



**THE
CONSTITUTION**

FEDERAL UNIVERSITY OF HEALTH
SCIENCES, ILA-ORANGUN MEDICAL
STUDENTS' ASSOCIATION

FUHSIMSA

Federal University of Health
Sciences, Ila-Orangun Medical
Students' Association

THE CONSTITUTION

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ACKNOWLEDGMENT

This Constitution of the Federal University of Health Sciences, Ila-Orangun Medical Students' Association (FUHSIMSA) was originally drafted and adopted by the Association on July 13th, 2024, following the tireless contributions of the under listed students who served as the Constitution Drafting Committee:

- Senator Emmanuel Olutayo
- Senator Fawziyyah Afolabi
- Senator Israel Haastrup
- Senator Mazidat Salawu
- Senator OreOluwa Adewumi
- Senator Salaudeen Sofiyullah
- Senator Clement Akinjole
- Senator Victor Lawrence
- Senator Dunamis Ayilara

Pursuant to a resolution of the Congress under extraordinary circumstances on July 31st, 2025, this Constitution was placed under review. The review was conducted by the Constitutional Review Committee, duly constituted in accordance with the provisions of this Constitution, and comprised the following members:

- Mr. Abdulhameed Yusuf
- Mr. Marvelous Ayorinde
- Senator Israel Hastrup
- Senator Regina Komolafe
- Senator Emmanuel Oyekan
- Senator Victor Lawrence
- Senator Dunamis Ayilara

ARTICLE I: PRELIMINARY PROVISIONS

SECTION 1: PREAMBLE

We, the medical students of the Federal University of Health Sciences, Ila-Orangun, in order to:

- Foster unity and understanding among our members
- Safeguard the medical profession
- Cultivate a healthy learning community

Do hereby give ourselves this Constitution.

SECTION 2: THE CONSTITUTION

This Constitution shall govern the Medical Students' Association of the Federal University of Health Sciences, Ila-Orangun, and all of its members. It shall be the supreme law of the Association, and all other rules and regulations of the Association shall be subject to it.

SECTION 3: MOTTO

“Knowledge and Virtue: Our Foundation for Success”

SECTION 4: LOGO AND COLOURS

SUBSECTION 1: LOGO



- i. The logo of FUHSIMSA prominently features the association's acronym, "FUHSIMSA"
- ii. The gold and green colors are derived from the official colors of the university and are used to represent the acronym "FUHSI," which also stands for the Federal University of Health Sciences Ila-Orangun.
- iii. The letter "I," symbolizing the town of Ila-Orangun, is stylized as the Rod of Asclepius, a universal symbol of medicine and healing. This design element underscores the idea that Ila-Orangun is the hub where medicine and healing thrive.
- iv. Together, these elements symbolize the association's deep connection to and reliance on the university, its mother institution, for its existence, establishment, and activities.
- v. The term "MSA," representing the Medical Students' Association, is depicted in red to signify the identity of FUHSIMSA as an organization of medical students. The red color, a well-recognized symbol in healthcare, conveys themes of life and vitality, courage and action, as well as urgency and emergency, values that resonate deeply with the ethos of medical students.

SUBSECTION 2: COLOURS

- i. Gold and Green: Reflect the identity and heritage of the Federal University of Health Sciences Ila-Orangun.
- ii. Red: Represents the core principles and values of medical practice

SECTION 5: SUPREMACY

- i. The constitution holds the highest authority and applies to all registered members and association organs.
- ii. In case of any conflicts between this constitution and other laws, directives, rules, or actions, this constitution takes precedence, rendering the conflicting elements null and void to the extent of their inconsistency.

SECTION 6: AIMS AND OBJECTIVES

- i. Foster unity, understanding, and cooperation among all Medical Students at the Federal University of Health Sciences Ila-Orangun, providing a common platform for the exchange of ideas and knowledge.
- ii. Address the overall welfare, academic, social, cultural, and recreational needs of all Medical Students at the Federal University of Health Sciences Ila-Orangun and advocate for their interests.
- iii. Cultivate a sense of professional and personal dignity, integrity, and pride among all Medical Students at the Federal University of Health Sciences Ila-Orangun through the formulation and promotion of relevant activities.
- iv. Facilitate cooperation between students, alumni, and staff of the College of Medicine at the University.
- v. Establish a harmonious relationship with professional medical bodies, such as the Nigeria Medical Association (NMA), and other organizations, national and international, focusing on matters concerning Nigerian Medical Students and health issues in the country.
- vi. Contribute to health education and the improvement of health conditions in society by supporting projects where Medical Students can be of assistance.
- vii. Promote and uphold the ethical standards of the medical profession among Medical Students at the Federal University of Health Sciences Ila-Orangun.
- viii. Encourage academic and research pursuits in the ever-evolving field of medicine.
- ix. Showcase the image of the Federal University of Health Sciences Ila-Orangun Medical Students both locally and internationally.
- x. Advance medical education through seminars held in hospitals and other related venues that align with the objectives outlined in this subsection.

