

**IN THE NAME OF ALLAH, THE MOST GRACIOUS,
THE MOST MERCIFUL**

CONSTITUTION

OF

THE GHANA MUSLIM STUDENTS' ASSOCIATION

**UNIVERSITY OF EDUCATION,
WINNEBA
(GMSA-UEW)**



WINNEBA

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THE CONSTITUTIONAL REVIEW COMMITTEE (FEBRUARY 2016)

The following persons constituted a committee that reviewed the *GMSA-UEW* Constitution that

was then adopted by the General Assembly in 2016:

1. Mr Ahmed Amihere, Lecturer- Department of Basic Education(Patron)
2. Mr Adam Mohammed, Lecturer- Department of Social Studies Education (Patron)
3. Osmanu Hamidu (Former *GMSA-UEW* President)
4. Adam Dauda (*GMSA-UEW* General Secretary)
5. Abdul Gafar Abubakar Subeini (*GMSA-UEW* Financial Secretary)

THE CONSTITUTIONAL REVIEW AND CENTRAL MASJID DEVELOPMENT PLAN COMMITTEE (2021)

After consultation with *GMSA-UEW* membership and executive, six members of *GMSA-UEW* and patrons in the persons of Mohammed Yussif, Alhassan Abdul-Mateen, Mohammed Ishmael Baidoo, Hussein Yussif Ramadan, Dr. Andani Kholinar, Mr. Ahmed Juabin proposed amendments to the constitution that would allow it to function more in line with the developmental goals of the association and enable rapid development of the ***GMSA-UEW Central Masjid Complex***. A Constitutional Review and Development Plan Committee was set up by the Cabinet of Executives and approved by Congress to undertake that exercise. The following persons constituted the committee formed:

1. Dr. Andani Kholinar (Patron)
2. Dr. Alhassan Mahama (Patron)
3. Mr. Ahmed Juabin (Patron)
4. Dr. Adam Mohammed (Patron)
5. Mr. Abdul Rahim Ahmmed Suabirdeen (SRC Chief Imam)
6. Mr. Salifu Abdul- Rashid (*GMSA-UEW* President)
7. Mr. Jibril Mohammed (*GMSA-UEW* Chief Justice)
8. Mr. Abdul Wakil Yahaya (Mphil P.sceince Student)
9. Mr. Ismael Abdul Fatawu Kamara (Mphil P.Sceince Student)
10. Mr. Shuaib Yahya (*GMSA-UEW* Secretary)
11. Mr. Muniru Abdul Na-eem (*GMSA-UEW* judicial Board Secretary)

CONSTITUTION OF GHANA MUSLIM STUDENTS' ASSOCIATION (GMSA-UW)

PREAMBLE

Firmly believing in Allah alone as the Sovereign Commander and Nourisher of the whole of the universe and all that it contains.

Further believing in the Holy Qur'an and the Sunnah of the Holy Prophet Muhammad (PBUH) as the guide and the basis of our Association.

Readily and devotedly responding to Allah's call to establish a community enjoining all that is virtuous and forbidding all that is evil.

And fully committed to hold fast the cord of unity and brotherhood which Allah has stretched out to us.

Now, we the Muslim Students of the University of Education, Winneba, DECLARE and give to ourselves this constitution on this day of Saturday, 14th November, 2015, reviewed and updated on this day of Sunday, 9th October, 2022 .

CHAPTER ONE

THE CONSTITUTION

ARTICLE 1

SUPREMACY

1. This constitution shall be the supreme law of the governance of the Ghana Muslim Students of the University of Education, Winneba (*GMSA-UEW*) subject to the Holy Qur'an and the Hadith.
2. The Constitution shall, subject to the laws of the Republic of Ghana and the Statutes of the University of Education, Winneba, be the supreme law of the Muslim Ummah on campus.
3. Any act or enactment, within the association herein established that is inconsistent with any provision of this constitution shall to the extent of that inconsistency be null and void.

ARTICLE 2

NAME AND IDENTITY

1. This association shall be known and called "*Ghana Muslim Students' Association of the University of Education, Winneba (GMSA-UEW)*", hereinafter referred to as "*GMSA-UEW*"
2. The association shall be the mouthpiece and sole representative organization of all Muslim students in UEW, on religious, moral and spiritual matters and to have the complete power to represent all Muslim students in the University in matters within and outside the University affecting the interest of all Muslim students.
3. *GMSA-UEW* shall be an integrated body of all *GMSA* Branches in the University but the main executives shall singularly represent *GMSA-UEW* at both Regional and National *GMSA*.
4. The association shall always concern itself with the affairs of the University but shall not engage itself in sectarian or partisan party politics and/or tribal issues.
5. The motto of the association shall be **Faith, Knowledge, and Jihad.**

ARTICLE 3

AIMS AND OBJECTIVES

1. To offer a common forum for the discussion of Muslim students' problems, to co-ordinate activities of such students, to formulate Muslim students' opinion on any matters which Muslim students may validly maintain an opinion, and generally to promote a spirit of unity, brotherhood and understanding among all Muslims.
2. To help spread the message of Islam and coordinate efforts for its propagation.
3. To organize periodic social and cultural activities.
4. To inculcate in Muslim students the requisite leadership qualities and values necessary for the general mobilization of Muslims for community growth and development.
5. To encourage and promote both secular and Islamic education among Muslim youth.
6. To promote Islamic consciousness and pride among Muslim students on campus, and to help Muslim students within and outside campus and other associations on campus in the execution of their major programs.
7. Organize Islamic social and cultural activities.
8. Last but not the least, to complete the ***Central Masjid Complex*** at UEW North Campus to meet national and global standards in the near and medium term.

ARTICLE 4

MEMBERSHIP

1. Membership of the *GMSA-UEW* shall be generally opened to all Muslim students including post-graduate students, especially dues paying members in the University.
2. Notwithstanding the provision of clause (1), any person who was a student may enjoy full membership for three (3) years after leaving the University. Thereafter, such a person becomes an alumnus.

ARTICLE 5

STRUCTURE

1. *GMSA-UEW* shall function as a unitary body with sub-branches at the various smaller campuses in Winneba. *GMSA-UEW* will be over sighted by the UEW Lecturer-Composed Body of Patrons.
2. *GMSA-UEW* shall generally operate under the following set-up:

- a. The General Assembly
- b. *GMSA-UEW* Body of Patrons
- c. Cabinet of Executives
- d. *GMSA-UEW* Sub-branches

CHAPTER TWO

THE GENERAL ASSEMBLY

ARTICLE 6

GENERAL ASSEMBLY

There shall be a General Assembly, the composition of which shall include all *GMSA-UEW* members, members of the Cabinet of Executives, representatives of the various halls Masaajid and year groups and chairs of the following committees:

1. The Education Committee
2. The Planning Committee
3. The Finance Committee
4. The Welfare Committee
5. The Masjid Management/Sanitation Committee
6. The Imams Committee
7. The Electoral Committee
8. The Audit Committee
9. I T and Media Committee
10. The Judicial Committee

ARTICLE 7

POWERS AND FUNCTIONS OF THE GENERAL ASSEMBLY (G.A)

1. The G.A. shall be the supreme legislative organ of *GMSA-UEW*.
2. The G.A. shall approve of amendments to the *GMSA-UEW* Constitution.
3. The G.A. shall deal with the general policy and any other matter(s) either referred to it by the Cabinet of Executives, a committee or as may be introduced by way of motion(s) standing in the name of not less than two (2) members.
4. Decision(s) taken or resolution(s) passed by the G.A. on such matters shall be regarded as *GMSA-UEW* policy.
5. The outgoing president shall present to the G.A. a written report of the executives as well as accounts, suggestions and advice which may be useful for the future running of *GMSA-UEW*. The G.A may also demand report on any relevant matter from any of the executive officers and committee chairpersons regarding their offices or activities.

