

THE CONSTITUTION OF APHAS

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PREAMBLE

The quest for improved academic standards has been the wish to students in Ghana. It has been realized that this quest cannot be attended or acquire by dwelling solely on GAHBUS and for that matter administration.

It has therefore become prudent for students pursuing HND Accountancy program to assume collective responsibility for their welfare and well being through the promotion of unified association in Ghana.

It is the achievement of this objective therefore that we the HND Accountancy program students of the nation's Polytechnics do hereby submit, give ourselves and adopt this constitution and bye-laws.

So help us God!

ARTICLE 1: SUPREMACY AND IDENTITY

This constitution shall be supreme law governing the association leadership, which shall be known and called.

**“ASSOCIATION OF POLYTECHNIC HND ACCOUNTANCY STUDENTS OF
GHANA" (APHAS-GH)**

THE COMPANY LAW OF GHANA SHALL APPLY WHERE THIS IS LIMITED

ARTICLE 2: POLICY

APHAS-GH shall be

- i. Non-pro fit making association
- ii. Non-political
- iii. Non-partisan
- iv And shall play non-partial role

ARTICLE 3: EMBLEM AND MOTTO

MOTTO: COMMITMENT IS VITAL

SLOGAN: TRUE AND FAIR

COLORS: REP, YELLOW, BLUE-BLACK AND WHITE

ARTICLE 4: OBJECTIVES

- i. To unite all HND Accountancy students and alumni so established under one umbrella.
- ii. To create the necessary awareness in-the Ghanaian public and the international communities at large with the promotion HND Accountancy program.
- iii. To educate members on current accountancy practices through, seminar, symposium and oilier related programmes.
- iv. To seek to the academic social welfare of all members and

- v. To serve as a mouthpiece of the HND Accountancy students in Ghana.

ARTICLES 5: MEMBERSHIP

1. All bonafide HND Accountancy students in Ghana are automatic members
2. All past HND Accountancy Students shall maintain the membership through an alumnus so established.

ARTICLE 6: FORMATION AND COMPOSITION OF EXECUTIVE COMMITTEE

There shall be an Executive Committee, which members shall be democratically elected by the members of the Association.

The Executive Committee shall consist of:

- i. President
- ii. Vice-President
- iii. Secretary
- iv. Financial Secretary
- v. Two (2) Organising Secretaries
- vi. Publicity Secretary
- vii. National Co-ordinator

ARTICLE 7: POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall have explicit duty for the running of the Association.
- ii. Where necessary, the committee shall have the powers to set up ad-hoc Committee(s) to deal with matters arising to fore store efficiency.
- iii. The committee shall be in office for a period of one academic year.
- iv. An Executive member can be re-elected
- v. Shall have power to set up standing committees

ARTICLE8: DUTIES AND FUNCTIONS OF EXECUTIVE OFFICERS

1. PRESIDENT

- i. He / She shall preside over all meetings of the association; sign the minutes *of the* meeting when approved.
- ii. He / She shall steer the affairs of the Association designed to promote the aims and objectives of the Association
- iii. He / She shall authorize all monies released by the **financial** secretary for disbursement.
- iv. He/She shall present a report on the Executive Committee at the end of his/her tenure of office.

3. VICE-PRESIDENT

- i. He / She shall assist the president in the discharge of his / her duties and shall officiate for him / her in his / her absence.
- ii. He / She shall perform any other functions as may be assigned to him/her by the executive committee or general council.

4. THE SECRETARY

- i. He / She shall be in consultation with the president shall summon meetings indicating time, venue and agenda.
- ii. Shall be in charge of the general administration of the association and shall be one of the signatories to the bank account.
- iii. Shall be responsible for all correspondence both internal and external.
- iv. Shall be the custodian of the archives and all important documents at all levels.
- v. Shall keep true and correct records of all meetings and activities of the Executive committee and the entire association.