SECTION 7: MEMBERS AND PRIVILEGES

SUBSECTION 1: ELIGIBILITY

- i. Membership of FUHSIMSA shall be open to all students duly admitted into the MBBS program of the Federal University of Health Sciences, Ila-Orangun.
- ii. Such eligibility shall arise by virtue of their status as medical students of the University, and shall not be denied on any grounds of race, religion, tribe, sex, or political affiliation.

SUBSECTION 2: REGISTRATION AND FINANCIAL OBLIGATIONS

- i. For a student to be recognized as a registered member of FUHSIMSA and enjoy the full rights and privileges of membership, such a student must pay the prescribed annual dues of the Association as determined by the Senate.
- ii. The payment of dues shall be collected through processes approved by the Executive Council and supervised by the Financial Secretary and Treasurer.
- iii. The list of registered members shall be maintained by the Office of the Financial Secretary.

SUBSECTION 3: ANNUAL MEMBERSHIP DUES

- i. Annual dues shall constitute a primary source of income for the Association and shall be subject to periodic revision in line with financial realities and the budgetary needs of the Association.
- ii. Within four (4) weeks of the swearing-in of a new Executive Council, the Executive Council shall prepare and submit the annual budget, including a proposed dues amount, with justifications tied to the Association's projected expenditures and programs for the administrative year.
- iii. The Senate shall review the proposal within two (2) weeks of its submission, recommending adjustments where necessary.
- iv. The Senate shall forward the dues proposal, with its recommendations, to the Congress within one (1) week for consideration and final approval.
- v. Where the Congress rejects the dues proposal, it must provide an alternative figure. The Executive Council shall then review, and if necessary, revise its budget accordingly and resubmit within one (1) week.
- vi. The Senate shall again review and forward within one (1) week, and the Congress shall reconsider within one (1) week.
- vii. This review cycle may not repeat more than two (2) times in any administrative year.
- viii. If, after two (2) cycles (excluding the initial proposal), consensus is not reached, the dues shall default to the figure approved in the immediate past administrative year.
- ix. Once approved, annual dues shall be officially announced to the general membership of FUHSIMSA.
- x. All payments shall be made directly into the Association's General Account.
- xi. The Financial Secretary shall verify and document all payments, maintaining a register of financial members.
- xii. The Treasurer shall issue receipts for payments, strictly based on the verified list provided by the Financial Secretary.
- xiii. All members shall pay their annual dues within ten (10) weeks of the official announcement of the final approved dues.

- xiv. Where circumstances so warrant, the Executive Council may propose an extension of the deadline by not more than three (3) additional weeks. Such extension shall only take effect upon approval of the Senate.
- xv. After the expiration of this grace period, no further payments shall be accepted except where extraordinary circumstances are proven and the Senate, upon the recommendation of the Welfare Committee, grants a special waiver.
- xvi. Failure to pay within the stipulated period shall result in suspension of the privileges of membership until dues are paid in full.
- xvii. Payment of annual dues shall apply strictly to the administrative year in which such dues are paid. Members who fail to pay for any administrative year shall forfeit all privileges for that year but may regain their rights and privileges upon payment of dues for the current administrative year.
- xviii. No member shall be eligible to contest elective office unless they have maintained financial membership in good standing for at least one (1) preceding administrative year.

SUBSECTION 4: RIGHTS AND PRIVILEGES OF REGISTERED MEMBERS

Only registered members shall be entitled to:

- i. Vote and be voted for in the elections of FUHSIMSA.
- ii. Participate as members of Congress.
- iii. Be appointed or elected into committees, commissions, or other official organs of FUHSIMSA.
- iv. Access subsidized academic, socio-cultural, or health-related programs organized by FUHSIMSA.
- v. Enjoy the full range of welfare and support services of the Association as may be provided from time to time.

SUBSECTION 5: STATUS OF NON-FINANCIAL MEMBERS

Non-financial members (students who have not fulfilled their annual dues obligation) shall:

- i. Not be entitled to vote or be voted for.
- ii. Not be eligible to participate in Congress or hold any official position in the Association.
- iii. Not be entitled to subsidized programs or membership benefits reserved for registered members.
- iv. Notwithstanding the above, non-financial members may benefit from the Association's general advocacy and representation as medical students of FUHSI.
- v. In matters of urgent humanitarian or welfare need (such as illness, bereavement, or sudden hardship), non-financial members may be supported by FUHSIMSA to the extent that the Senate, acting on the recommendation of the Welfare Committee, deems appropriate and financially sustainable.