6. An invited observer or other person may be requested to address the G.A on any matter that may be of interest to Muslim students.
7. The G.A shall convene at least once in a semester. However, ad hoc or emergency meetings could be convened on pressing issues.
8. The quorum for the G.A shall be at least 51% of the members. However, the G. A's meetings and deliberations may proceed accordingly if at any time during such meetings, the number should fall below 51%. Any decision taken in such circumstances shall be binding on the G.A.
9. Decision of the G.A unless otherwise stated, shall be adopted by simple majority of members present and voting.
10. Prior to G.A meeting, the Cabinet of Executives, which in consultation with the Finance Committee, shall come out with the cost of the provision of refreshment to members at the G.A meeting.
11. The G.A shall be presided over by a steering committee comprising the President, the Vice-President, the Secretary and the Women's Commissioner of *GMSA-UEW*, with the President as the Chairperson.

CHAPTER THREE

THE BOARD OF PATRONS

ARTICLE 8

GMSA-UEW Body of Patrons

1. There shall be a *GMSA-UEW* Body of Patrons which shall comprise of all Muslim Lecturers and Staff at UEW, *GMSA-UEW* President, *GMSA-UEW* SRC Imam, and President of *GMSA-UEW* Alumni body.
2. The *GMSA-UEW* Body of Patrons shall have as its leadership the following officers:
 - a. Chief Patron (Academic)
 - b. Deputy Chief Patron (Women)
 - c. Deputy Chief Patron (Administrative)
 - d. Secretary
 - e. Projects Officer
 - f. Security Officer
 - g. Transport Officer
3. The Chief Patron and his deputies shall be members of UEW Chaplaincy Board along with the *GMSA-UEW* President and his Secretary.
4. The *GMSA-UEW* Body of Patrons constitutes an oversight body for *GMSA-UEW* activities on campus.
5. There shall be at least two (2) *GMSA-UEW* Body of Patrons meetings for each academic year.
6. The *GMSA-UEW* Body of Patrons shall liaise with the Cabinet of Executives to fund the ***Central Masjid Complex*** expansion projects.
7. The *GMSA-UEW* Body of Patrons shall be part of the vetting process for new *GMSA-UEW* executives, providing two members of the seven-member screening body.
8. The *GMSA-UEW* Body of Patrons shall constitute integral part of the Audit Committee.
9. The *GMSA-UEW* Body of Patrons shall constitute the dispute resolution body for *GMSA-UEW* executive impasse.
10. Meetings of the *GMSA-UEW* Body of Patrons shall be presided over by the Chief Patron or an officer appointed by him/her.

CHAPTER FOUR

THE EXECUTIVE

ARTICLE 9

THE CABINET OF EXECUTIVES

GMSA-UEW shall have a Cabinet of Executives, members of which will be constituted from elected and nominated persons.

MEMBERSHIP OF THE CABINET OF EXECUTIVES

- I. The Cabinet of Executives shall comprise:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Deputy Secretary
 - E. Finance Officer
 - F. Deputy Finance Officer
 - G. Treasurer
 - H. Organizer
 - I. Deputy Organizer
 - J. Projects Officer
 - K. Deputy Projects Officer
 - L. Welfare
 - M. Deputy Welfare
 - N. Women's Commissioner (WOCOM)
 - O. Deputy Women's Commissioner
 - P. Chief Imam
 - Q. Deputy Chief Imam
 - R. Chief Mu'azin
 - S. Deputy Mu'azin
 - T. Various Masaajid (2 each) Representatives
 - U. Public Relation Officer (PRO)
- II. Membership of the Cabinet of Executives shall be both elective and nominative.
- III. All executive positions shall be nominative except the following elective positions:

- A. President/Vice
 - B. Finance Officer/Deputy
 - C. Secretary/Deputy
 - D. Treasurer
 - E. Organizer/Deputy
 - F. Women's Commissioner/Deputy
- IV. The executive positions shall be opened to both male and female Muslim students except the following which shall be reserved for male students:
- A. President
 - B. Vice President
 - C. Chief Imam
 - D. Deputy Chief Imam
 - E. Chief Mu'azin
 - F. Deputy Mu'azin

ARTICLE 10

FUNCTIONS OF THE MEMBERS OF THE CABINET OF EXECUTIVES

A: THE PRESIDENT:

1. The President shall show leadership by taking active part in GMSA-UEW projects and exercises.
2. In consultation with the executive committee the president shall hold the right to appoint members into other non-elective positions.
3. The president shall perform all administrative functions of the association.
4. The President shall preside over all meetings and shall be the chief spokesperson of the association in all matters. He shall represent the association in the event of any legal suit being prepared against *GMSA-UEW*.
5. The President shall preside over all meetings of the cabinet, general meetings and the General Assembly. He shall direct the convening of the meetings.
6. The President shall interpret standing orders during meetings.

7. He shall be in charge of the general supervision of *GMSA-UEW* activities by coordinating the works of the various committees of *GMSA-UEW*.

B: THE VICE PRESIDENT

1. In the absence of the president or his inability to act, his duties as stated in article 10, clause (A) shall devolve upon the vice president, provided that he shall not exercise any executive powers or take any policy decision or make any pronouncement except in conjunction with the executive committee.
2. “Absence or inability to act” means “death”, “journey” “infirmity”, “inexperience” or “removal from office”.
3. He shall undertake any duty assigned him by the President, General Assembly or the Cabinet of Executives of *GMSA-UEW*.

C: THE SECRETARY

The Secretary shall:

1. Possess knowledge and or experience in secretarial and communication duties including word processing, document design among other such skills so required by *GMSA-UEW*.
2. On the direction of the president, convene all meetings of the association.
3. Take and keep records of all proceedings and resolutions of the association.
4. Come immediately after the vice president in the ranks of the Cabinet of Executives.
5. Draft program outlines for *GMSA-UEW* Programs.
6. Carry all correspondence on behalf of *GMSA-UEW*.
7. Manage Database of all *GMSA-UEW* memberships.
8. Be a companion to the president on all official events the president is invited to in his capacity as president.

D: THE DEPUTY SECRETARY

1. In the absence of the secretary or his inability to act, his duties shall devolve upon the vice secretary.

2. He shall undertake any duty assigned him by the President, General Assembly or the Cabinet of Executives of *GMSA-UEW*.

E: THE FINANCE OFFICER

He/she shall:

1. Shall possess skills and or experience in managing finances of organizations including budgeting and spreadsheet.
2. The Financial Secretary shall come from a finance education background.
3. Keep records of all financial transactions of the association and shall present to the Muslim Ummah statement of accounts at a general meeting of the association at the end of the term of office.
4. Present a final statement of accounts to the Audit Committee covering his tenure of office. He /she shall also furnish the General Assembly, at emergency meetings, with a statement of account for any period within his tenure as may be demanded, without prejudice, by any five members of *GMSA-UEW*. Such a meeting shall be held within seven days of receiving such request. No other business shall be considered except the issues at stake.
5. Receive all monies for *GMSA-UEW* and promptly deposit, withdraw and disburse these monies as the Cabinet of Executives may direct.
6. In consultation with the president and the finance committee the financial secretary shall the right for the disbursement of funds for projects.

F. DEPUTY FINANCE OFFICER

He/she shall

1. Perform all duties assigned him/her by the Finance Officer or President or the Cabinet of Executives.
2. He/she shall be responsible for collection of dues at his or her campus of resident.
3. In the event of the death, removal or resignation of the Finance Officer, the deputy Finance Officer shall act as Finance Officer until such time that fresh elections are conducted to fill the post

G. THE TREASURE

He/she shall

1. Take custody of the association funds and its savings passbooks, cheque books pay-in-slips
2. Bank all monies collected within 72 hours.
3. Be one of the signatories to the associations account.

H. THE ORGANIZER

The organizer shall;

1. Be responsible for organizing all the meetings of the association.
2. Alongside the Projects Officer, ensure efficient and smooth organizing of *GMSA-UEW* events, programs, and projects.
3. Perform all other duties as may be deemed to be within the scope of his/her office and be assigned to him/her by the President or the Cabinet of Executives.

I. DEPUTY ORGANIZER

He/she shall

1. Perform all duties assigned him/her by the Organizer or President or the Cabinet of Executives.
2. He or she shall be supportive to the organizer in all his duties.
3. In the event of the death removal or resignation of the Organizer, the Deputy Organizer officer shall act as Organizer until such time that fresh elections are conducted to fill the post.

