



**ASSOCIATION OF FAMILY NUTRITION AND CONSUMER
SCIENCES STUDENTS (AFANCSS)**

OBAFEMI AWOLOWO UNIVERSITY, ILE IFE



THE
CONSTITUTION

TRAINED TO MEET THE BASIC NEEDS OF MAN



AFANCCS CONSTITUTION

CONSTITUTION REVIEW COMMITTEE

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OLUWAYOOSE ABIGAEI O.
AKINLABI TIMILEYIN S.

THE PRESIDENT
RT. HON. SPEAKER

2023/2024 PARLIAMENTARY YEAR

TRAINED TO MEET THE BASIC NEEDS OF MAN

PREAMBLE

Having firmly resolved to perpetuate the growth and academic excellent in our chosen career and to fostering unity and oneness among the members of the Department of Family, Nutrition and Consumer Sciences Obafemi Awolowo University, other Departments in the faculty and related association in other higher institutions for the purpose of sharing ideas, views and opinions for our individual well-being and for a collective responsibility of the Department members to the society.

We the members of Association of Family, Nutrition and Consumer Sciences Students Obafemi Awolowo University Ile-Ife chapter make and enact for ourselves the following constitution.

ARTICLE I

INTRODUCTION

NAME, SUPREMACY, MEMBERSHIP AND STRUCTURE OF THE ASSOCIATION

S.1 NAME OF THE ASSOCIATION

This shall be the constitution of the Association of Family, Nutrition and Consumer Sciences Students (AFANCSS), Obafemi Awolowo University, Ile-Ife.

S.2 SUPREMACY OF THE CONSTITUTION

- 1) The provision of this constitution is supreme and binding on all members of the Association.

- 2) If any other law, directive or action is inconsistent with the provision of this constitution, this constitution shall prevail and such law, directive or action shall, to the extent of the inconsistency be null and void

S.3 OBJECTIVES

- 1) The motto of the association shall be "Trained to meet the basic needs of man"
- 2) To emphasize the role of consumer scientists.
- 3) To cater for the welfare and interest of the students in the Department.
- 4) To afford members training in practical application of Consumer Sciences in our everyday life.
- 5) To promote a corporate spirit among members and to encourage understanding between members
- 6) To improve the knowledge of students by organizing lectures, symposia, seminars, excursions and the like which are incidental to the fulfillment of the Associations' objectives

S.4 MEMBERSHIP AND OBLIGATION OF MEMBERS

1. All students in the Department are members.
2. Membership shall be renewed annually through the payment of annual dues.
3. Honorary membership shall be centered on people whom the association considers worthy of such.
4. Members are to pay a session subscription as determined by the executive in consultation with the Students' representative board.
5. Non payment of dues disentitles a member to the right and privileges incidental to membership.
6. Members are expected to attend meeting, congress and swearing-in-ceremony (ies) and such others that are in line with the provisions of this constitution.
7. Members Can vote and be voted for except otherwise stated by this constitution.
8. All members have access to the association properties after seeking approval from the appropriate quarters.
9. Honorary members shall enjoy all other benefits as an honorable member of the association except that they cannot vote and be voted for.

ARTICLE II

ADMINISTRATIVE STRUCTURES

The administration shall consist of the legislative and the executive arms.

S.5 LEGISLATURE

The legislative power of the association is herein vested in the congress and the students' representative board herein referred to as the S.R.B.

S.6 CONGRESS

- 1) The general assembly of all the student of the association shall hereafter be called "congress"
- 2) The congress shall have the supreme power in all matters relating to the association.
- 3) The President of the association shall summon congress at least thrice in a session.
- 4) It shall be mandatory for all members of SRB and the executive council to attend congress. Notice of absence shall be communicated in writing to the speaker by the SRB members and to the president by the members of the executive council.
- 5) The congress shall take decision on matters which in the opinion of the executives council or SRB are beyond their powers.
- 6) The congress shall deliberate and pass resolutions on any matter(s) which the executive council or SRB would deem fit to refer to it.
- 7) The congress shall consider any matter referred to it by the executive council, SRB or members of the association.
- 8) An emergency congress shall be called at the instance of one sixth (1/6) of the members of the association or the executive member.
- 9) All congressional decision shall be by simple majority vote.
- 10) In the absence of the President, the congress shall be called by the collective effort of the Vice-President and General Secretary.
- 11) Members of the association shall be notified at least 48 hours before the congress.
- 12) The speaker shall summon congress on advice written and duly signed by two third (2/3) membership of SRB within 48 hours of receipt of such notice.