SUBSECTION 6: FINANCIAL WAIVER AND SUBSIDY

- i. Any student who, by reason of proven financial incapacity, is unable to pay the annual dues in full may apply for a waiver or partial subsidy.
- ii. Such application shall be submitted to the Welfare Committee in writing, with necessary evidence of financial incapacity attached, if any.
- iii. The Welfare Committee shall review such applications on a case-by-case basis, guided by principles of fairness, equity, and the financial capacity of the Association.
- iv. The Welfare Committee shall forward its recommendations to the Senate for ratification. No waiver or subsidy shall take effect without Senate approval.
- v. The Senate may, in approving such applications, place an annual limit on the number of beneficiaries, or on the total amount expended on waivers, in order to preserve the financial sustainability of the Association.
- vi. Students who are granted waivers or partial subsidies shall be deemed registered members of FUHSIMSA and shall enjoy all rights and privileges accordingly

SUBSECTION 7: HONORARY MEMBERSHIP:

- i. Honorary members will be chosen by the Executive Council and require Senate approval, taking into account their contributions to the association's advancement.
- ii. Honorary Members may:
 - a. Utilize the facilities offered by the Association.
 - b. Attend congress meetings without voting privileges.
 - c. Be allowed to wear or showcase the official colors of the Association.
- iii. Honorary membership status (including lifetime membership) may be revoked when a petition by the Executive Council, the Senate, or at least one-thirds (1/3) of the Congress is initiated to do so.
- iv. Such petition shall be submitted to the Senate, who shall forward to the Judicial Commission.
- v. The Judicial Commission shall then review the received petition for due process and fairness, and shall present its recommendation to the Senate.
- vi. Revocation shall only take effect if approved by not less than two-thirds (2/3) of the Senate.
- vii. Once revoked, such a member shall permanently lose all rights, privileges, and recognitions associated with the honorary membership status (including lifetime membership) of FUHSIMSA.
- viii. Revocation should only proceed if such member is found guilty of gross misconduct, criminal conviction, or any act that brings disrepute to FUHSIMSA, its members, or the medical profession.

SECTION 8: PATRONS AND STAFF ADVISERS

- i. The Association shall have at least two Staff Advisers. These Advisers shall be members of the teaching staff of the College of Medicine, one of whom must be an alumnus of the Association.
- ii. The Association shall have at least two Patrons, who must be past or present members of the academic staff of the College of Medicine, of which one must be an alumnus of the Association.
- iii. In a situation when none of the teaching staff is an alumnus of the association, recommendation may proceed as normal.
- iv. The Staff Advisers/Patrons shall be recommended by the Executive Council to the Dean of the Faculty of Clinical Sciences. The Dean, in consultation with the Provost, will then approve the recommendation.
- v. Following approval by the Dean and Provost, the recommended Staff Advisers/Patrons shall be presented to the Senate for election by a 2/3rd majority vote of the Senate members present and voting, provided they form a quorum when the vote is taken. The College authority shall be informed of their appointment.
- vi. The Staff Advisers' status shall be renewed at the beginning of each term.
- vii. The Executive Council will recommend renewal to the Dean and Provost, who will then approve or decline the recommendation.
- viii. Following approval, the renewed appointment will be ratified by the Senate.
- ix. If there are grounds for the removal of a Patron or Staff Adviser, the Executive Council shall recommend such removal to the Dean and Provost. The Dean and Provost will then review the recommendation and make the final decision on removal. The Senate will be informed of the decision.
- x. Any person(s) appointed as a Staff Adviser or Patron shall be presented with a certificate signed by the President of the Association, the Senate President, the Dean of the Faculty of Clinical Sciences, and the Provost of the College of Medicine, FUHSI.

SECTION 9: ALUMNI

LIFETIME MEMBERSHIP (AN HONORARY MEMBERSHIP):

- i. The Senate is authorized to grant lifetime membership to any former member of the association who has displayed remarkable dedication to the advancement of the Association for a minimum of five (5) years following their graduation.
- ii. An individual shall be considered to have received honorary lifetime membership in the association when approved by a vote of no less than a four-fifths (4/5) majority of the Senators in attendance and participating, provided they constitute a quorum during such meetings.
- iii. Any individual bestowed with honorary lifetime membership in the Association will receive a certificate bearing the signatures of the Association's President, the Senate President, and the Provost of the College of Medicine.

SECTION 10: THE PROVOST

The provost shall have the following duties:

- i. Promoting the welfare of medical students.
- ii. Advocating for medical education and training standards.
- iii. Representing medical students' interests to the university administration.
- iv. Providing career guidance and support to medical students.
- v. Encouraging collaboration and networking among medical students.
- vi. Organizing workshops, seminars, and other educational events for medical students.
- vii. Raising awareness about health-related issues and promoting healthy lifestyles among medical students.
- viii. Offering professional advice to the association.
- ix. Mediating in times of internal and/or external conflict.