J. PROJECTS OFFICER

He/she shall

1. Support for the cleaning of the masjid and its environs as deputy-Chair of the *Welfare Committee*.
2. Be responsible for publicizing all *GMSA-UEW* capital projects to the General Assembly and the wider public.

3. Take active role in soliciting for external funds to start/complete *GMSA-UEW* capital projects.
4. Be responsible for coordinating the Ummah on campus to take part in *GMSA-UEW* capital projects.
5. Be tasked with securing artisans within the Ummah to help with capital projects as well as secure outside contractors (in consultation with the Cabinet of Executives) for completion of *GMSA-UEW* capital projects.
6. Work with masjid caretaker to look after masjid, and prepare masjid for Jummah prayers.

K. DEPUTY PROJECTS OFFICER

He/she shall

1. Perform all duties assigned him/her by the Projects Officer or President or the Cabinet of Executives.
2. Support the project officer in all projects undertaken by *GMSA-UEW*.
3. In the event of the death, removal or resignation of the Projects Officer, the Deputy Projects Officer shall act as Projects Officer until such time that fresh elections are conducted to fill the post.

L. WELFARE OFFICER

The *GMSA-UEW* Welfare Officer or the deputy must be female. Along with the deputy, the *GMSA-UEW* Welfare Officer shall perform the following duties:

1. Coordinate Iftar and suhoor activities during the Holy Month of Ramadan.
2. Chair the Welfare Committee where he/she will help keep the ***Central Masjid Complex*** clean.
3. Coordinate with the Women's Commissioner to ensure massive item-13 is delivered at *GMSA-UEW* events and programs.
4. Coordinate with the Women's Commissioner to ensure the welfare of the Ummah's are met at all times.

M. DEPUTY WELFARE OFFICER

He/she shall

1. Perform all duties assigned him/her by the Welfare Officer or President or the Cabinet of Executives.
2. Shall take active role in discharging the duties assigned to the welfare officer.
3. In the event of the death removal or resignation of the Welfare Officer, the Deputy Welfare Officer shall act as Welfare Officer until such time that fresh elections are conducted to fill the post.

M. PUBLIC RELATION OFFICER (PRO)

He shall

1. Be the mc for all programs organized by GMSA UEW.
2. Be in charge of disseminating information to the general public of GMSA UEW
3. Be responsible for publicizing all meetings and activities of the association in collaborations with the secretary.
4. In consultant to the cabinet executives map up strategies aimed at enhancing the image of the association and Islam in general.

N. WOMEN'S COMMISSIONER

She shall:

1. Be a representative of the female members of the association on the Cabinet of Executives.
2. Co-ordinate the affairs of the female members and report to the Cabinet of Executives.
3. Be responsible for organizing female members for *GMSA-UEW* activities.
4. Be a spokesperson for all female members for *GMSA-UEW* activities.

O. DEPUTY WOMEN'S COMMISSIONER

She shall:

1. Perform all duties assigned him/her by the Women's Commissioner or President or the Cabinet of Executives.
2. Shall work hand-in hand with the women commissioner.
3. In the event of the death, removal or resignation of the Women's Commissioner, the Deputy Women's Commissioner shall act as Women's Commissioner until such time that fresh elections are conducted to fill the post.
4. Shall act as co-MC alongside the Deputy Secretary during *GMSA-UEW* events.

P: THE CHIEF IMAM

GMSA-UEW shall appoint the UEW SRC Imam. Either the Chief Imam or his Deputy shall reside in North Campus to ensure a Chief Imam is always present at the Central Masjid Complex of UEW. The Chief Imam shall:

1. Be the leader of all the Imams of the various Masaajid.
2. Shall lead Jummah prayers at the **Central Masjid Complex**.
3. Be the Chairperson of the Education Committee.
4. Preside over all activities relating to the spiritual life of Muslims on campus.
5. Represent the association at UEW SRC.
6. Coordinate GMSA-UEW students- related programs on local radio and media stations.
7. In consultation with other Imams appoint new Imams and Mu'azins.
8. Coordinate with the Mu'azin to ensure Adhan is called at all prayer times at the Masaajid, especially at the **Central Masjid Complex**.
9. Shall delegate any hall Imam/Deputy to lead Jummah Prayers if the need be.

Q. THE DEPUTY CHIEF IMAM

He shall

1. Play requisite supportive roles to complement the functions of the Chief Imam.
2. In the absence of the Chief Imam or his inability to perform his duties in article 10, clause (O) shall devolve upon the Deputy Chief Imam.

R. THE CHIEF MU'AZIN

GMSA-UEW shall have a Chief Mu'azin who will reside in North Campus. The Chief Mu'azin shall:

1. Together with other Mu'azins be responsible for calling adhan and in this capacity ensure adhan is called at all prayer times at the **Central Masjid Complex**.
2. Be the chairperson of the Masjid Management Committee.
3. Be on the *Welfare Committee* to coordinate matters relating to taking care of the property of the masjid and sanitation in and around the masjid.

4. Be the librarian of *GMSA-UEW*.

S. VARIOUS MASAAJID REPRESENTATIVES

The following Masaajid: Simpa A, Simpa B, University-Hall, Central Campus, South Campus (in addition to those we will establish as and when necessary) shall each

1. Have the following officers
 - a. Imam
 - b. Assistant Imam
 - c. Mu'azin
 - d. Assistant Mu'azin
 - e. Finance Officer
 - f. Secretary
2. The duties of these officers shall mirror that of their main executive counterparts at their respective Masaajid.
3. Send the Imam and Finance Officers as representatives to the Cabinet of Executives.
4. Mobilize the Ummah in their respective Masaajid for projects at their Masaajid and the **Central Masjid Complex** at North Campus.

CHAPTER FIVE
COMMITTEES AND BOARDS

ARTICLE 11

COMMITTEES & BOARDS

1. The following Committees/Boards shall exist under the *GMSA-UEW* constitution:
 - I. The Education Committee
 - II. The Finance Committee
 - III. The Planning Committee
 - IV. The Welfare Committee
 - V. The Sanitation Committee
 - VI. The Masjid Management Committee
 - VII. The Imams Committee
 - VIII. The Electoral Committee
 - IX. The Audit Board
 - X. The Judicial Board
 - XI. The Appeals Board
 - XII. I T and Media Committee
2. Each Committee/Board shall in consultation with the Cabinet of Executives appoint a Chairperson and a Secretary for running the affairs of such a committee.
3. Notwithstanding clause one (2), some committees shall be headed by the Cabinet of Executives members whose duties overlap with the committee.
4. The membership of these committees shall have the opportunity to be increased by the chairpersons of such committees if they view that expansion as necessary to the running of the affairs of the committees.
5. These additions are encouraged to come from non-executive Level 100 and Level 200 *GMSA-UEW* members to act as a grooming tool for finding and grooming new *GMSA-UEW* leaders.
6. Persons so added in subsection 4 and 5 above should be communicated to the cabinet of executives within two weeks of such additions.

ARTICLE 12

COMPOSITION AND FUNCTIONS OF THE COMMITTEES/BOARDS

The committees and boards of *GMSA-UEW* shall be composed and function under the under laid rules:

I. THE EDUCATION COMMITTEE

1. The Education Committee shall have a membership of ten (10) with at least two ladies inclusive.
2. The Committee shall comprise of the Chief Imam (chair) and his Deputy as well as the Imams of all the Masaajid in the various campuses as automatic members and any other “enlightened” person (s) in the religion chosen by the committee.
3. The committee shall be responsible for the spreading of the message of Islam and other relevant information that will be beneficial to the Muslim Ummah. It shall conduct research and engage in publications as means of propagation.
4. The committee shall institute weekend Arabic/Qur’anic classes for the Ummah at the various Masaajid
5. The committee may also invite other enlightened Muslims who are not members of the association to the committee’s educational activities.
6. In the execution of its functions, the committee shall be subject only to the provisions of the Holy Qur’an, prophetic traditions and this constitution.
7. The committee shall not be subject to the control or direction of any other person (s) or authority.