FINANCIAL SECRETARY:

1. He / She shall receive the financial contribution of members and pay the same to the association account.
2. He / She shall keep proper records of monies received and all authorized expenses made.
3. He / She shall be one of the signatories to the bank account and shall prepare financial report of the association.
4. He / She shall-keen an interest of not more than One Hundred Thousand Cedis (¢100,000.00) subject to change when necessary.
5. He / She shall keep some of the assets of the association.
6. He / She shall be the chairman /chairperson of the financial committee.
7. Shall prepare a financial statement at the end of the year.
8. He / She must be a third year student in the ensuring academic year.

ORGANIZING SECRETARIES

- a. There shall be two (2) organizing secretaries of whom one shall be a lady.
- b. They shall be responsible for the proper organization of all activities of the association.
- c. They shall assist the financial secretary in the collection of dues from members.
- d. They shall carry out any duty that may be assigned to them by the Executive Committee or the General Council.
- e. They shall be members of the planning committee
- f. Anyone of them shall act in the absence of the secretary and the publicity secretary.

PUBLICITY SECRETARY

- a. **He** / She shall be responsible for the publication of any article, which is in the interest of members.
- b. **He** / She shall be responsible for the association's journal and ensure proper distribution of letters to members.
- c. **He** / She shall be responsible for the publication of notices /announcements for meetings and other gathering.
- d. He/She act in the absence of the secretary.

NATIONALCO-ORDINATOR/REPRESENTATIVE

Apart from where the National scat shall be other chapter shall democratically elect a National representative.

- a. **He** / She shall co-ordinate with the National Secretariat.
- b. **He** / She shall receive all correspondences directed to the chapter from the National Secretariat and other chapters.
- c. **He** / She shall present situational report to the National Secretariat during mini and main (national) congresses.

ARTICLE 9: MEMBERSHIP OF GENERAL COUNCIL

- a. There shall be a general council, which will comprise members of Executive Committee and representatives from all the various classes, class secretaries and other elected members of the class, and ex-officio members.
- b. The general council shall have the ultimate power of all matters concerning the association and propose for the review or amendment of the constitution. Such proposal shall be taken to National delegate's congress by the president.
- c. All accredited members shall take the oath of allegiance as provided in the constitution at the first general council meeting to be administered by the president.

ARTICLE 10 GENERAL COUNCIL MEETINGS

- a. All issues concerning members shall be decided at General Council Meetings.
- b. Proceedings and decisions of meeting shall be communicated to the members within seven (7) days through class secretary unless the General Council instructs otherwise.
- c. Meetings shall be held at least thrice a semester.
- d. Quorum shall be the president, the secretary and two-third (2/3) of the total membership of i.e. General Council.
- e. Notwithstanding, the provision of (10), the Executive Committee shall empower itself with members present to take decisions on emergency matters and shall be binding on the whole General Council where the need arise.

- f. The Executive Committee shall convene an emergency meeting of the general council when the need arises.
- g. For the proper conduct of meetings, schedule two (2) of this constitution provided in the standing orders.

ARTICLE 11: FORMATION OF STANDING COMMITTEE

- i. There shall be at least three (3) and not more than five (5) members committee, which shall be formed at General Council.
- ii. There shall be at least five (5) and not more than seven (7) members in a committee that shall be formed at General Council.

ARTICLE 12: DUTIES AND FUNCTIONS OF STANDING COMMITTEE

a. FINANCE COMMITTEE

- i. This committee shall be formed at General Council upon advice of the Executive Board.
- ii. Shall review the programme of activities of the executives for the year per every semester.
- iii. Shall assess the financial position of the association and recommend project (s) to be executed.
- iv. Shall find other means of raising funds and other related matters.

- v. Shall assist the financial secretary to draw up a budget for the year and prepare the final accounts at the end of their tenure of office.

b. EDUCATIONAL AND WELFARE COMMITTEE

- i. Shall search into an outline programmes that would concretize the matter as well as the general public.
- ii. Assist the Executive Board to mount educational campaigns on campus.
- iii. Shall solicit funds on demand from the members willingly to assist victims of unforeseen circumstances.

ARTICLE 13: FUNDING

- i. Animal dues which shall be determined by the Executive Committee and shall be in conformity with economic trends shall be paid by all members.
- ii. The finance committee shall device other means of raising ^{funds} apart from the dues e.g. Raffles seek for donations etc.
- iii. Proceeds from sale of T-Shirts, Ties, and Exercise books etc.