SECTION 11: RELATIONSHIP WITH FOREIGN ASSOCIATIONS

- i. The association shall be affiliated to the Nigeria Medical Students' Association (NiMSA). It shall also be affiliated to properly Constituted medical students' associations e.g. Federation of African Medical Students' Association and, the International Federation of Medical Students' Association (FAMSA and IFMSA) respectively. It shall seek cordial affiliation with medical councils within and outside Nigeria.
- ii. The Association shall be represented in appropriate NiMSA (and other Medical Students' Association) meetings or conventions by a delegation (who shall act in official capacity for the association, where necessary) appointed by the executive council and ratified by the simple majority of votes by the Senate.

- iii. The president exercising emergency powers, when necessary, can appoint a delegation to such meetings, and tender an explanation to the Senate in a subsequent session. This can, however, only be exercised during **EMERGENCIES**.
- iv. The Association shall cooperate with the College of Medicine and the FUHSI Management.
- v. The Association has the right to disassociate itself from the bodies in i. above when such affiliation is deemed by the Senate to no longer be in the interest of the Association

ARTICLE II: ORGANIZATIONAL STRUCTURE

SECTION 1: COMPOSITION OF ORGANS

The Federal University of Health Sciences Ila-Orangun Medical Students Association (FUHSIMSA) shall consist of the following organs;

- i. The Executive Council
- ii. The Senate
- iii. The Congress
- iv. The Judicial Commission

SUBSECTION 1: THE EXECUTIVE COUNCIL

- i. The Executive Power of the Association is hereby vested in the executive council and such powers, subject to the provision of the constitution, may be exercised by them directly.
- ii. The Executive powers of the Association shall include the upholding of the constitution on all members and, with approval of the Senate, has powers to make rules and regulations (directives or guidelines made for administrative convenience or implementation of existing laws, and shall be subordinate to this constitution, and shall require the approval of the Senate to become binding).

SUBSECTION 2: THE SENATE

- i. Shall be the legislative arm of the Association.
- ii. Shall perform oversight functions on the Executive Council.
- iii. Shall report its activities to the Congress in line with the provisions of this Constitution.

SUBSECTION 3: THE CONGRESS

- i. Shall always uphold the tenets of this Constitution. The Congress shall be the supreme policy-making body of the Association in all matters whose proceedings are not otherwise stated in this Constitution.
- ii. Shall receive reports from the Executive Council, Senate, and other officials of the Association as stated in this Constitution, and make appropriate recommendations where necessary in the overall interest of the members of the Association.

SUBSECTION 4: THE JUDICIAL COMMISSION

- i. Shall interpret and uphold the FUHSIMSA Constitution by adjudicating disputes, appeals, and constitutional questions referred to it by authorized bodies.
- ii. Shall ensure fair, impartial, and transparent resolution of cases involving members, electoral disputes, and other matters within its jurisdiction

SECTION 2: COMMITTEES

SUBSECTION 1: EXECUTIVE STANDING COMMITTEES

- i. **Welfare Committee**
 - a. It shall consist of the Welfare Secretary, the President, the Vice President, the Senate President, a representative from each class, and one(1) representative each from the medical students' halls of residence.
 - b. It shall be headed by the Welfare Secretary.
 - c. It shall organize and coordinate welfare services provided by the association. It may also collaborate with other organs/club/boards of the association and external bodies to achieve this.
 - d. It shall monitor and address members' concerns relating to accommodation, health, safety, transportation, and campus life.
 - e. It shall maintain an emergency response protocol for urgent student welfare issues, including medical, mental health, and security-related incidents.
 - f. It shall liaise with university welfare offices, health services, and relevant agencies to secure benefits or assistance for members.
 - g. It shall organize welfare-oriented programs such as health checks, recreational activities, food and clothing drives, and stress-relief events.

- h. It shall keep a Welfare Register documenting all requests, interventions, and resolutions for accountability.
- i. The Committee shall meet at least once every month during the academic session, with emergency meetings convened when urgent issues arise.
- j. Quorum shall be two-thirds (2/3) of members.

ii. Academics Committee.