S.7 COMPOSITION OF THE S.R.B

- 1) The S.R.B shall consist of 18 members.
- 2) All members must be a financial member of the association.
- 3) It shall consist of
 - a) All class representative from part I to IV
 - b) The P.L.O. who shall be elected among part I students and shall be a link between AFANCSS executive, S.R.B. and the part I student (the election shall be conducted among the part I students by the electoral commission on resumption).
 - c) Other members shall be five (5) from part III, four (4) from part II and four (4) from part I as at the time of election.
- 4) There shall be a speaker, deputy speaker and a clerk and chief whip elected from S.R.B.
- 5) As at the time of election, Speaker and deputy speaker shall be from part III or II and the clerk across all levels.

S.8 FUNCTIONS OF THE S.R.B.

The student representative board shall;

- 1) Consider and approve the sessional budget of the executive council at the first business meeting if any of that council which must be convened not later than fourteen days after the departmental elections.
- 2) Consider the progress reports of various committees, commissions and councils of the association.
- 3) Have power to summon the whole or any member of the executive or committee/commission to appear before it in connection with specific matter provided, not less than 48 hours' notice shall be given to such office(s).
- 4) Have power to pass resolution on any matter affecting the association as long as such resolution does not conflict with the constitution.
- 5) All resolutions shall be forwarded to the appropriate bodies within the stipulated time frame by the house for implementation.
- 6) Consider and approve or disapprove all awards/recipients Of such awards from the association.
- 7) Consider and approve the membership of any statutory committee setup by the executive council.

8) The S.R.B. may review any action or programme proposed or undertaken by the executive council or any committee/commission of the association or any member thereof.

9) The SRB Shall do all other things that guarantee the meaningful attainments of the aims and objectives set out in the preamble and section 3 of this constitution.

10) Such other things may include a request signed by 1/3 member of the S.R.B. advising the speaker to mandate the president to convey a special meeting of the congress so as to determine any matter whatsoever if the president refuses to call a special congress after the stipulated time, the vice president shall be mandated by the S.R.B. through the speaker to call the special congress.

5.9 PROCEDURE AT S.R.B. MEETING

1) Procedure in the S.R.B. shall be regulated by the standing orders.

2) Without prejudice to sub-section two (2) of this constitution, the S.R.B. shall have powers to amend the standing orders provided;

a) That any part of the constitution can only be suspended by two-third (2/3) majority of the members of that council present and voting at the meeting and

b) Quorum can only be suspended by two third (2/3) majority of the members of that council present and voting at the meeting.

S.10 TENURE OF THE S.R.B.

The S.R.B. shall function for one academic session and shall stand dissolved on the day the electoral commission is constituted.

S.II OFFICERS OF THE LEGISLATIVE

1) THE SPEAKER

- a) The speaker shall make copies of the association's constitution available to the elected students' representatives at the first business meeting of the S.R.B.
- b) He shall preside over the proceedings of both the S.R.B. and the special congress.
- c) He shall impartially direct the proceedings and maintain order in the S.R.B. Meetings.
- d) He shall summon through the clerk all the meetings of the S.R.B. and special sittings upon an address signed by at least two third ($2/3$) of the members of the S.R.B. within 72 hours of receipt of the said address.
- e) The speaker shall declare vacant the seat of any member (Executive, Honorable, committee and commission) who absents him/herself for 2 consecutive sittings without the speaker's prior notification in writing or otherwise subject to approval of the S.R.B. such member may subsequently be disqualified from being elected into the house again or holding any other office in the association again.
- f) He shall not vote during deliberations unless tie arises.
- g) He shall at the meeting of the S.R.B. interpret the constitution of the association in good faith.
- h) He shall swear in the executive members, starting from the president, other members of his cabinet, the elected student representatives, committees and commissions.
- i) He shall call urgent congress if the executive fail to call but at least 50 members of the association must sign the congress paper with all levels represented.

2) THE DEPUTY SPEAKER

- a) The deputy speaker shall act as the speaker in his/her absence
- b) He shall at every meeting of the S.R.B. take the roll call of the members present and shall within 24 hours after the adjournment of the sitting send a list of the absentees to the speaker.
- c) He shall communicate a warning notice to the absentees after each sitting.
- d) He shall be the electoral officer of the S.R.B. and as such not vote.
- e) Where and/or whenever he has to act as speaker at the S.R.B. meeting or at the special congress as the case may be shall appoint any qualified person the duty of the deputy speaker upon proper consultation with the S.R.B. members.

