

Department of Marine Electrical/Electronic Engineering, RMU



CONSTITUTION OF THE MARINE
ELECTRICAL/ELECTRONICS ENGINEERING STUDENTS'
ASSOCIATION

MEESA RMU

MARINE ELECTRICAL AND ELECTRONIC ENGINEERING STUDENTS' ASSOCIATION

PREAMBLE

TRUSTING in the name of the Almighty and Omnipotent God of all creation, we are DETERMINED to attain the highest excellence in social, political and intellectual endeavours.

REALIZING that the members of the Electrical and Electronic Engineering Department have an uplifting the academic, social and economic standards of our people. It is our wish to create and atmosphere through which we will equip ourselves for a greater service to our Department, School and the World.

WITH FAITH in God do hereby adopt and enact for ourselves the article of this constitution and fundamental laws of our Department cognizant of the statues and regulations of the Regional Maritime University on the 17th day of April in the year of our Lord 2009.

ARTICLE 1: NAME AND MOTTO

The body shall be known and called MARINE ELECTRICAL AND ELECTRONIC ENGINEERING STUDENTS ASSOCIATION hereinafter called MEESA.

MOTTO: BRIDGING THE GAP BETWEEN LAND AND THE SEA.

ARTICLE 2: FUNCTIONS (AIMS)

The aims of MEESA shall be

1. To build an ordered community that would be conducive for healthy academic and socio-cultural advancement.
2. To extend technological know-how of the association to communities around and the vicinity of the university.
3. To create a forum for the exchange of ideas between students and the staff of the departments in the school and provide a conducive atmosphere for social contract and the aforementioned.
4. To promote academic achievement of students by stimulating students interest in technology.
5. To associate itself with any professional body with which aim the MEESA is in sympathy.

In pursuance of the aims and objectives, the MEESA shall organize:

- Lectures
- Seminars
- Symposia
- Field trips
- Film shows
- Exchange programmes
- Workshops

ARTICLE 3: MEMBERSHIP

Membership of MEESA shall comprise of members and honorary members.

1. An undergraduate enrolled to pursue a programme in Electrical and Electronic Engineering AT THE Regional Maritime University, Accra- Ghana.
2. All students of the Electrical and Electronic Engineering Department shall be members of MEESA.
3. Associate membership shall be open to all lecturers of the Department past and other professional interested in the aims of the association as stated in article (4).
4. Honorary members shall be identified as persons who do not meet the definition of membership but have contributed efforts in support of the goals of the MEESA.

ARTICLE 4: STRUCTURE OF THE ASSOCIATION

1. The general assembly shall comprise of all members of MEESA.
2. The Executive Committee shall comprise of the President, The Vice President, The Secretary, The Treasurer, The Organising Secretary and the Public Relations Officer.
3. The Executive Officers shall comprise the Executive Committee, The Class Representatives, The Technical Committee Chairman and the Sports and Entertainment Chairman.

ARTICLE 5: THE EXECUTIVE COMMITTEE

The MEESA shall have a government which shall consist of

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Organising Secretary
6. Public Relations Officer
7. Women's Commissioner

Any other office as deemed appropriate by the executive board.

1. The executive shall be elected from among the MEESA.
2. The Executive shall be both individually and collectively answerable to the MEESA.
3. The Executive shall hold office for one year and shall be eligible for re-election.

ARTICLE 7: EXECUTIVE COUNCIL

1. There shall be an Executive Council in which shall be vested the executive powers of MEESA. They comprise.
 - The President
 - The Vice-President
 - The Secretary

- The Treasurer
 - The Organising Secretary
 - The Public Relations Officer
 - The Women’s Commissioner
 - Class Representatives
 - Technical Committee Chairman
 - Sports and Entertainment Committee Chairman
2. It shall be the responsibility of the Executive Council to
- Plan, organise and co-ordinate all activities of the MEESA.
 - Carry forward the decision(s) of the MEESA to whoever it may concern, and generally to receipt our information on behalf of the MEESA.
 - Present to the members of MEESA its’ budget and plan of action for approval.

ARTICLE 6: THE GENERAL ASSEMBLY

1. The General Assembly shall be the highest legislative body of the Association.
2. It shall meet at least three times a semester to discuss matters to it by the Executive Committee.
3. It shall receive and deliberate on the audit reports(s) of the Association and upon approval hand it over to the in-coming Executive Committee, as the case may be.