- a. The Special Duties Officer (Clinicals) shall serve as Chairman of the Academics Committee, be assisted by the Special Duties Officer (Pre-Clinicals) and appoint five (5) other members subject to Senate approval.
- b. It shall plan, coordinate, and execute academic activities for the Association, including tutorials, symposia, workshops, debates, research training, and academic competitions.
- c. It shall also collaborate with other organs of the association, FUHSIMSA Clubs and Boards, external bodies or association in achieving the above.
- d. It shall maintain and update academic resources (past questions, lecture summaries, online archives) across all levels.
- e. It shall advocate for students' academic welfare, providing structured feedback to the faculty on curriculum, teaching quality, and examination standards.
- f. It shall facilitate career guidance, mentorship schemes, and information on scholarships, grants, and exchange programs. It may also collaborate with other groups/organs/clubs/boards to achieve this aim.
- g. The Committee shall meet at least once every month during the academic session and keep minutes of all meetings.
- h. Quorum shall be two-thirds (2/3) of members.

iii. Finance Committee

- a. It shall consist the Treasurer, the Financial Secretary, and three (3) other members appointed by the Financial Secretary, and approved by the Senate.
- b. It shall be co-chaired by the Treasurer and the Financial Secretary.
- c. It shall be responsible for the sound financial management of the association.
- d. It shall oversee the development, implementation, and monitoring of the association's annual budget.
- e. It shall oversee the preparation and presenting of regular financial reports i.e. quarterly (four times a year) to the Executive Council and/or the Congress.
- f. It shall implement and maintain internal controls to ensure the proper use of financial resources.
- g. It shall develop and recommend investment strategies for the organization's financial reserves.
- h. It shall oversee (together with the Vice President) and approve fundraising activities.
- i. It shall review and recommend financial policies for the association.

iv. Committee on Publications.

- a. Composition:
 - i. Public Relations Officer (PRO) – Chairman.
 - ii. Editor-in-Chief of FUHSIMSA Press.
 - iii. Deputy Editor-in-Chief of FUHSIMSA Press.
 - iv. Three (3) other members appointed by the PRO and ratified by the Senate.
- b. Shall oversee publications, media, and publicity activities of the Association.
- c. Shall maintain high standards in all official publications and ensure adherence to ethics of campus journalism.
- d. Shall approve and register any new publications of the Association.
- e. Shall receive and act on complaints about any edition of Association publications.
- f. Shall recommend members of the Editorial Board or contributors for disciplinary action where necessary.
- g. Shall produce timely bulletins within the aims and objectives of the Association.
- h. Shall produce brochures to enlighten new students about medical school and the Association's constitution.
- i. Shall publicize all public health events celebrated by the Association in its programs.
- j. Shall oversee preparation and production of papers to be presented at conferences on behalf of the Association.
- k. Shall provide oversight and support to the FUHSIMSA Press in budget, planning, and execution of media work.
- l. Shall meet at least once every month during the session.
- m. Quorum shall be two-thirds (2/3) of members.

v. Committee On Socials And Social Media

- a. The Director of Socials shall be the Chairperson of this committee.
- b. Four (4) other members shall be appointed by the Director of Socials subject to approval by the Senate.

- c. Shall plan and organize social and entertainment activities of the Association, including dinners, cultural nights, awards ceremonies, concerts, and other social activities. They may be relieved from this duty if an ad-hoc committee has been commissioned for the purpose of an event, however, they are to play an advisory role.
- d. Shall promote inclusion and participation by ensuring events cater to diverse member interests.
- e. Shall manage the Association's official social media accounts (Facebook, Instagram, Twitter/X, etc.) in collaboration with the Public Relations Officer.
- f. Shall publicize all events of public health importance celebrated by the Association on its official social media pages, ensuring accuracy and alignment with Association objectives.
- g. Shall develop a Social Media Content Calendar for the session and maintain brand consistency in tone, visuals, and messaging.
- h. Shall ensure compliance with digital safety protocols, including secure passwords, controlled access, and handover at the end of tenure.
- i. Shall coordinate with other committees to promote their programs on social media and at physical events.
- j. Shall maintain a photo and video archive of all FUHSIMSA events for institutional memory and future publicity use.
- k. Shall seek sponsorships, partnerships, and collaborations for large-scale social events, subject to Senate approval.
- l. Shall meet at least once every month during the session, with additional meetings before major events.
- m. For social media, monthly analytics (reach, engagement, follower growth) shall be submitted to the Executive Council for strategic planning.
- n. The Committee on Socials and Social Media shall focus on event experience and digital promotion, while the Committee on Publications and FUHSIMSA Press shall focus on editorial content and official documentation.
- o. Joint campaigns or overlapping activities must be coordinated together with the Committee on Publications to avoid duplication.

vi. **Sports Committee**

- a. The Director of Sport shall chair this committee
- b. Six (6) other members shall be appointed by the Director of Sport, subject to approval by the Senate.
- c. Shall organize and coordinate sports activities of the Association, including inter-class games, fitness programs, and recreational activities.
- d. Shall plan and execute annual flagship events (e.g. a "FUHSIMSA Games")
- e. Shall represent or select sporting delegates to represent the Association in inter-university and NiMSA sporting events, and coordinate participation in local, national, or international competitions.
- f. Shall promote physical fitness, wellness, and healthy living among members through regular programs.
- g. Shall maintain sports equipment and ensure fair allocation and use.
- h. Shall liaise with the university sports unit and other relevant bodies for support and collaboration.
- i. Shall seek sponsorships and partnerships for sports activities, subject to Senate approval.
- j. The Committee shall meet at least once every month during the academic session and keep minutes of all proceedings.