3) THE CLERK

- a) The clerk shall record minutes of the S.R.B. Sittings.
- b) He prepares in advance the agenda of all the major points to be discussed at the S.R.B. Sittings.
- c) He shall notify the members of the S.R.B. of meetings 48 hours before the meeting.
- d) He shall carry out other duties as may be assigned to him by the speaker.
- e) He shall not vote during deliberations.
- f) He shall publicize the resolution of the S.R.B. sitting within 48 hours after such sitting.

3) THE CHIEF WHIP

- a) He shall be the mace bearer of the parliament.
- b) He shall assists the speaker in maintaining law and order
- c) He shall attend to visitors during sittings and carry instructions given by the speaker

ARTICLE III

S.12 THE EXECUTIVE

The executive power of the association is hereby vested in the executive council and subject to the provision of this constitution, such powers may be exercised by member of the executive council either directly or through offices subordinate to them.

S.13 EXTENT OF EXECUTIVE AUTHORITY

The executive power of the association shall include the execution and maintenance of this constitution and all matters with respect to which the S.R.B. has power to make rules and regulations.

S.14 COMPOSITION OF THE EXECUTIVE BRANCH

The executive council shall consist of:

- 1) The president
- 2) The vice president
- 3) The general secretary
- 4) The assistant general secretary
- 5) The public relation officer
- 6) The financial secretary
- 7) The director of social
- 8) The director of sports
- 9) The treasurer
- 10) The welfare director
- 11) The librarian
- 12) The Public liaison officer (P.L.O)

S.15 FUNCTIONS OF THE EXECUTIVE OFFICERS

1. THE PRESIDENT

- a) The president shall be the head of the association and the leader of its executive council
- b) He shall preside over congress and executive council meetings.
- c) He shall coordinate the activities of the executive in order to effectively achieve the aim of the association.
- d) He shall in conjunction with the financial secretary and treasurer authorizes the withdrawal of monies from the treasury for AFANCSS activities.
- E) He shall have the power to cast a winning vote on occasions of even decision on a mou except where the issue concerns him.
- f) He shall authorize classified correspondence of the association after it must have been adopted by the executive council.
- g) He shall have the power to adjourn a disorderly meeting on the condition that at least one third (1/3) of the members at the meeting supports him.
- h) He shall provide the support needed by the vice president during the association week.

2. THE VICE PRESIDENT

- a) The vice president shall assume the function of the president when the latter is incapacitated, dead or in case of resignation.
- b) He shall be the chairperson of the orientation committee adopted by the student representative board
- c) He shall be the chairperson of AFANCSS week committee adopted by the student representative board.
- d) He shall assist the president in his function
- ej He shall carry out other duties as may be assigned to him by the president and the executive council.

3. THE GENERAL SECRETARY

- a) He shall in conjunction with the president keep and maintain the association secretariat.
- b) He shall see to the registration and renewal of the association with the students' affairs office
- c) He shall on the directive of the president or on the request of two third (2/3) members of the executive council convey meetings of the executive council.
- d) He shall in consultation and with approval of the executive council compile a monthly report of the activities of the executive to the SRB.
- e) He shall in consultation and with approval of the executive council compile a comprehensive report of the activities of the executives for that session and present the same to the S.R.B. at its last meeting during the session upon receipt of a notice from the SRB not less than 168 hours before the meeting.
- f) He shall keep records of minutes of the executive council meeting and congresses.
- g) He shall be responsible for the association's correspondence.
- h) He shall accompany the president in all outside engagements:
- 1) He shall carry out any other duty as may be assigned to him by the president and the executive council.

4. ASSISTANT GENERAL SECRETARY

- a) He shall assist the general secretary in the discharge of his duties.
- b) He shall act as the general secretary in his absence.
- c) He shall perform all other duties as may be assigned to him by the general secretary and the executive council.

5. THE FINANCIAL SECRETARY

- a) He shall collect the session fees/dues.
- b) He shall be a signatory to the association's account.
- c) He shall be a member of any fund raising committee that might be setup.
- d) He shall submit the report of all financial transactions to the general secretary for inclusion in the annual report.
- e) He shall prepare and submit a final statement of accounts to the audit committee.
- f) He shall present the budget of the executive council to the audit committee.
- g) He shall issue receipts for all fees/dues collected and for all aids whether financial or material to the association

6. TREASURER

- a) He shall be responsible for the lodging of the association's money in the bank within 72 hours of receiving the money.
- bj He shall issue cheques for withdrawal of money from the bank and shall ensure that no blank cheque assigned at any point in time.
- c) He shall keep an imprest account of one thousand naira (1000).
- d) He shall be one of the signatory to all financial transactions of the association
- e) He shall assist the financial secretary in the collection of dues.
- f) He shall be the custodian of all cheques, passbook and other financial document from bank which belongs to the association.