II. FINANCE COMMITTEE

1. The committee shall comprise of five (5) members who shall include the Finance Officer, the Vice President as the chairperson, the Projects Officer, the treasurer and one other member appointed by the Cabinet of Executives.
2. The committee shall be responsible for raising funds through donations, dues, investment and any other lawful means.

3. The committee shall draw up policies to ensure effective collection of dues and disbursement and retrieval of “soft” loans to the Muslim Ummah.
4. **Only** the Finance Committee shall be responsible for preparing a budget for the semester to the Cabinet of Executives at the beginning of the semester.
5. The committee shall pre-audit all financial transactions of the Cabinet of Executives involving amounts in excess of GH¢50.00.
6. Any receipt into or withdrawal from the regular *GMSA-UEW* fund by any document, whatsoever, shall be authenticated by the signatures of any two of the following:
 - a. The President
 - b. The Financial Secretary
 - c. The Treasurer
7. Receipts must be given for any expenditure by the committee or its proxies for any amount exceeding GH¢50.00
8. The Chief Patron should be part of the signatories to the accounts.

III. THE PLANNING COMMITTEE

1. The committee shall comprise of six (6) members including the Projects Officer as chair, The Vice President, Secretary, Organizer, Financial Secretary, and Women’s Commissioner.
2. The committee shall be responsible for designing projects and programs in every semester.

IV. THE WELFARE COMMITTEE

1. The committee shall comprise of seven (7) members including the Welfare Officer (chair), Deputy Projects Officer (deputy-chair), Deputy Organizer, the Mu’azin, alongside the Women’s Commissioner and two additional appointees of the President.
2. The committee shall be responsible for “soft” loan disbursement to members, based on their needs, and retrieval, in clause (2) of Article 11.
3. The committee shall be in charge of the general internal social welfare of full dues paying Muslim students including
 - a. Funds for bereaved member funerals
 - b. Hospital visits and financial support for ailing members

- c. Edutainment events like *GMSA-UEW* Inter-Masaajid competition and football matches.
 - d. Annual *GMSA-UEW* Excursions.
- 4. The committee shall, liaising with the Welfare Office, oversee the planning, preparation and serving of food, fruits and beverages during Iftar and Suhoor in the Holy Month of Ramadan and on any other occasion.
- 5. The Committee shall oversee *GMSA-UEW* external welfare projects. These projects will include welfare donations to
 - a. Orphanages.
 - b. Prisons.
 - c. Hospitals.
 - d. Blood donation campaigns.

V. THE SANITATION COMMITTEE

- a. There shall be a sanitation committee of *GMSA-UEW* comprising of eleven members.
- b. These members would include the Sanitation officer as a (chair), Deputy Secretary, Deputy Projects Officer, the Deputy Organizer, the Mu'azin, and seven other members from the *GMSA-UEW* general membership appointed by the president in consultation with the cabinet of executives.
- c. The Sanitation Committee is primarily tasked with cleaning the Central Masjid Complex.
- d. This task in subsection c above include cleaning the bathrooms of the masjid, cleaning the toilet facilities of the masjid, cleaning the secretariat of *GMSA-UEW* at the Central Masjid, sweeping the compound of the Central Masjid Complex, etc. the bathrooms and toilet facilities must be cleaned at least twice a week.
- e. The Sanitation Committee shall draw up a budget of all the cleaning supplies it needs at the beginning of the semester and *GMSA-UEW* cabinet of executives must provide the committee with these supplies or make available funds for the items to be purchased by the committee.
- f. The Sanitation Committee shall work with various Masaajid to ensure they are also kept clean.

VI. MASJID MANAGEMENT COMMITTEE

1. The committee shall comprise of eleven (11) members, five (5) from the Cabinet of Executives, five (5) from *GMSA-UEW* Body of Patrons and other member appointed by the by the president.
2. The Cabinet of Executives Members of this Committee shall include:
 - a. The Mu'azin as Chair
 - b. Chief Imam
 - c. The Finance Officer
 - d. The Projects Officer
 - e. The Women's Commissioner
 - f. Other member appointed by the president usually from Level 100
3. The *GMSA-UEW* Body of Patrons Members of this committee shall include
 - a. The Chief Patron
 - b. The *GMSA-UEW* Patrons Projects Officer
 - c. Three additional members appointed by the Chief Patron
4. The committee shall be responsible for managing Friday collections and donations specifically to the **Central Masjid Complex**. In this capacity, the committee will utilize the funds from Friday collections and donations for the masjid to
 - a. Buy/replace mats/prayer rugs for the masjid.
 - b. Buy/replace microphones, speakers, amplifiers and PA systems for the masjid.
 - c. Fix and maintain leakages, painting, doors/locks and other maintenance needs of the masjid.
 - d. Ensure good sanitary conditions in and around the **Central Masjid Complex**.
5. Two members of the committee, the chair (Mu'azin) or Finance Officer, and the *GMSA-UEW* Patrons Projects Officer must append their signatures to withdraw funds from the *GMSA-UEW* Projects Account.
6. The committee shall be in charge of safekeeping of prayer mats, ablution cans and any other property belonging to the Ummah.
7. The committee may recommend to the appropriate authority to undertake a project, replace and or repair any property in and/or around the masjid.

8. The committee shall solicit funds liaising with the Finance Committee and Projects Officer for Expansion Projects for the ***Central Masjid Complex***.

VII. THE IMAMS COMMITTEE

1. Composition
 - a. The SRC Imam (Chair)
 - b. The Vice SRC Imam
 - c. The GRASAG Imam
 - d. The President
 - e. The Vice President
 - f. The Hall Imams
 - g. The Departmental Imams
2. Duties of The Imams Committee
 - a. The Imams Committee shall appoint new SRC Chief Imam.
 - b. It shall also appoint new Imams to all the various Masaajid and departments in consultation with halls and departmental authorities.
 - c. It shall appoint, in consultation with the Chief Mu'azin, new Mu'azins.
 - d. It shall liaise with the Education Committee to ensure smooth running of the weekend Arabic/Qur'anic lessons.
 - e. The committee shall have mandate to resolve conflicts between students or group of students.

VIII. THE ELECTORAL COMMITTEE

1. The Electoral Committee shall comprise of seven (7) members including one (1) from *GMSA-UEW* Patrons, the President, the Chief Imam, the Women's Commissioner, the Electoral Commissioner and his/her deputy and any other one member from level 400 or level 100 appointed by the president.
2. The Electoral Commissioner shall be appointed by the Cabinet of Executives at the first meeting of the Cabinet of Executives after being sworn into office.
3. The committee shall be responsible for vetting/screening of prospective candidates for *GMSA-UEW* executive positions.

4. The committee shall set up rules for the conduct of vetting on which grounds candidates shall be qualified or disqualified.
5. The committee may make rules and / or regulations for the exercise and execution of its functions to witness the conduct of the *GMSA-UEW* election.
6. The committee shall be responsible for conducting all *GMSA-UEW* elections.
7. The out-going Electoral Commissioner shall hand over to the electoral commissioner designate, seven days after his appointment.
8. The Electoral Commissioner shall exercise supervision jurisdiction over the conduct of all *GMSA-UEW* elections.
9. The Electoral Commissioner shall be a student who is qualified to stand and contest elections under this constitution.

IX. THE AUDIT BOARD

Composition

There shall be a five-member board whose composition will be as follows:

1. The board shall be composed of five (5) members of which two (2) will come from *GMSA-UEW* Patrons and three (3) from among the *GMSA* student body so chosen by the Cabinet of Executives.
2. Such persons shall have reasonable degree of knowledge in auditing and accounting.

Functions of the Audit Board

The committee shall be responsible for auditing the income and expenditure accounts of *GMSA-UEW* under the following guidelines.

1. The Audit Board shall act as the Internal Audit Unit of *GMSA-UEW*.
2. The Board shall audit the accounts of all Committees, Commissions, Boards or Institutions established under this Constitution or by a resolution of congress at the end of every academic year.
3. The Chairperson of the Audit Board or any person authorized or appointed for such purpose by the chairperson of the Audit Board shall have access to all books, records, returns and other documents relevant to those accounts.