ARTICLE 6: EXECUTIVE FUNCTIONS

1. THE PRESIDENT

- Shall be the Chief Executive in which the capacity he shall be responsible for coordinating duties of the other MEESA Executives, except the Judicial Committee.
- Shall be the leader and the Chief Spokesperson of the association in all matters coming under the jurisdiction of the MEESA.
- Unless otherwise provided he shall preside over all MEESA meetings.
- Shall be a signatory to the association’s cheques, vouchers and money orders.

2. VICE PRESIDENT

- Shall be in charge of general supervision of all activities of the MEESA.
- Shall perform any other function assigned to him by the President and/or the association.
- Shall deputize the President in his absence.

3. SECRETARY

- Shall be at all meetings of the MEESA, keep and present a true and accurate record of all proceedings.
- Shall conduct all correspondence of the association.
- Shall under direction of the President summon all meetings stating the agenda, time and venue.
- Shall in consultation with president, correspond on behalf of MEESA.
- Shall be responsible for the day to day running of the organization's office and shall have custom documents of the association.
- Shall be signatory to the organization cheques, vouchers and money orders.

4. THE SECRETARY

- Shall be responsible for the financial administration of the MEESA.
- Shall pay and receive all MEESA monies with consent of the President.
- Shall receive and keep all receipt for all the financial transactions conducted by the various committees.
- Shall maintain the membership role and collect dues of the association in a manner developed along the Executive Council.
- At the end of the Executive tenure of office or as and when necessary, the treasurer shall, in consent of the other members of the Executive, submit a detailed statement of account, covering their tenure to the AUDIT BOARD which shall audit such accounts.
- Shall keep all money vouchers.
- Shall be signatory to MEESA's vouchers and money orders.

5. ORGANIZING SECRETARY

- Shall be responsible for organizing all functions pursued by MEESA.
- Shall assume the duties of the Secretary in the latter's absence.
- Shall coordinate with other bodies in advertising the MEESA to the world.

6. PUBLIC RELATIONS OFFICER

- Shall be the publicity officer.
- Shall be responsible for any publication of the MEESA.
- Shall be responsible to School Magazine and consult the editors of School Magazine in performance of his work.

7. WOMEN'S COMMISSIONER

- Shall be responsible for women empowerment in the Association.

- Would take the position of any Executive in case of the absence of any Executive except the President and The Vice President.

8. CLASS REPRESENTATIVES

- Each class shall have a representative on the committee and report meetings of executive to the class.
- All class representatives are automatically members of the academic board.

9. TECHNICAL COMMITTEE

- Organises Forum and be the ‘major’ body to work on project for the association.
- Stimulating and coordinating student’s interest in innovative projects.
- Shall be responsible for the promotion of the department (project) cultural week activities and co-ordinate with organizing secretary.
- Shall sort out relevant companies to offer training for students.
- Shall interface with companies to offer attachment to students in relevant fields.

10. SPORTS COMMITTEE

- Shall be responsible for the promotion of sports between members of the department.
- Shall be responsible to the organisation of any entertainment programme in the association.

11. ACADEMIC BOARD

- There shall be an Academic Board consisting of all class representatives within the Association.
- Members of this board shall meet at least once every month to discuss issues concerning the academic progress of members of the Association and make necessary recommendations on academic issues to the Executive Committee for consideration.
- It shall carry out any duties that may be assigned it by the Executive Committee or the General Assembly.

ARTICLE 6: OTHER FUNCTIONS/DUTIES OF THE EXECUTIVES.

The Executive in addition to the duties mentioned supra, shall perform any other duty/duties assign to the President or the Executive Council provided that these duties are in consonance with provision in the constitution.

ARTICLE 8: PATRON

- The association shall have a number of patrons with the Head of department as the Chief Patron.
- The patrons shall be selected by the executive council in consultation with the chief patron.

ARTICLE 9: ELECTION OF OFFICERS

1. An Electoral Commissioner who shall be appointed by the President in consultation with the MEESA executives shall conduct election of all officers.