7. PUBLIC RELATIONS OFFICER

- a) He shall publicize with the approval of the executive council all the activities proposed or conducted by the association and promote the image of the association.
- b) He shall receive, synthesize, disseminate and acquaint AFANCSS members with necessary information on issue(s).
- c) He shall be responsible for the enlightenment of the association members and for this purpose, organize lectures, symposia etc. in furtherance of the preamble of this constitution.
- d) He shall be responsible for giving appropriate reaction to public statement which affect the association directly.
- e) He shall assume other functions which may be assigned to him by the executives.

8. DIRECTOR OF SOCIALS

- a) He shall be responsible for all social activities of the association.
- b) He shall discharge all other duties which may be assigned to him by the executive council.

9. THE DIRECTOR OF SPORTS

- a) He shall be a keen sport man/woman
- b) He shall be responsible for organizing all sporting activities of the association.
- c) He shall be responsible for improving the standard of students' sporting activities.
- d) He shall discharge all other duties which may be assigned to him by the executive council.

10. THE WELFARE DIRECTOR

- a) He shall be responsible to matters relating to the general welfare of the members of the association and association's guests.
- b) He shall be the head of the welfare committee.
- c) He shall discharge all other duties which may be assigned to him by the executive council.

11. THE LIBRARIAN

- a) He shall coordinate the affairs of the association's library.
- b) He shall discharge all other duties which may be assigned to him by the executive council.

12. THE PUBLIC LIAISON OFFICER (P.L.O)

- a) He shall be a link between AFANCSS executive, S.R.B. and the part 1 student (the election shall be conducted among the part 1 students by the electoral commission on resumption).
- b) He shall discharge all other duties which may be assigned to him by the executive council.

S. 16 TENURE OF OFFICE

- 1) The executive council shall hold office for one academic session.
- 2) The executive council shall due for dissolution within the 7" week to the end of any academic session.
- 3) Members of the executive council, committees and commissions of the association shall present a prepared report of their session activities for debates by the SRB. at the last business meeting of the board.

S. 17 ACCOUNTABILITY OF OFFICER

- 1) "Members of the executive council shall be collectively responsible for the official decision and activities of the council and shall be answerable to the S.R.B. and the congress.
- 2) Nothing in this section shall prevent any officer from being liable for his individual culpable act or omission in the performance of the duties for which he is elected as may be determine by S.R.B.

ARTICLE IV

STATUTORY COMMITTEES AND COMMISSIONS

S. 18 AUDIT COMMITTEE

- 1) There shall be an audit committee of the association consisting of a chairman, audit secretary and five (5) other members which shall be appointed by the outgoing S.R.B. at its last business meeting.
- 2) The committees shall at the beginning of every parliamentary year receive or call for and deliberate on budgets of the executive council, commissions and committees and submit a report thereon to the S.R.B.
- 3) The committee shall call for the audit of the account of executive council, S.R.B., commissions and committees.
- 4) The committee shall audit monthly the financial report submitted by the financial secretary.
- 5) The report of the audit committee shall be tabled before the S.R.B for adoption. Both the adopted and unadopted copies of the report shall be sent to the head of department.
- 6) The committee shall check and audit prepared balanced sheet of the association.
- 7) The committee shall receive handing-over notes from all executive
- 8) The committee shall invite all officers for an interview in case of any financial misappropriation.
- 9) All executives are to fully cooperate with audit committee in discharge of its duties.

S. 19 DISCIPLINARY COMMITTEE

- 1) There shall be a disciplinary committee consisting of a chairman and five (5) other members which shall be appointed by the outgoing S.R.B. at its last business meeting.

- 2) The committee shall have the power to discipline any erring member(s) or officer(s) of the association after a thorough investigation of allegations proffered against such member(s) or officer(s) of the association provided that

- a. Such allegation shall be in writing and forwarded to the disciplinary committee
- b. The disciplinary committee shall commence sitting on the matter before preceding sitting
- 3) The committee shall recommend disciplinary measures to be taken against the alleged person(s).
- 4) Such disciplinary measure is subjected to the approval of the S.R.B.
- 5) The S.R.B shall refer the disciplinary measures to the executive council for immediate action and advisers be informed officially.