4. The accounts of *GMSA-UEW* and of all other Committee shall be kept in such forms, as the Audit Board approve.
5. For the purpose of its work, it shall be lawful for the Audit Board to subpoena a person, including members of the Executive Committee to appear before it.
6. Any person who, knowingly or recklessly makes either orally or in writing to Audit Board, any statement conveying any information or explanation required by the Board or to which the Board is entitled and which is misleading, false or deceptive shall be liable to any sanctions approved by the Judicial Board of *GMSA-UEW* upon the referral of such a matter to the Judicial Board.
7. The findings of the Board shall be communicated to the G.A together with its opinion as to the advisability or otherwise of transactions undertaken by the association or committees.
8. It shall be responsible for collecting all audited reports and submit same to the Finance Committee for onwards publication on the notice boards.

Independence and Powers of the Audit Board

In the performance of its functions under this constitution or any other resolution of the General Assembly not inconsistent with this Constitution, the audit board:

1. Shall not be subjected to the direction or control of any other person or authority.
2. Shall disallow any item of expenditure which is contrary to the provisions of this constitution or a resolution of congress and surcharge.
3. The amount of any expenditure disallowed upon the person responsible for incurring or authorizing the expenditure, or
4. Any sum which has not been duly brought into account upon the person by whom the sum ought to have been brought into account, or
5. The amount of any loss or deficiency, upon any person by whose negligence or misconduct the loss or deficiency has been incurred.
6. A person aggrieved by a disallowed or surcharge made by the audit board may appeal to the Judicial Board.

7. The G.A may, by resolutions, request the Registrar of the University to withhold the results and awards of any such student who refuses to comply with the provisions of this constitution.
8. Furtherance to (1-6) supra, such persons shall reimburse *GMSA-UEW* in sum twice the amount involved or face legal action.

X. THE JUDICIAL BOARD

Composition

1. There shall be a three-member Judicial Board appointed by the Executive committee subject to the approval of the G.A.
2. The appointed Chief Justice shall chair the Judicial Committee.
3. The members of the Judicial Board must have reasonable Islamic Knowledge and matters of legalities.
4. No student shall be qualified as a member of the Judicial Board/Committee unless he is of high moral character and proven integrity.

Independence of the Judicial Board

1. In the exercise of its functions, the Judicial Board shall not be subject to the control or direction of any person or authority.
2. Neither the Cabinet of Executives nor the G.A nor any other person whatsoever shall interfere with the Justices in the exercise of their functions.
3. All *GMSA-UEW* members and Committees of congress shall accord the Judicial Board such assistance the Board may reasonably require to protect its independence, dignity and effectiveness, subject to this Constitution.
4. A member of the Judicial Board shall not be liable to any actions or suit for any act or omission by him in the exercise of his judicial power.

Jurisdiction of the Judicial Board

The Judicial Board shall have jurisdiction in:

1. All matters relating to the enforcement or interpretation of this Constitution.

2. All matters arising as to whether a resolution was made or, a person or authority has acted ultra vires the power conferred on him by this Constitution or any other provision made thereunder.
3. All matters relating to election under this Constitution.
4. Impeachment proceedings against any member of the executive and other accredited officers.
5. The Judicial Board shall NOT have jurisdiction in disciplinary matters against the Chairman or the Board. Such matters shall be referred to the Chairman of Appeals Board who shall then constitute a committee to probe into such matters.
6. The Judicial Board shall print the Constitution in its authentic form to be made accessible to all dues paying members annually, and copies deposited at the libraries.
7. Without prejudice to any provision in this constitution, the decisions of the Judicial Board on matters of interpretation of this Constitution shall be final and conclusive.
8. The Judicial Board shall in exercise of its functions, have the power to give advisory opinions to the Cabinet of Executives of the legal effect or important student matter upon written request. Any such advice shall not operate to bar the Judicial Board from hearing a case arising out of a decision of the Cabinet of Executives relating to their advice.

Mode of Exercising Judicial Power

1. In all matters unless specifically provided to the contrary, the decision of the Judicial Board shall be by simple majority.
2. The Judicial Board shall, in the exercise of its functions be bound to give written reasoning for its decision at least within ten (10) working days.

Tenure of Office

1. The Chairman and other members of the Judicial Board shall hold office for a period of one academic year.
2. Without prejudice to sub-clause (1) supra, the term of office of the outgoing members of the Judicial Board shall expire after the Handing over of the Cabinet of Executives.

3. Pursuant to sub-clause (1) supra, the out-going members of the Judicial Board including the Chairman shall hand over to the new members of the Judicial Board at the Handing Over of the Cabinet of Executives.
4. A member of the Judicial Board shall cease to hold office:
 - a. If he/she resigns by writing, signed by him and addressed to the Cabinet of Executives through the President provided that at least a twenty-one (21) day notice is given or
 - b. If he/she is unable to perform the functions of his office whether arising from infirmity of body or mind or
 - c. For stated misbehavior or incompetence provided against whom the petition is made is entitled to be heard in his/her defense by himself or by a Counsel of his choice before the Appeals Board.

XI. THE APPEALS BOARD

1. Without prejudice to any provision of this Constitution an appeal shall lie as of right from a judgment or order of the Judicial Board to the Appeals Board within ten (10) working days from the date of the judgment or order, whose decision shall be final.
2. The Appeals Board shall consist of five (5) members which shall include; the Chief Patron, any other two Patrons and two students appointed by him.
3. The decision of the Appeals Board shall be by a simple majority and in the exercise of its functions, the appeals board shall be bound to give written reasons for its decision within ten (10) working days.
4. Where a student(s) is still not satisfied with the judgment of the Appeals Board, he shall refer the matter to the University Management for redress.

Xii. IT AND MEDIA COMMITTEE

There shall be IT and media committee comprising five (5) members of which the pro being their chair, IT and his deputy and any other two members appointed by the president.

FUCNTIONS

1. Manage all social media handles of GMSA UEW
2. Design all flyers for occasions of the association
3. Be responsible for capturing all programs

ARTICLE 13

RIGHT OF COUNSEL

Any person(s) appearing before the Judicial Board or the Appeals Board shall have Right of Counsel.

CHAPTER SIX

ELECTIONS

ARTICLE 14

NOMINATIONS

1. Nominations shall be opened to all Muslim students of the UEW who have successfully completed at least one semester of study.
2. A candidate shall be nominated by one *GMSA-UEW* member in good standing and seconded by two members of *GMSA-UEW* also in good standing with at least the nominating member or one seconder being Muslimah. A member in good standing so defined in this section shall be a *GMSA-UEW* member who
 - a. Has paid all his/her dues in all years.
 - a. Is a practicing Muslim.
 - b. Has demonstrated integrity in his personal and professional life.
 - c. Regularly avails him/herself to *GMSA-UEW* projects by way of labor and monetary support.
3. Nominations shall be opened at least two (2) and at most three (3) weeks to election.
4. Nomination forms shall be obtained without fee.
5. Position of the President, vice president, Secretary, Vice secretary, WOCOM, Vice WOCOM shall be for only Prospective level 300 students.

ARTICLE 15

SCREENING

1. Screening of candidates shall be done before the G.A by the Electoral Committee.
2. The Electoral Committee shall comprise the President, Women's Commissioner, SRC Chief Imam, Electoral Commissioner and the deputy, one representatives of the *GMSA-UEW* Body of Patrons and any other one member from level 400 or level 100 appointed by the president.
3. All the candidate shall be screened in public except the Imams.
4. All candidate shall be vetted on;
 - i. The knowledge about Islam,
 - ii. The experience of the candidate,

- iii. Commitment to GMSA,
 - iv. The appearance of the candidate
 - v. And any other qualities as the panel may deem necessary.
5. Results of the screening committee shall be done by secret ballot to ensure all members of the committee are comfortable voting their conscience without prejudice to any one person's corrosive influence.