vii. **Merchandise Committee**

- a. The Committee shall be composed of nine (9) members as follows:
 - i. Chairperson: The Executive Vice President of FUHSIMSA, who shall oversee the Committee's operations and serve as the primary liaison with the Executive Council, the Congress and the Senate
 - ii. Media Team (3 members): Responsible for all graphic design, photography, and videography needs of the Committee.
 - iii. Procurement & Logistics Officers (4 members): Responsible for sourcing, vendor liaison, inventory management, and distribution.
 - iv. Financial Officer (1 member): Responsible for managing sales records, expenses, and financial accountability in collaboration with the FUHSIMSA Treasurer.
 - v. No head of any other existing executive standing committee shall be eligible to serve as a member of the Merchandise Committee.
 - vi. All members except the Chairperson shall be appointed by the Vice President subject to Senate approval
- b. The Committee shall be responsible for the design, production, sale, and distribution of FUHSIMSA-branded merchandise, including but not limited to apparel, stationery, and memorabilia.

- c. All merchandise designs, branding, and sales strategies shall be subject to the approval of the Executive Council.
- d. The Committee shall ensure that all merchandise aligns with FUHSIMSA's brand identity, maintains high quality standards, and projects a positive image of the Association.
- e. The Committee may work in collaboration with the FUHSIMSA Kreative Club or any other approved creative body of the Association for design and promotional materials.
- f. Revenue generated from merchandise sales shall be properly recorded by the Committee's Financial Officer, submitted to the FUHSIMSA Treasurer, and managed in accordance with the Association's financial policies.
- g. The Committee shall maintain transparency and accountability in all operations, submitting periodic reports to the Executive Council and the Finance Committee.
- h. Shall identify and liaise with cost-effective, high-quality vendors.
- i. Shall ensure timely production and replenishment of merchandise stock.
- j. Shall manage pre-orders, event sales, and online/offline sales channels.
- k. Shall ensure secure handling and tracking of all merchandise inventory.
- l. Shall leverage FUHSIMSA's events and digital platforms for promotions.
- m. Shall collaborate with other committees to increase visibility and sales.
- n. Shall maintain detailed financial records of all merchandise transactions.
- o. Shall submit periodic financial reports to the FUHSIMSA Financial Secretary and Finance Committee.
- p. Any form of financial mismanagement, misappropriation, or unauthorized production/sale of FUHSIMSA-branded items shall constitute gross misconduct and may attract disciplinary action as determined by the Senate.
- q. Shall meet at least once a month

No individual (Congress Member) may be a member of more than one (1) of these executive standing committees at a time.

SUBSECTION 2: AD HOC COMMITTEE

- i. An ad hoc committee shall be created to perform a specific function.
- ii. The Senate shall approve the members of an ad hoc committee.
- iii. The committee shall be dissolved immediately after they have performed their specific duties.
- iv. Shall include the *health week planning committee* and the *freshers' orientation planning committee*.
- v. An ad-hoc committee shall have a clearly defined leadership structure consisting of a Chairman, Secretary, and Financial Secretary, and may include other positions deemed necessary for the effective performance of its duties, to be approved by the Senate.
- vi. The Chairman, Secretary, and Financial Secretary of an ad-hoc committee shall be elected by and from among the members of the committee at its inaugural meeting, subject to Senate ratification.
- vii. Before dissolution, an ad-hoc committee shall submit a written report of its activities, outcomes, and a complete statement of account to the Senate for record and accountability purposes.

SECTION 3: CLUBS OR BOARDS

SUBSECTION 1: ESTABLISHMENT OF CLUBS AND BOARDS

- i. FUHSIMSA shall encourage the formation of clubs and boards to foster a diverse and enriching environment for its members.
- ii. Clubs and boards shall be established based on shared interests, academic pursuits, research, and extracurricular activities relevant to the medical field.
- iii. Any member of FUHSIMSA can propose the creation of a new club or board by submitting a written application to the Executive Council.
- iv. The Executive Council shall review the application and, if deemed appropriate, grant official recognition to the proposed club or board.

SUBSECTION 2: RECOGNITION OF CLUBS AND BOARDS

- i. To be officially recognized, clubs and boards must align with the goals, values, and principles of FUHSIMSA.
- ii. Clubs and boards must have a minimum of five active members, including a designated president.
- iii. Recognized clubs and boards shall be entitled to certain privileges, including access to FUHSIMSA facilities, funding opportunities, and promotion through FUHSIMSA's official channels.