2. Candidates for any of the offices shall be registered members of the organization in good status.
3. The offices that shall be contested for are:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Organizing Secretary
 - Public Relations
 - Women's Commissioner

ARTICLE 10: RULES FOR THE CONDUCT OF THE ELECTIONS

1. To be eligible to contest an office, a candidate must have spent at least a year as a registered member of the association. Eligible candidates should not be in final year.
2. To be eligible to contest for the office of president, the candidate should be in at least 2nd year.
3. Each candidate shall be nominated by a member of MEESA other than him/herself and seconded by three other members.
4. The official names and signatures of the supporting members shall appear on the nomination form. The candidate in question shall certify on the nomination form that he has consented to be nominated.
5. No member shall nominate more than one (1) candidate for any particular office.
6. Nominations shall be closed in nine (9) days before the day for election.
7. There shall be a vetting a week before the elections.
8. There shall be a meeting referred to as 'face to face', of all the candidates with entire body the night before election. The 'face to face' shall be organized and supervised by the Electoral Commissioner. All candidates will be required to present manifestos to members of the MEESA.
9. Voting shall be by secret ballot and counting shall be in public.
10. The candidate polling the largest number of votes shall be declared elected and in the event of a tie, there shall be a fresh election for the office in question.
11. Printed ballot papers with the list of candidates contesting for the respective offices shall be made available to all voters (members of the association) and each member shall be entitled to one.
12. Subject to approval of the Executive Council, the electoral commissioner shall be empowered to add any rules that he deems necessary to ensure the smooth running of the elections.
13. In case elections are not held at the end of the second semester, final years might be allowed to take part in elections in the next semester.

ARTICLE 11: SOLE CANDIDATE

Where a candidate is unopposed, the Electoral Commissioner shall declare the candidate a winner without election.

ARTICLE 12: BYE ELECTIONS

In the event of:

- (i) a deceased officer

- (ii) Upon resignation or expulsion, bye-elections shall be held within two weeks after position has been declared vacant.

ARTICLE 13: REMOVAL FROM OFFICE

1. Any officer shall be removed from office if found guilty of embezzlement and/or misappropriation of funds and/or have behaved in such a manner as can be described as gross misconduct detrimental to the good reputation of the association.
2. Any member may by notice in writing, addressed to the Executive Council commence proceedings and members of the MEESA provided such a stance shall be authenticated by the signatures of not less than two-thirds of the members of the association for removal from office.

ARTICLE 14: QUORUM FOR MEETINGS

The quorum for Annual General Meeting shall be fixed as follows:

- Two (2) ordinary General meetings 2/3 of the total members present (one in each semester).
- Emergency General Meeting 2/3 of the total members present.
- Special General Meeting 2/3 of the total members present.

ARTICLE 15: FINANCE

1. All members shall pay dues approved from time to time. Such dues shall be paid at the beginning of each semester.
2. Dues shall be paid to the department secretary before course registration form is forwarded to the HOD and receipt should be given to that effect.
3. All monies related to the association should be kept in the association recognized bank account.
4. The association shall open an account with a recognised bank where all monies shall be kept.
5. The use of the association's funds shall be limited to:
 - Provision for such activities as the MEESA approves.
 - Administrative expenses.
 - Publication of newsletters
6. The President, Secretary and treasurer shall be signatories to the MEESA's bank account(s).

ARTICLE 16: INTERPRETATION OF THE CONSTITUTION

The Judicial Committee shall have power to interpret the rules and provisions of this constitution rule on matters on which the constitution is silent. All such interpretations or rules shall be precise in terms and published in the annex to the constitution. Such interpretations or rules precedent and binding on the organization until amended or annulled by a resolution of at least two-third of the members of the association.

ARTICLE 17: AMENDMENTS OF CONSTITUTION

The constitution shall become operative upon approval by two-thirds of the general membership.

Any part of the constitution is subject to an amendment if deemed necessary by an approved constitution.

Notice of the intention for the constitutional amendment with the amendment stated in writing shall be by the sponsor and shall be counter-signed by a seconder and submitted.

Submission shall be made to the Secretary who shall convene a meeting within twenty-one (21) days after receipt of such notice.

ARTICLE 18: SUB-COMMITTEES

Here shall be the following committees:

1. Editorial Committee
2. Judicial Committee

EDITORIAL COMMITTEE

1. Shall be duly appointed by the Executive Council.
2. Shall comprise of three members with Editor-in-Chief as the chairman.
3. Shall be responsible for any publication of the association.

THE JUDICIAL COMMITTEE

1. Shall be independent of the Executive council and the Executive committee organizational matters affecting the general welfare of the society.
2. Shall be consulted regularly by the executives or general members on constitutional matters.
3. Shall educate the general members on their rights as regards the constitution.