ARTICLE 16

RULES FOR THE CONDUCT OF ELECTIONS

The following regulations shall apply to all *GMSA-UEW* elections

- 1. All aspirants shall appear before the vetting committee.
- 2. Candidates must be all to score at least 70% and above for the offices of the presidency and 60% and above for the rest of the offices
- 3. Notwithstanding clause 2 above supra , a situation where candidates attain 70%and above, the candidate with the higher score stand elected
- 3i. A situation where there is a tie, the candidates shall go through the vetting process again.
- 3ii. A situation where by no candidate attain the required score, the Electoral commissioner shall reopen nomination for that particular office within 48hours.

ARTICLE 17

TENURE OF OFFICE

The tenure of office for all *GMSA-UEW* Cabinet of Executives members shall be one academic year.

ARTICLE 18

APPOINTMENT

- 1. *GMSA-UEW* shall appoint members under the following auspices:
 - a. The Cabinet of Executives.
 - b. The various committees so set up under this constitution.
- 2. The tenure of the staff shall be one academic year subject to review by the G.A.

3. Any decision on the dismissal of a staff by the Executive Committee shall be communicated to the G.A with reasons for the dismissal. The G.A. shall approve or reject such a decision.

ARTICLE 19

INDEMNITY

Any worker and/or officer who incurs any legal or other liabilities on behalf of *GMSA-UEW* shall be indemnified out of assets and/or funds of the Association provided any such liabilities are incurred in the legitimate and legal performance of their duties as assigned to him/her under the provisions of this constitution on behalf of *GMSA-UEW*.

CHAPTER SEVEN

FINANCIAL REGULATIONS

ARTICLE 20

MANAGEMENT OF GMSA-UEW FINANCES

1. *GMSA-UEW* shall open three bank accounts to serve various distinct functions.
 - a. The first account (*GMSA-UEW Projects Account*) shall be dedicated to *GMSA-UEW* capital projects bus purchase, building of additional facilities of ***Central Masjid Complex***, walling the ***Central Masjid Complex*** etc.
 - b. The second account (*GMSA-UEW General Account*) shall be dedicated to funds earmarked for running *GMSA-UEW* activities such as meetings and seminars.
 - c. The third account (*GMSA-UEW Masjid Account*) shall be dedicated to funds earmarked for the day-to-day running of the ***Central Masjid Complex***. This will include buying fans, electric bulbs, prayer mats, speakers, repainting, electricity and water bills etc etc. this account shall also be the ONLY central hub for collecting and depositing funds earmarked for expansion and development of the ***Central Masjid Complex***.
2. A mobile money account with MTN shall established to facilitate quick monetary access for emergency projects.
3. Any two of the following officers shall be eligible to withdraw funds from the *GMSA-UEW* General Account along with the Chief Patron.
 - a. The Financial Officer
 - b. The President
 - c. The Treasurer
4. The President, the Finance Officer and the *GMSA-UEW* Patrons Project Officer will be required to withdraw funds from the *GMSA-UEW* Projects Account.
5. The Masjid Management Committee shall be in charge of the *GMSA-UEW* Masjid Account. To wit the signatures of the Financial Secretary, Projects Officer, Chief Patron, and Patrons Projects Officer shall be required for funds to be drawn from this account.
6. Funds for *GMSA-UEW* may come from semester dues by membership, appeal for funds, donations, Friday collections etc.

7. Funds gotten from the following means are to ONLY be deposited into the account stipulated in Article 20 clause 1(c) of this constitution:
 - a. Friday collections.
 - b. Appeal for funds for *construction of GMSA-UEW Central Masjid Complex*.
8. Funds gotten from the following sources are to ONLY be deposited into the account stipulated in Article 20 clause (b) of this constitution:
 - a. *GMSA-UEW* -membership dues.
 - b. Donations for Iftar refreshment.
 - c. Funds raised during *GMSA-UEW* programs unless the appeal specifically asks for funds for capital projects.
9. Funds gotten from the following sources are to ONLY be deposited into the account stipulated in Article 20 clause (a) of this constitution:
 - a. Appeal for funds specifically asked for the bus project, or any such project mentioned in the Article 20 (a) above.
10. Funds in Capital Projects account cannot be used to run *GMSA-UEW* programs. To remove funds from this account, the entire Cabinet of Executives and Patrons must agree to such an exercise. And such monies so removed in the previous sentence, shall only be used for capital projects.

ARTICLE 21

GMSA-UEW CAPITAL PROJECTS

1. Every GMSA-UEW Cabinet of Executives or administration is mandated to leave at least one capital project by the time they hand over.
2. At minimum, clause (1) above can be fulfilled if a Cabinet of Executives completes an incomplete capital project left over from a previous administration or start a capital project to a considerable degree but do not complete it.
3. The Capital Projects of *GMSA-UEW* is stipulated in the appendix companion documents of this constitution titled *Plan of GMSA-UEW Central Masjid Complex Development*. A snapshot of the master project plan will include:
 - a. Ultra-Modern Multi-Story **Main Masjid**
 - b. Ultra-Modern Library

- c. State-of-the-Art Conference Center
- d. Modern Toilet and Urinary
- e. Two (2) bedroom caretaker housing.
- f. Ten-bedroom Guest-housing
- g. Modern Halal Cafeteria
- h. Walling of the ***Central Masjid Complex***
- i. Buying of Bus for *GMSA-UEW*
- j. Purchasing of Computing/Secretarial Devices for *GMSA-UEW*

CHAPTER EIGHT
REMOVAL FROM OFFICE

ARTICLE 22

RESIGNATION AND/OR REMOVAL OF OFFICERS AND/OR REPRESENTATIVES

1. Cabinet of Executives officers jointly or severally may relinquish their seats voluntarily or may be removed from office by a simple majority of the Muslim students present and voting on any of the following grounds:
 - i. Misappropriation of *GMSA-UEW* funds
 - ii. Deformity of mind
 - iii. Gross misconduct
 - iv. Negligence of duty
 - v. Any act that is likely to bring *GMSA-UEW* into disrepute
 - vi. Renunciation of Islam
2. A representative or any member of the General Assembly may resign his/her seat voluntarily or may be removed as a member by a simple majority of the members of *GMSA-UEW* present and voting on the following grounds.
 - i. Misappropriation of funds
 - ii. Deformity of mind
 - iii. Gross misconduct
 - iv. Absence from three consecutive meetings of the General Assembly without acceptable reason (s),
 - v. Renunciation of Islam.
3. In the event of the resignation or removal of a member of the Cabinet of Executives, the Cabinet of Executives shall fill the vacancy of the member with another executive member to act in place of such a vacancy until a fresh election is conducted to elect a new executive member to occupy the vacancy.
4. All cases of resignation should be formally acknowledged by the resignee.
5. The General Assembly may remove any officer/s from office by a two-third majority of members present and voting at a meeting convened for that purpose, otherwise.
6. Removal of any member/s of the Cabinet of Executives shall be governed only by the provisions of this constitution.

7. Any petition seeking to remove from office and officer/s of the association for stated reasons shall be directed to the Electoral Committee, who shall within seven days, convene a joint Cabinet of Executives/Election Committee meeting to consider the petition.
8. In the event of a case brought for the removal of the President, his powers shall be suspended until he is exonerated or fully deposed.

CHAPTER NINE

MEETINGS

ARTICLE 23

MEETINGS

STANDING ORDERS

1. The Cabinet of Executives shall draw the standing orders for all meetings subject to approval by the G.A.
2. The General Assembly shall draw up its own standing orders for the conduct of its business.

MEETINGS

1. The Cabinet of Executives shall call a general meeting at least once a semester and any other time(s) when necessary.
2. 25% of dues-paying members shall form a quorum. However, the meeting may proceed, and deliberations accordingly had it at any time during such meetings the number should fall below the 25%. Any decision taken in such circumstances shall be binding on all members.
3. The Cabinet of Executives shall convene a Cabinet of Executives meeting within the first three weeks of the semester and any additional time it is deems necessary.