S. 20 WELFARE COMMITTEE

- 1) The committee shall comprise five members (1 from part one) with the welfare officer as the chairperson of the committee.
- 2) it shall be responsible for planning ways and means of procuring a healthy environment.
- 3) The committee shall do all other things that may be recommended by the executive council for the welfare of the association

S. 21 ORIENTATION COMMITTEE

- 1) The committee shall comprise 10 members with the vice president as the chairperson of the committee.
- 2) It shall organize a befitting orientation programmes for the fresh students with the assistance of other officers.
- 3) The committee shall perform other duties to the orientation programme as may be recommended by the executive council.
- 4) The committee shall compulsorily give a copy of the constitution to every part 1 students.

S. 22 AFANCSS WEEK COMMITTEE

- 1) The committee shall consist of all members of the executive council who shall be automatic member with the vice president as the head of the committee and other 10 non executive members appointed by the executive council taking cognizance of their experience and ability.
- 2) The committee shall be responsible for planning and organizing the AFANCSS week programme
- 3) The vice chairman and secretary of the committee shall be appointed by the executive council from the non executive members.

S. 23 EDITORIAL COMMISSION

- 1) The commission shall be independent of the executive council
- 2) The editor-in-chief shall be voted in by the members of the commission at the end of every session.
- 3) The commission shall be charged with the responsibility of issuing articles and other dealings regarding journalism and editorial.
- 4) The editor-in-chief shall see to the registration and renewal of the association's board with the Association of Campus Journalists.
- 5) The commission shall present a comprehensive budget of the body through the audit committee to the SRB at the first meeting
- 6) The commission shall be expected to publish at least one major magazine per session
- 7) The commission shall have power to organize manifestos and debate during the association elections

S. 24 ELECTORAL COMMISSION

- 1) There shall be an electoral commission which shall consist of four (4) electoral officers constituted by the S.R.B at the end of every parliamentary year. Two (2) from part IV, one (1) member each from part III and II

S. 25 ELECTION PETITION COMMITTEE

- 1) The election petition committee shall function for one parliamentary year and shall stand dissolved after a new committee has been appointed.
 - 2) The committee shall consist of four (4) members and a chairman.
 - 3) The committee shall hear and decide on all cases of election malpractice, irregularities and/or any question as to whether or not any person has been validly elected in any association election.
 - 4) The decision of the committee shall be by simple majority votes at a meeting and such decision shall be communicated to the speaker and the chief electoral officer not later than 10 days after a petition has been filed.
 - 5) Quorum in the committee shall be two-thirds ($2/3$) of its members.
 - 6) The committee shall regulate its own procedure provided nothing does conflict with the rule and principle of natural justice.
- The committee shall publish its findings on the association's notice board within 3 days and the decision of the committee is final.

ARTICLE V

ELECTORAL PROVISIONS

S.26 ELIGIBILITY

- 1) only registered and financial members of the association shall be eligible to vote and voted for at the association election
- 2) Only financial members of the Association in Part I, II and III as at the time of election can contest for the executive office, except the P.L.O
- 3) Part I can only contest for the office of the Assistant General Secretary, Treasurer, and Librarian.
- 4) Part II can contest for the office of the vice president, Assistant General Secretary, financial secretary, Treasurer, Sport Director, Social Director, Public Relation Officer, librarian, deputy Speaker and Clerk.
- 5) Part III only can contest for the office of president, Speaker and general secretary. These offices mentioned above in subsections 3 & 4 are also open to Part III.
- 6). A dismissed or removed Association's officer shall not be eligible for any Association's election
- 7) The minimum CGPA for President, vice president, General and financial secretary and the leadership of the house is 2.5
- 8) Every contestant should have at least 50% attendance in departmental sittings and congresses, except the President, Speaker, Vice President, General Secretary, clerk and PRO, who must have 70%
- 9) Direct Entry students can contest for the post of PRO, D.O Sports, Treasurer and Assistant General Secretary.
- 10) Transfer students (Part 3) can contest for all posts except the President, Vice President, General Secretary, Speaker, Deputy Speaker and PLO.

S.27 SPONSORSHIP

- 1) A contestant shall be sponsored by two (2) financial members of the association.
- 2) A member shall not sponsor more than one (1) candidate.
- 3) A dismissed or suspended association officer shall not sponsor any candidate.