SUBSECTION 3: RESPONSIBILITIES OF CLUBS AND BOARDS.

- i. Recognized clubs and boards shall organize regular activities, events, and initiatives that contribute to the personal and academic growth of their members.
- ii. Clubs and boards are encouraged to collaborate with one another and with FUHSIMSA in organizing joint activities that benefit the entire medical student community.
- iii. Each club and board shall maintain accurate records of its activities and expenses, which should be made available for review by the FUHSIMSA Executive Council or the Audit and Budget Implementation Committee upon request.

SUBSECTION 4: DISSOLUTION OF CLUBS AND BOARDS.

- i. If a club or board becomes inactive or fails to fulfill its responsibilities, the Executive Council reserves the right to review its recognition status.
- ii. If a club or board is found to violate FUHSIMSA's constitution or code of conduct, appropriate disciplinary actions may be taken, including revocation of recognition.

SUBSECTION 5: AMENDMENTS AND POLICIES

- i. Any changes to this “Clubs and Boards” section shall follow the amendment process of the FUHSIMSA constitution.
- ii. FUHSIMSA shall have the authority to establish additional policies, guidelines, or requirements concerning clubs and boards, as deemed necessary, with the approval of the Executive Council.

SECTION 4: STANDING ORDERS OF ALL ORGANS OF THE ASSOCIATION

SUBSECTION 1: STANDING ORDERS OF THE SENATE

- i. Titles & Forms of Address: Every member of the Senate is to be addressed as “SENATOR.”
- ii. Entry & Seating Protocols
 - a. The Clerk will announce the Senate President’s entry at any meeting, and members will rise when the Senate President enters and resume their seats when the Senate President takes theirs.
 - b. The Senate President will sit at the High Table.
- iii. Dress Code & Decorum
 - a. All members should be formally dressed at every Senate sitting.
 - b. Drinking of alcohol or beverages or soft drinks of any kind, and eating or smoking of any substance which are not of any relevance to the matter being discussed by the Senate is strictly prohibited.
 - c. The Senate may declare periods of recess as it sees fit, during which refreshments may be taken by the members.
- iv. Meeting Agenda & Preparation
 - a. The Senate President must inform all members about the meeting’s agenda at least 48 hours in advance.
 - b. Any motion of amendment to the constitution must be submitted in writing, and require at least 14 days of prior notice before it is put forward in the meetings.
 - c. A resolution for the amendment of any part of the constitution may be accepted when there are 2/3 (two-thirds) of the Senate in support of the amendment.
- v. Attendance & Roll Call
 - a. Roll call will be taken by the Deputy Senate President at the start and end of each meeting.
 - b. Any member of the Senate who arrives at least fifteen (15) minutes late after the commencement of the meeting shall be deemed to be late. The Senate President reserves the right to either punish or pardon the offender, with the approval of the Senate members present.
- vi. Speaking Protocols
 - a. All members addressing the House, except the Senate President, must stand and acknowledge the House accordingly.
 - b. If the Senate President asserts authority, any standing member must immediately resume their seat.
 - c. The Senate President will prioritize members if two or more raise their hands simultaneously.
 - d. Once proceedings begin, to-and-fro movement within the House is prohibited without the Senate President’s permission.
 - e. Debates must pertain to immediate pending questions.

- f. The Senate President may rule out-of-order members who do not adhere to the subject of debate, or for other reasons as determined by the Senate President.
- vii. Disciplinary Powers & Appeals
 - a. Disciplinary measures against members who violate the House's proceedings will be decided by the Senate President and may involve ordering a member to leave the House or stay in a designated area.
 - b. Any such disciplinary measures can be reversed by a two-thirds majority vote of members of the Senate present.
- viii. Points of Order
 - a. Points of Order can be raised at all times except during voting or when the Senate President is speaking. They should be concerned with decorum, references to standing orders, or constitutional matters.
 - b. Inappropriate Points of Order may attract penalties.
 - c. Types of Points of Order recognized in the Senate:
 - i. Point of Decorum: Raised when a member's behavior or language is considered disorderly or unbecoming of a Senator.
 - ii. Point of Relevance: Raised when a speaker is straying away from the subject matter under debate.
 - iii. Point of Procedure: Raised to draw attention to a breach of the Standing Orders or established parliamentary practice.
 - iv. Point of Constitutional Breach: Raised when an action or statement is suspected to contradict any provision of the FUHSIMSA Constitution.
 - v. Point of Privilege: Raised when the rights or privileges of the Senate, a Senator, or the Association are perceived to have been infringed upon.
- ix. Amendments to Standing Orders: Amendments to Standing Orders require the support of two-thirds of members present and voting.
- x. Adjournment & Recess
 - a. A motion for adjournment can be made after extensive deliberation of agenda items. Further debates are not allowed once an adjournment motion passes.
 - b. Recess can be called by the Senate President or suggested by any member, with a vote if necessary. Such recess cannot exceed 30 minutes, and a special recess requires approval by a simple majority of the House.
- xi. Record-Keeping: The Clerk may be summoned to provide a summary of previous sittings.