CONDUCT OF MEETINGS

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

5. No member shall be allowed to speak more than once on a motion, as long as a member who has not spoken on the motion desires the floor. No member shall speak for longer than five (5) minutes at one time without permission from the chair.
6. The chairperson shall interpret the standing order. He shall be free to take part in all discussions.

Any more standing orders may in the case of urgency or after notice duly given, be suspended or changed at any meeting so far as regards business at the particular meeting provided that there is two-thirds (2/3) majority in favor.

INTERVENTIONS

1. In addition to discussions at a meeting, the chairman shall allow the following:
 - a. Point of order
 - b. Point of correction
 - c. Point of information
 - d. Addendum
2. Point of order shall deal with the conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the following:
 - a. That the speaker is traveling outside the scope of the motion or item under discussion.
 - b. That he is using improper language.
 - c. That he is transgressing the Constitution or standing orders.
3. A point of information shall consist of a question asked by the last speaker and must be strictly related to the subject under immediate discussion. It shall also include seeking or providing information to the last speaker.
4. A point of correction shall seek to correct a wrong impression or information, being supplied to the house by any member on the subject under discussions.
5. Addendum shall be to all vital information to the last speaker's point.

MOTION

1. All members in good standing have the right to file motion/proposal and such shall be seconded.
2. All motions shall be submitted in writing and must be handed over to the chairman.
3. No motion, which is accepted by the meeting, shall be withdrawn without the consent of the meeting once accepted without such consent.
4. No motion shall be opened for discussion until seconded, but the proponent shall have the right to speak on the motion in order to find a seconder.
5. No matter shall be discussed until it concerns an approval subject on the agenda except with the permission of the house.
6. A motion shall only be opened for discussion after the proponent and the seconder has had the opportunity to speak in support of the motion. The debate must be limited to the immediate pending questions by the chair. The chair shall rule out of order any speaker failing to address the subject of discussion.
7. The mover of the motion has the right to reply after the motion has been discussed if he so decides.
8. Discussion of a motion may be curtailed in time by a procedural motion for the floor or by the chair, with the approval of the meeting. If the Speaker intends to curtail discussion however, he shall make it clear how much times shall be allowed provided that the mover and one speaker against such motion shall in all cases have the right to speak if wishing to do so.

ORDER OF PRECEDENCE

The chairman shall allow the following procedural motions to be put in when its already a proposition on the table, in the following order of precedence:

1. Motion to withdraw motion.
2. Motion to recess.
3. Motion to reverse the decision of the chair.
4. Motion that a question or proposal be now put.

5. Motion to limit or expand debate to a certain specified period of time.
6. Motion to refer the matter to a committee or subcommittee for investigation and for report.
7. Motion to postponed or adjourns the matter to a later specific meeting or time.
8. Motion to close debate.
9. Motion that the motion be voted upon. If the motion that “the motion be voted has been seconded, no further discussion of the original matter shall be allowed, but a member shall give notice of his desire to speak further on the original matter. If the motion is carried, the only discussion allowed shall be to put the motion to vote.
10. If the motion to limit a debate to a certain period of time is carried, the chairman shall draw up a list of those wishing to make their first speech on the subject and allow each one of them to an equal proportion of time of the specific period. The proposer shall be given a maximum time of five (5) minutes to sum up before the original motion is put to vote.
11. Any other orders deem necessary shall be introduced in the House.

VOTING AT MEETINGS

1. Voting shall be by members in good standing.
2. Voting privileges shall include the right of members to make or second motions or nominations.
3. In voting, motions shall be carried by simple majority, unless otherwise provided by the constitution or by standing orders. The casting of votes shall be in the following orders.
4. Vote for, against, and abstentions.
5. If votes for and against an issue are equal in number the chairman shall exercise the casting vote. Members abstaining shall be considered as non-voting.
6. Voting shall be done by show of hands or as determined by the chairman unless otherwise stated by the constitutions.
7. On sensitive issues, a secret ballot shall be instituted to ensure fairness in voting.

ARTICLE 24

FORA

1. The Cabinet of Executives shall organize a seminar at least once in a year.
2. Efforts should be made by the executives for the seminar to be covered by the press.
3. Effort should be made to incorporate seminars into General Meetings as articulated in article twenty-five (25) clauses 2, 3, and 4 of this constitution.

ARTICLE 25

GMSA WEEK

1. A *GMSA-UEW* Week shall be organized annually for Muslim students of UEW.
2. The said *GMSA-UEW* Week shall take place during the first/last week of Ramadan every academic year. In the event that the Holy Month of Ramadan is spent at home during holidays, *GMSA-UEW* Week shall be held on a date assigned by the General Assembly.
3. The Planning Committee shall be responsible for planning *GMSA-UEW* Week activities. These activities should include:
 - a. Relationship/Leadership Seminar
 - b. General Meeting
4. General Meetings shall be set aside as part of *GMSA-UEW* Week activities.
5. Seminars such as relationships or leadership should be incorporated into *GMSA-UEW* Week or General Meetings.

CHAPTER TEN

THE ALUMNI

ARTICLE 26

GMSA-UEW ALUMNI BODY

There shall be a *GMSA-UEW* Alumni body made up of past *GMSA-UEW* students. This body shall be constituted along the following parameters:

4. A database shall be created for all *GMSA-UEW* alumni.
5. Three years after graduation, all level 400 *GMSA-UEW* members shall be automatically migrated into the *GMSA-UEW* Alumni database.
6. This alumni body shall nominate or elect their own leadership.
7. After nomination/election of their leaders, the alumni body shall promptly and timely inform the *GMSA-UEW* Cabinet of Executives.
8. The head of the alumni body shall be an automatic member of the *GMSA-UEW* Body of Patrons.
9. The alumni body shall offer intellectual and material support for *GMSA-UEW*.

CHAPTER ELEVEN

THE JUDICIAL BOARD

ARTICLE 27

SUSPENSION OF PART OF THIS CONSTITUTION

1. Any article(s) or any clause(s) in this constitution may be suspended for specific reason/s that is/are pressing and demand that such an action be taken.
2. Any such suspension shall be by means of a motion to such effect moved and carried by a two-thirds (2/3) majority of the members present and voting at a General Assembly meeting.

ARTICLE 28

AMENDMENTS

1. All or any part of the articles or clauses of this constitution may be changed, deleted, added to, or otherwise amended by the General Assembly.
2. Before the General Assembly considers any matter of an amendment to this constitution, there shall have been a written notice of the proposed part or portion to the general Muslim Ummah two clear weeks before the meetings at which such matter may be tabled or discussed.
3. The proposals to amend any part/s of this constitution shall be delivered to the Cabinet of Executives two clear weeks before the meeting at which the matter will be considered.
4. Amendments to the constitution can only be made by two-thirds (2/3) majority decision of members present and voting at a meeting of the General Assembly. The General Assembly may delegate the duty of amending the constitution to a constitutional review committee, which has been set up for that purpose, be in conformity with stated goals of the proposal.

ARTICLE 29

INTERPRETATIONS

‘HE’ may stand for both sexes unless otherwise defined.

‘CHAIRMAN’ stands for both sexes.

ARTICLE 30

RECOMMENDATION FOR EFFECTIVE USE OF THIS CONSTITUTION

1. There must be effective communication among members of the Cabinet of Executives, between the Cabinet of Executives and the Muslim Ummah and between *GMSA-UEW* and the *GMSA-UEW* Patrons and UEW Authorities.
2. Education of all officers under the constitution by the preceding executives so as to know their responsibilities and limitations.
3. This constitution must be made accessible to the entire Muslim Ummah on campus.
4. Strict observance of the provisions of the constitution.
5. Effective mobilization of funds from the Muslim Ummah and other sources.
6. Co-ordination of all activities of the various committees and effective co-operation with other institutions and the National executive board.
7. The need for co-operation, understanding and tolerance among office holders and the members of the association.
8. Most importantly, in times of the contradiction of any provision of this constitution with the Holy Qur'an, the constitution should be put aside and priority given to the dictates of the Holy Qur'an and Hadith.
9. *GMSA-UEW* Week celebration should be organized annually to conscientize the Ummah on the values of Islam.
10. An outreach program be embarked upon by the Cabinet of Executives to interested members at least once every semester.
11. On the authority of Abu Huraira, may Allah be pleased with him, he said; the prophet Muhammad (saw) said. "A people are led by the best of them in the Qur'an (recitation and memorization); if they are the same, in the Qur'an, then the best of them in prophetic tradition (knowledge and practice); if they are the same, then the first to migrate (Hijra); if they are still the same, then the eldest amongst them." By analogy, selection of members to serve as Imams should be based on the above ingredients.
12. Conscious efforts should be made to maintain and sustain a special fund (Iftar Suaim) to cater for the cost involved in breaking of fast during the Holy Month of Ramadan.