S.28 NOMINATION

- 1) Prospective candidate for election shall file a notice of their candidate with the electoral commission not later than 72 hours before Election Day.
- 2) Payment of a small amount for nomination fee exact amount to be determined by the electoral commission.
- 3) Contestant's paper could only be accepted after satisfying those conditions enumerated above
- 4) The contestant shall attach his annual due receipts for the current academic year and that of his/her sponsor to the contestant's paper
- 5) A carefully filled and signed nomination paper should be submitted to the electoral commission

S.29 VOTING PROCEDURE

- 1) Voting at any election shall be by secret ballot paper, each ballot paper duly authenticated by the commission shall contain the names of the contestants.
- 2) A voter shall tick against the candidate of his choice
- 3) Only financial members of the association on presentation of their Obafemi Awolowo University Identity card which shall be cross-checked in the tutorial list at the voting center shall be allowed to cast their vote
- 4) The box could be left blank where a voter has no candidate to vote for
- 5) There shall be no campaign of whatever form at the polling station.
- 6) The vote shall be counted immediately after the election.
- 7) A winner shall emerge by having simple majority votes in his favour
- 8) The voting shall be done between 9.00 am to 3.00 pm on weekdays
- 9) The result shall be declared immediately after the counting and posted via all notice boards/platforms in the department and faculty.

S.30 AUXILIARY PROVISION

- 1) The election of the new S.R.B. shall be held not later than the first eight (8) weeks of a new academic session.
- 2) The election of the S.R.B. members and the leadership should be held before the executive council.
- 3) The election of the new executive council shall be held not later than three (3) days after the S.R.B. election.
- 4) There shall be a bye-election within 14 days to fill any Vacancy of an association officer or the membership of the S.R.B.
- 5) Should a candidate be running unopposed, such candidate must have up to two-third ($2/3$) of the total votes before being declared as a valid winner.
- 6) Any aggrieved member of the association shall have the right to file election petition with the elections petition committee not later than 5 days after the result of the elections has been declared.
- 7) The elections petition committee shall have 10 days (from the day of filling the petition) to hear and determine the petition.
- 8) When an election is declared null or void by the election petition committee, the committee shall declare the seat vacant and a bye-election shall be held accordingly.

ARTICLE VI

SPECIAL PROVISION

S.31 MEETINGS

- 1.) The S.R.B. shall meet at least 3 times in a semester.
- 2.) Subject to the provision of this constitution, all decisions of the S.R.B., the executive council, the commission and all committees created by this constitution shall be by simple majority provided that the presiding officer shall not vote unless there is a vote tie.
- 3.) Notice of general meeting shall be given to all members of the S.R.B. at least 48 hours before the meeting
- 4.) In the absence of the speaker and deputy speaker, the S.R.B. shall elect a member to preside at their meeting
- 5.) Special meetings may be summoned by the speaker with a written petition signed by two-third (2/3) of the S.R.B. members for certain important issues
- 6.) Without prejudice to sub-section 3 above, any Emergency meeting could be summoned within 24 hours.
7. The speaker shall summon an extraordinary meeting of the S.R.B. on a written petition duly signed by at least 50 members of the congress other than members of the S.R.B. within 24 hours of the receipt of such petition.
- B.) Any member of the S.R.B. and executive who withdraws from any meeting of the house without the leave of the speaker shall in writing or otherwise shall be arraigned before the disciplinary committee for necessary actions.
- 9.) Subject to the provision of this constitution, the standing order as amended from time to time by the S.R.B. shall regulate the procedure of the meeting of S.R.B.
- 10.) Members of the executive council, committees and commissions of the association shall prepare official report of their seasonal activities for debate by the S.R.B. at the last business meeting of the board.

S.32 ATTENDANCE AT MEETING

1. All members of the association shall attend the general meeting of the association when summoned.
- 2 All S.R.B. and executive members must attend parliamentary sittings when summoned. Any member who will be unavoidably absent must communicate his reason in writing to the speaker through the clerk
3. All S.R.B. and executive members must attend the general meeting (congress) of the association when summoned. Any member who will be unavoidably absent must communicate his reason in writing to the congress through the association general secretary
4. Any member of the association may attend meetings of the association when summoned.
5. Any member of the association who is not a member of the S.R.B. may be allowed by the speaker or members of the S.R.B. to address the house.

S.33 QUORUM

1. Two third (2/3) of the S.R.B. shall form a quorum at the 5.R.B. sitting.
2. Fifty (50) members shall form a quorum at a congress
3. Seven (7) members of the executive council shall form a quorum at the executive meeting provided ant of the following officer are in attendance; (a) president (b) vice president (c) general secretary (d) P.R.O.
4. The speaker in consultation with the member present shall have the power to suspend quorum when occasion demands.

S.34 SALUTATION (CONGRESS)

After recognition by the president, the protocol shall be properly laid in thus manner, salutation to the president, general secretary, other members of the executive present, leadership of the SRB, and fellow congressmen, duly followed by introduction.