ARTICLE 14: NATIONAL FUNDING

- i. An amount that shall be decided by members at National main delegate's congress every year shall be levied on members to be paid towards the upkeep of the National Secretariat.
- ii. These monies shall be paid in the first semester of every academic year.

ARTICLE 15: AUDITORS

Three (3) competent members shall be appointed by the General Council to audit the accounts of the association based on their experience and shall submit a report to the general council.

ARTICLE 16: COUNCIL OF ELDERS

- i. Council of Elders be formed which shall be composed of u least three (3) and more than five (50 members shall be nominated by the Executive Board for members.
- ii. They are to advice the Executive Committee and the Genera Council as a whole on matter concerning members and the Association.

ARTICLE 17: MODE OF CONDUCT

All members shall be expected to part-take fully in the activities of the Association.

ARTICLE 18: ELECTIONS

- a. **ELECTORAL BOARD**

- i. There shall be an electoral commission, which shall be responsible for the conduct of elections of the Executive Officers.
- ii. Shall be composed of at least one representative from each class nominated and appointed by the General Council of whom one shall be chairperson.
- iii. The electoral commission shall have two (2) weeks to conduct elections and declare the results.
- iv. It shall have power to withdraw any candidate found guilty of elections malpractices.
- v. It shall make the necessary rules and or regulations for the exercise and execution of its functions in accordance with Article 18b.
- vi. The electoral commission is dissolved after the declaration of the electoral results.

b. **QUALIFICATION AND ELECTION**

- i. Elections shall be made at the end of every academic year to choose new Executive Committee members.
- ii. All association members shall be eligible to vote.
- iii. A simple majority shall be requires an election.
- iv. A nominee for an office must have paid his or her dues up to date.
- v. The members shall not be in the final year at the time of election.

- vi. An Executive member can stand for re-election, shall have to resign from his current post prior to the new election.
- vii. An Executive member can stand for a position on campus except president
- viii. A student who has been adjudged by judicial committee to have misappropriated funds or conduct himself or herself in such a manner as to tarnish the image of the Association shall not qualify to contest for any position.
- ix. Apart from these general qualifications, the Electoral Commission shall determine other essential qualities through screening and vetting.
- x. In the event of a tie, a fresh election shall be held for the candidate involved.
- xi. Where only one (1) candidate contests for a post, the candidate who draws one-half of the votes cast wins.
- xii. The Vice President should be reserved for only the second year.

ARTICLE 19: BYE-LAWS

- i. A member who behaves contrary⁷ to the provision of this constitution shall be called before a disciplinary committee for necessary action to be taken against him or her.
- ii. The Association owes it an obligation to defend members whenever the need arises.
- iii. Any member who consistently refuses to partake or attend any meeting, activities of the Association or refuse to pay dues without tangible justification shall appear before the disciplinary committee.

ARTICLE 20: AMENDMENTS

- i. Any proposal amendment(s) shall be notified in writing to the National Secretary through the local president not less than fourteen (14) days prior to National Delegates Congress.
- ii. The constitution and bye-laws of the Association shall be amended by two-thirds (2/3) majority of accredited members at a National Delegates Congress.

I ARTICLE 21: PATRONS

The Association shall have patrons of both sexes

- i. The head of the Accountancy Department is an automatic patron.
- ii. Any Senior Lecturer/Course Co-ordinator
- iii. Any other person(s) the Association finds to be a resource person.

ARTICLE 22: DISCIPLINARY MEASURES

Section 1: Misapplication and Misappropriation of Fund

- i. Any Executive proven beyond reasonable doubt to have misappropriated or misapplied the Association's fund shall be made to refund the said amount before his/her academic documents are released to him/her by the Polytechnic authorities.
- ii. Embezzlement: Any Executive proven beyond reasonable doubt to have embezzled the Association's monies shall be made to refund the said amount plus interest of the current government rate and or be impeached immediately and academic document withheld by the School Authorities.
Failure to fulfill all the above, court action would be taken against the person.

