shall be approved by two-thirds (2/3) majority of the COMHSSA executives after which it shall be presented to Congress and come into full effect.
4. A copy of the constitution in force for the time being shall always be lodged with the dean, the Executive Advisers as well as the Association Bankers who shall be duly informed of amendments made to the constitution.

### **SECTION 3: SUSPENSION**

1. A section of this constitution may be suspended by at least two-thirds (2/3) of majority of Association senators present and voting.
2. Upon the suspension of such a section, a working order shall be adopted by at least two-thirds (2/3) majority of the COHMSSA senators present and Congress shall be informed about the such suspension.
3. Such a working order or adoption shall remain binding for not more than 3 months during which it shall be considered for amendment and shall be tendered

**ARTICLE XX: EFFECTIVE DATE OF THE CONSTITUTION.**

This constitution shall become operative and be, regarded as the constitution of Afe Babalola University College of Medicine and Health Science Students Association (COMHSSA) as from...

**OATH OF OFFICE**

I .....do solemnly swear that I will be faithful and bear true allegiance to the College of Medicine and Health Science Student Association, as the ..... of the association. I will discharge my duties to the best of my abilities, faithfully, and by the constitution of the association I will not allow my interest to influence my official conduct on my official decision and I will do the right thing to all members of the association. So help me God.

\_\_\_\_\_

Signature of Executive/ Senator

\_\_\_\_\_

chairman of staff advisory committee