S.35 STUDENT REPRESENTATIVE BOARD STANDING ORDERS

I. RULES OF DEBATE

1. Every member of the house shall be referred to as honorable.
2. All members of the S.R.B. shall remain standing when the speaker enters the house and shall resume their seats when the speaker has taken his seat.
3. A member of the house shall stand when speaking and shall address the speaker and the house. If two or more members arise at a time, the speaker shall determine to whom precedence shall be given.
4. If the speaker has occasion to rise to assert his authority any member of the council standing shall resume his seat.
5. The speaker shall recognize the honorable before any resolution is passed in the house.
6. The speaker may call to order any member of the house for disregarding the authority of the speaker or abusing the rules of the house. If after such caution, such member persists in misconducting himself, the speaker may,
 - i. Disqualify the member from voting on a specific issue, or
 - ii. Order the member to take a leave from the house for a specific period of time.

II. POINT OF ORDER

A point of order when raised by honorable must be heard at all times except during the act of voting and shall deal with the conduct of the meeting (non member of the S.R.B. can only use the point of order in such situation as in sub section 2 and 3 below) It shall concern such matter as;

- A. Indecorum
- B. Intention to refer to standing orders and or a clause of the constitution.
- C. Violation of standing orders
- D. Introduction of matter not relevant to the question under consideration.

III. VOTING

1 Every member of the S.R.B. except the speaker, deputy speaker and the clerk shall be entitled to vote. The speaker shall have a casting and deliberate vote where there is a tie.

2. Voting shall be done by a show of hands

S.36 CODE OF CONDUCT

1. Any member of the association accused of misconduct shall be given an opportunity to defend himself before the SRB, various committees or Commissions as the case may be.

2. The president and the executive council shall not seek or accept any gratification from any government or authority from any source(s) external to the association as rewards for themselves for services rendered on behalf of the association.

3. Any officer of the association shall not hold any other office during his tenure except with the authorization of the S.R.B.

4. No member of the association shall use any foul language whatsoever under any circumstances against any member of the association

5. Any member of the EC or SRB shall not receive monetary support from any organization or personnel for sponsorship using their personal account.

ARTICLE VII

SPECIAL PROVISIONS

S.37 OATH OF OFFICE

1. The speaker and the deputy speaker of the S.R.B. shall take and subscribe to the oath of office before the entire members of that council which will be administered by the H.O.D. of the department or his representative.

2. The speaker shall in turn administer oath of office on the executive council and members of the S.R.B. respectively.

3. Where subsection (1) of this section fails because the H.O.D. does not turn up, a former speaker or deputy speaker shall swear in the speaker and his deputy.

4. The OATH which goes thus: "I elected as of the association do hereby solemnly and openly swear that I shall serve this association to the best of my ability, I undertake to abide by and uphold the constitution of all lawful decisions of the association. I undertake also not to divulge without the official permission of the association of any of its private proceedings and that I stand to be prosecuted in any law court incase I embezzle or convert to my personal use any funds of the association, I make these solemn declarations fully conscious of its implications and the responsibilities thus divulging upon me, so help me God"

S.38 RESIGNATION OF OFFICER

1. Any officer of the association who wishes to resign shall forward a resignation letter to the S.R.B. through the speaker with at least 7 days' notice.

2. In case of speaker, he shall forward his resignation letter to the clerk who will subsequently forward such to S.R.B. with at least 7 days' notice.

3. The resignation shall not take effect until it has been debated and adopted by the S.R.B.

S.39 REMOVAL OF OFFICER

Any officer of the association shall cease to hold office if;

1. Motion for his removal is supported by two-third ($2/3$) majority of the members of the S.R.B. present and voting at the meeting.
2. If a notice in writing is given to the speaker of the S.R.B. That the conduct of the officer be investigated so as to ascertain whether he's guilty of gross misconduct in the performance of the functions of his office and later found to be so. Such notice shall be signed by not less than one-third ($1/3$) of the members of the S.R.B. or by 50 students. The speaker then refers the matter to the S.R.B.
3. An officer may be removed on the basis of the findings of the Disciplinary Committee.
4. Any officer suspended or otherwise removed from office shall hand over all the association's property in his possession to the speaker within 24 hours of such suspension or removal.
- 5 Any officer found blameworthy of embezzlement and/or of any form of corruption shall be compelled to make an appropriate refund to the association.

S.40 CERTIFICATE OF SERVICE

Every officer of the association who successfully performed and completed his obligation as authorized by the house Shall be awarded a certificate of service duly signed by the head of department (H.O.D), the president and the speaker.

S.41 ASSOCIATION'S PROPERTY

Every officer of the association shall take adequate care and render a proper account of any AFANCSS property entrusted in his care and hand over the property to his successor through a well-prepared written document signed by him and the successor and endorsed by the speaker If the S.R.B. Complaint of impropriety of AFANCSS property shall be reported officially to the S.R.B. for necessary action.