ARTICLE 20: THE VETTING COMMITTEE

- a. For the formation of various committee of the association, there shall be seven-member vetting committee which shall be appointed by the Executive committee.
- b. Notwithstanding any provisions of the contrary, the Executive officers shall have powers to form any ad-hoc committee which shall perform the function it shall form after which it shall be dissolved.

ARTICLE 22: RESIGNATION

- a. Any officer of the Association except those by the General Assembly may resign voluntarily.
- b. Any such resignation shall be communicated in writing to the president at least 1 week before the date of resignation. The executive committee shall appoint one of their members to act until a substantive officer is elected.
- c. Any officer of the executive committee elected by the general assembly shall communicate his resignation to the executive committee in writing one week before the date of his/her resignation.
- d. In the event of any officer elected by the general assembly resigning, the executive committee shall make their intention known to the general assembly within one week upon receipt of

resignation letter and appoint a member to act in the office vacated thereof until fresh elections are held.

- e. In the event of en bloc resignation by the executive committee, the judicial committee shall be notified and it shall in turn notify the general assembly and assume temporary responsibility until fresh elections are held.
- f. Any officer relinquishing his office, shall hand over all documents and property belonging to the society to the president and (or) to the executive committee within 72 hours.
- g. In the case of an en bloc resignation by the executive committee, all documents and property (ies) belonging to the society shall be handed over to the judicial committee within 72 hours of the resignation.

SCHEDULES
FORMS OF OATH
THE OATH OF ALLEGIANCE

I.....do in the name of the Almighty God swear that I shall bear true faith and allegiance to the Association and to this constitution so help me God.

(To be sworn by all Executive officers and committee members of the association and to be administered by the Judicial committee chairman)

THE JUDICIAL OATH OF SECRECY

I.....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 for shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted under this constitution.

So help me God.

(To be sworn before the General Assembly and administered by the Judicial Committee Chairman)

PRESIDENTIAL OATH

I.....having been elected to the high office of the president (or vice president) of the MARINE ELECTRICAL/ELECTRONICS ENGINEERING STUDENTS' ASSOCIATION do hereby in the name of the Almighty God, swear that I shall be faithful and true to the Association and defend the Constitution of the Association and I hereby dedicate myself wholly without fear or favour to the service of the students of the Department of MARINE ELECTRICAL/ELECTRONICS ENGINEERING.

So help me God.

(To be sworn before General Assembly and administered by the Judicial Committee Chairman)

THE EXECUTIVE COMMITTEE OATH

I.....having been elected of the Association do hereby in the name of the Almighty God swear, that I will at all times faithfully and truly serve the Association and that I will support and uphold the principles of meticulous accountability financially or otherwise and that I will seek the welfare of the students of the Association.

I further solemnly affirm that should I at any time break this oath of office I shall submit myself to the penalty prescribed by the constitution.

I further solemnly affirm that should I at any time break this oath of office I shall submit myself to the penalty prescribed by the constitution.

So help me God.

(To be sworn before General Assembly and administered by the Judicial Committee Chairman)

THE EXECUTIVE OFFICERS' OATH

I.....on assuming office as an Executive Officer of the MARINE ELECTRICAL/ELECTRONICS ENGINEERING STUDENTS' ASSOCIATION, do hereby in the name of the Almighty God solemnly swear that I will at all times strive to preserve, protect and the defend the society's constitution especially the principles of accountability; and that I hereby wholly dedicate myself to the service and welfare of the students of the Department of MARINE ELECTRICAL/ELECTRONICS ENGINEERING. I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as any Executive Officer nor place myself in such a position as to frustrate the efficient functioning of the said executive office of the Association.

So help me God.

(To be sworn before General Assembly and administered by the Judicial Committee Chairman)

This Constitution was written and compiled by the MEESA Organising Committee bearing the following students.

<u>NAME</u>	<u>NATIONALITY</u>
Sarah Dimah Bagbara (Secretary)	Ghana
Rawlings Ozour Ozioma	Nigeria
Joseph Adzenam	Ghana
Hans Zentey	Ghana
Macus Emmanuel Dzihlonu	Ghana
William Nyamenose Bray (Dept. Chairman)	Ghana
Richard Ndip (Chairman)	Cameroon
Cosmos Amponsah Boakye	Ghana
Opoku Gyan Moses	Ghana

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