CHAPTER TWELVE

OATH OF OFFICE

ARTICLE 31

OATH OF OFFICE

I, Brother/Sister do hereby accept the office of
of the Ghana Muslim students Association and declare as follows:

1. That I promise, IN THE NAME OF ALLAH, to discharge my duties faithfully and honestly without fear or favor as stipulated in the constitution with regards to my office.
2. That I will always abide by any decision of the General Assembly, the Cabinet of Executives and the General House without going against them once decided.
3. That should I be found guilty of mismanagement of funds or any other un-Islamic practice/s, affirm that any of the following steps be taken against me:
4. That I should be relieved of my post with immediate effect,
5. That the authority of this institution be contacted with the view to recovering the amount arising from the said funds mismanaged,
6. That a court action could be instituted against me to recover the said mismanaged funds.

NAME:

PRESENT ADDRESS:

.....

PERMANENT ADDRESS:

.....

TEL NO. :..... E-MAIL ADDRESS:

SIGNATURE: DATE:

GUARANTOR:

GUARANTOR'S SIGNATURE: DATE:

NB: This form must be completed by all officers and returned to the secretary within the first week of assuming office.

APPENDIX 1: Plan of GMSA-UEW Central Masjid Complex Development

Introduction

In order to bring *GMSA-UEW* up to par with national and global standards regarding Masaajid Complexes, the following is a plan of action for developing the *GMSA-UEW Central Masjid Complex*.

This plan is a companion document to the *GMSA-UEW* association and stipulations in it are therefore mandatory in terms of the conduct of *GMSA-UEW* executives. The goals of *GMSA-UEW* executives must be in tune with this development plan for the near- and medium-term future to ensure successful upgrading of the complex to national and global standards.

Development Outline Legend

1. Purchasing/Securing of Computing/Secretarial Devices for *GMSA-UEW*
2. Walling and Grounds Design of the *Central Masjid Complex*.
3. *Central Masjid Building*.
4. Companion Buildings/Facilities (Hospitality Center)
 - i. Masjid/GMSA Office
 - ii. Modern Toilet and Urinary
 - iii. Two (2) bedroom caretaker housing
 - iv. Ultra-Modern Library Building
 - v. State-of-the-Art Conference Center
 - vi. Ten-bedroom Guest-housing
5. Modern Halal Cafeteria
6. *GMSA-UEW* Bus Project
7. Yearly Maintenance Regime

Chapter 1: Purchasing/Securing of Computing/Secretarial Devices for *GMSA-UEW*

To facilitate the activities and smooth running of *GMSA-UEW*, modern computing and secretarial devices must be secured for usage by the *GMSA-UEW*/Central Masjid Complex Secretariat and the Cabinet of Executives. The table below details the items that needs to be secured and their target usage.

#	Item	Officer (Office)	Usage Case
1	Desktop	Secretariat	This should be placed at the <i>GMSA-UEW</i> /Central Masjid Complex Secretariat for the secretary to use in performing his/her secretarial duties.
2	Laptop	Office of the President	This will be used by the president to perform his duties like briefs, draft letters, PowerPoint presentation at <i>GMSA</i> events etc.
3	Laptop	Finance Office	This will help the finance officer keep updated spreadsheets and high-tech balance sheets of the association.
4	Projector	Secretariat	This should help the secretariat present modern programs during <i>GMSA-UEW</i> programming.
5	Printer	Secretariat	This should help the secretariat print all <i>GMSA-UEW</i> correspondences without unnecessary delays.
6	Tablet	Office of the Imam	This should help the Imam to deliver khutbah in line with modern technological standards.

Chapter 2: Walling and Grounds Design of the *Central Masjid Complex*

As part of securing the land awarded to *GMSA-UEW* from encroachment by other actors within the university, this project is one of the most critical projects for *GMSA-UEW*. The project has the following components

1. Cement-brick walling of the complex land.
2. Graveling and beautification of the grounds with flowers, grass, and walkways.
3. Planting of trees alongside the complex walls.
4. Securing the gutter along the old pavilion road.
5. Securing the gutter cutting across the ***Central Masjid Complex*** lands.

All new *GMSA-UEW* executives are required to mold at least a thousand new blocks by the end of their tenure to ensure the walling has enough blocks.

Chapter 3: *Central Masjid Building*

To crown the ***Central Masjid Complex*** at UEW will be the ***Central Masjid Building*** located at Old pavilion road in North Campus. This will be a multi-story masjid that can house up to 3,000 worshippers at a single time. The masjid should be built to the following specifications;

1. Minimum of one additional story to the ground floor.
2. Must encompass modern beautiful masjid architectural marvels like Masjid Zahir in Malaysia or the Alhaji Banda Masjid in Ghana or the KNUST Masjid.
3. Must be secured with proper doors and burglar proof glass windows.
4. Must include modern glass minbar for Imams during Khutba.
5. Floors must be tiled and woolen mats placed for worshippers.

Plans for Building the Masjid

Alongside other elements of the ***Central Masjid Complex***, *GMSA-UEW* Patrons and *GMSA-UEW* Cabinet of Executives shall mount a vigorous campaign to appeal for funds from prominent UEW

alumni, prominent Ghanaian Muslims, Muslim leaders, embassies of Muslim nations in Ghana, Masjid building NGO organizations, students etc. to secure funds for this mammoth project.

Chapter 4: Companion Buildings/Facilities (Hospitality Center)

1. Modern Toilet and Urinary
2. Two (2) bedroom caretaker housing.
3. Ultra-Modern Library Room
4. State-of-the-Art Conference Center
5. Ten-bedroom Guest-housing

These facilities shall be bundled alongside the central masjid building during our letters of appeal for funds. The idea is to design all these buildings into the ***Central Masjid Complex*** and use all during our appeal.

The hope is that funders will fund all of them at once. But we are also aware that we might get organizations only willing or able to fund one or two of the planned facilities. So we will be appealing for funds while at the same time planning and raising internally generated funds for some of these projects.

Chapter 5: Modern Halal Cafeteria

This project is needed because Muslim students do not have exclusive cafeteria that promises or guarantees halal food for students. Students will be able to get unambiguous halal food varieties in this modern cafeteria. Liaising with the UEW Food Production Unit, we will be able to secure the services of catering companies in Winneba/Ghana solely dedicated or specialized in halal food services of students.

Chapter 6: GMSA-UEW Bus Project

This project is one of the major projects for *GMSA-UEW* when it comes to investment for continuing turnover of revenue for the association.

1. This bus will save *GMSA-UEW* funds spent during programs hiring buses at exorbitant prices.
2. It will also generate funds for *GMSA-UEW* as it will be hired/rented out and funds accrued from rents can be used to increase the fleet of buses and support other *GMSA-UEW* activities.

Funds to secure the bus is a mixture of internally generated funds and external appeal for funds.

Chapter 7: Maintenance Regime

As part of the ***Central Masjid Complex*** development, *GMSA-UEW* has a Masjid Management Committee made up of Professors who are patrons of the association as well as Executives.

1. They are to oversee the day-to-day running of the complex.
2. A care-taker will be appointed to live in the 2-bedroom complex to take care of the masjid at all times even when school is not in session. This should, along with the wall, prevent theft of masjid property.
3. At the entrance to the ***Central Masjid Complex*** will be a security guard post where university security will be posted to keep the complex extra safe.
4. Annual repainting of the aspects of the masjid that needs repainting will be routinely undertaken by *GMSA-UEW*.