ARTICLE VIII

FINANCIAL PROVISION

S.42 ANNUAL DUES

1. Each member of the association shall pay an annual due to be decided by the S.R.B. in consultation with the executive council.
2. The due shall be subjected to review from time to time by the S.R.B. in consultation with the executive council Provision for the production of the constitution should be Included.
3. The association shall not run the same account with the faculty as this will encourage and facilitate proper accountability during auditing of accounts.
4. Such money shall be remitted to AFANCSS account through the financial secretary, he shall remit the money not later than 72 hours. A receipt shall be issued on receiving annual due from each member.
5. A copy of such receipt shall be used by the students to claim their constitution and other packages from AFANCSS executives in the secretariat.

S.43 EXPENDITURE

1. All expenditures must be supported by an authorized voucher.
2. All cheques and withdrawal forms shall be prepared by the financial secretary and signed by the president, financial secretary and treasurer.
3. Approval of the S.R.B. shall be obtained for any extra-budgetary.

S.44 FINANCIAL CONTROL

1. All monies received for and or on behalf of the association shall be paid into the association's account by the treasurer provided that the treasurer shall keep an imprest account of one thousand naira (1000).
2. The association's statement of account duly authenticated by the association's banker(s) shall be presented along with the report of the audit committee Which shall be tabled before the S.R.B. for consideration.

S.45 BANKERS

The association's banker(s) shall be any commercial bank(s) approved by the S.R.B.

S.46 SIGNATORIES

The president, treasurer and the financial secretary shall be the signatory to the association's account.

ARTICLE IX

MISCELLANEOUS

S.47 AMENDMENT OF THE CONSTITUTION

1. The constitution shall be subject to amendment upon a resolution passed by not less than two-third ($2/3$) of all member of the S.R.B. in a meeting of that council present and voting.
2. Any proposed amendment to this constitution must be sent in writing at least one week before the said meeting of the S.R.B. to the clerk of the house who shall circulate the statement of the amendment to all members at least 24 hours before the meeting.
3. The proposed amendment shall be published on the association notice boards.
4. Such amendment proposed shall require the approval of not less than two-third ($2/3$) of majority vote of the S.R.B. provided that such will not take effect until it is ratified by $2/3$ majority vote at the congress.

S.48 REVIEW OF THE CONSTITUTION

1. the constitution is subject to review to the decision which shall be taken in the congress
2. Subject to the sub-section above, a constitution review committee shall be set up by the S.R.B.
3. The committee which shall consist of five members shall be sworn-in by the speaker of the S.R.B. in the subsequent parliamentary sitting.
4. The reviewed constitution shall be submitted officially to the speaker of the S.R.B. who shall present it before the house for ratification.
5. The constitution shall be due for review after seven (7) years

ARTICLE X

SUSPENSION AND INTERPRETATION

S.49 SUSPENSION

Any section of this constitution may be suspended by two third majority vote at the congress.

S.50 INTERPRETATION

in this constitution, unless it is otherwise expressly stated or required by the context, all masculine pronouns include the feminine.

"Officers of the association" means any student serving the association as a result of election or appointment in one official capacity or the other

"Association elections" include all departmental elections and bye-elections held in accordance with the provisions of this constitution.

"Congress" means the assemblage of all members of the association

"Gross misconduct" means a grave violation or breach of the provisions of this constitution or a misconduct of such nature as amount in the opinion of the S.R.B. or Congress to be gross misconduct.

"Classified correspondence" means special correspondence such as letters to the vice-chancellor, dean, student union, Governors, distinguished personalities, etc.

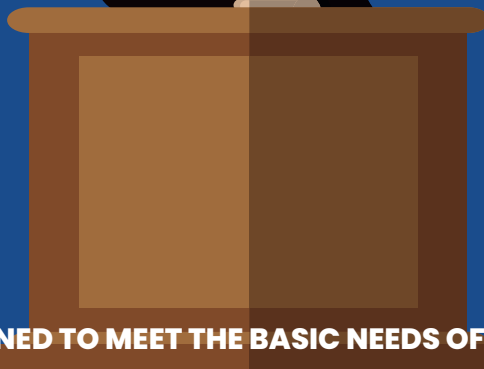
"Comprehensive report" means collation of accepted monthly reports by the S.R.B.

"Foul language" means rude, abusive and offensive words.

"Imprest" means the highest amount the treasurer can hold.



THE CONSTITUTION AFANCSS OAU



TRAINED TO MEET THE BASIC NEEDS OF MAN