Section2: Absenteeism

Continuous .Absenteeism on the part of any executive member for three (3) consecutive meetings without any tangible reasons shall be reprimanded by way of query, upon response; the other Executives shall take the necessary action.

Section 3: Failure to pay National Dues by Local Chapter

Subject to "Article 14" failure to pay National dues as decided by members of National Delegate to Congress, by the end of the first semester of the academic year should be made to pay the said amount with an interest of 10%.

SECTION 4: Failure to Attend Delegate Congress:

Failure to attend any National Delegate Congress without any tangible reasons (subject to approval of the General Council). Such chapter should be made to pay the participation fee plus 50% of the participation for that congress.

SECTION 5: Dressing Code

Any delegate without prescribed dressing code during any national delegate congress should be asked to leave the house.

SECTION 6: In competency on the part of any Executive

- Any in competency on the part of any local resignation determined by the G. A. Shall be asked to write a resignation letter. Failure to this, the G. A. Would terminate his/her position and fresh appointment made.

- An in competency on the part of any National Executive as determined by the General Council (National Delegate) beyond all reasonable doubt should be asked to resign. Failure to this effect the General Council would terminate his /her appointment.

ARTICLE 23: ELECTION OF NATIONAL EXECUTIVE

- Where a chapter holds the National Seat, it shall conduct separate election for the Local and National Executives.
- The National Executives shall consist of the following:
 - President
 - Secretary
 - Financial Secretary

ARTICLE 24:- HONORARIUM

All Executive members both Local and National shall be honored all the end of their term of office. This shall be determined by the local chapter.

SCHEDULES

SCHEDULE (1) OATH

OATH OF OFFICE

This oath shall be sworn by all Executive Officers at a Banding-over ceremony before the Authorities of the Association.

I.....having been elected to the office of.....for 20.....academic year do solemnly pledge that, I will, faithfully execute my duties as an Executive Officer, and I will, to the Best of my ability uphold and defend the constitution of APHAS.

I pledge that, in the event of my failure to perform my duties and defend the constitution, I shall be dealt with according to the constitution of Association of APHAS without fear to favour.

SO HELP ME GOD:

OATH OF ALLEGIANCE

This oath shall be taken by all fresh members of the General Council to be administered by _____ the _____ President.

I.....hereby do accept the membership in'o the General council and solemnly pledge that, I shall in my term of office, always live up to the aims and objectives of APHAS and shall never under any circumstances divulge any official secrets of the General Council, betray a colleague, become disloyal to APHAS members, or use the council for my own' selfish or personal interest or for advertisement otherwise I so, at the risk of my official status, reputation, honour and fortunes.

SO HELP MEGOD!

SCHEDULE (2) STANDING ORDER

VOTING

- a. Voting shall be delegates only. Each accredited dele member shall be entitled to one vote only.

- b. Voting privileges shall include the right of members' o mal send motions or nominations.

INTERVENTIONS

- a. Point of contribution comes up on the floor when my delegates want to a subject under discussion. The chairman shall preference to people who have not spoke
- b. Point of information is a question of brief statement of relevant fact concerning made by the last speaker. It is strictly relate to the subject under immediate discussion.
- c. Point of order must be heard all times, and the chairman shall give ruling before the issues is further discussed. Point of or shall deal with the conduct of procedure of the debate.

The member rising to put the point of order shall prove more following.

- That the speaker is traveling outside the scope of the more under discussion.
- That the speaker is using improper language.
- That he is infringing upon the constitution or the stand order.

SCHEDULE (3) - ELECTION PROCEDURES

- The electoral commission shall declare the executive offices vacant upon it formation.
- It shall communicate to student / members the vacancies so declared, educate them properly on the power and functions of those offices and invite written application from interested student.
- The communication must be very effective.

- It shall also clearly state who qualify to stand for and election in accordance with APHAS constitutions.
- Upon the receipt of applications, shall screen and yet all candidate after which successfully candidate shall be declared at open forum to the members before campaigning.
- A common platform shall be created for the contestants to present their manifesto to the students / members.
- The ballot voting shall be conducted by using transparent ballot boxes.
- The result shall be declared on the same day of voting.