SUBSECTION 2: STANDING ORDERS OF THE EXECUTIVE COUNCIL

- i. Meeting Convening & Notice Requirements
 - a. All meetings of the Executive Council shall be summoned by the President through the Secretary-General.
 - b. The Secretary-General shall convene meetings at the request of the President or upon a written request by at least six (6) members of the Executive Council.
 - c. Formal notice of meetings, including the agenda, must be given at least forty-eight (48) hours prior to the scheduled date.
 - d. In cases of emergency meetings, a shorter notice period may be permitted.
- ii. Quorum & Attendance
 - a. A quorum shall consist of two-thirds (2/3) of Executive Council members,
 - b. The Secretary-General shall take and maintain attendance records at all meetings.
 - c. Any member absent for three consecutive executive council meetings without valid reasons, shall be deemed incapacitated and may be forced to resign.
- iii. Dress Code & Decorum
 - a. All members must be formally dressed at every Executive Council sitting.
 - b. Members wishing to address the Council, except the President, must acknowledge the Council before speaking.
 - c. If multiple members indicate their desire to speak, the President shall prioritize accordingly.
 - d. Once a meeting has commenced, to-and-fro movement within the meeting venue is prohibited without the President's permission.
- iv. Agenda & Preparation
 - a. The Secretary-General shall prepare the agenda under the direction of the President.
 - b. The agenda must be circulated to all members concurrently with the notice of meeting.
- v. Minutes & Records
 - a. The Secretary-General shall keep accurate minutes of every meeting.
 - b. Minutes of the previous meeting shall be read, reviewed, and adopted at the commencement of the next sitting.
- vi. Voting & Decision-Making
 - a. In the event of a tie during voting, the President shall cast the deciding vote.

- b. Except where otherwise provided, all questions shall be decided by a simple majority of members present and voting.
- vii. Order & Relevance in Discussions
 - a. All discussions must remain strictly relevant to the agenda item under consideration.
 - b. The President may call any member to order for digressing, misconduct, or disorderly conduct.
 - c. Members may respectfully draw attention to issues of decorum, relevance, or constitutional compliance during deliberations.
 - d. Persistent disregard for order may attract disciplinary measures.
- viii. Disciplinary Powers
 - a. Disciplinary measures for violation of proceedings shall be determined by the President.
 - b. Such measures may include ordering a member to leave or remain in a designated area.
 - c. Any disciplinary measure imposed by the President may be overturned by a two-thirds (2/3) majority of the members present.
- ix. Recess & Adjournment
 - a. Recess may be declared by the President or suggested by any member, subject to a vote if necessary.
 - b. No recess shall exceed thirty (30) minutes, unless a special recess is approved by a simple majority of the Council.
 - c. A motion for adjournment may be moved after deliberation on agenda items. No further debate shall be entertained once adjournment has been passed.

SUBSECTION 3: STANDING ORDERS OF THE JUDICIAL COMMISSION

- i. Seating Arrangement
 - a. The Chairman presides from the High Table.
 - b. The Registrar sits to the right of the Chairman.
 - c. Members sit on the right side of the chamber (from Chairman's view).
 - d. Parties sit adjacent each other on the left side of the chamber.
 - e. Witnesses sit in the witness area (front most of the back rows) until called.
 - f. Observers sit at the back rows, behind witnesses
 - g. Parties address the Commission from the Well (designated central floor area).
- ii. Order of Business in Hearings
 - a. Opening Formalities:
 - i. Call to order by Chairman.
 - ii. Roll call by Registrar.
 - iii. Reading of charges or issues before the Commission.
 - b. Proceedings:
 - i. Opening statement by complainant/petitioner.
 - ii. Response by respondent/defendant.
 - iii. Presentation of evidence by complainant.
 - iv. Presentation of evidence by respondent.
 - v. Witness testimony (called by either party or the Commission).
 - vi. Questioning of witnesses by Commission members.
 - vii. Closing statements by both parties.
 - c. Commission deliberation in camera (private).
 - d. Delivery of verdict and orders.
- iii. Speaking Rules
 - a. Only one person may speak at a time; all remarks must be addressed to the Chairman.
 - b. No interruptions except on a Point of Order, Point of Clarification, or Point of Privilege.
 - c. All comments must be relevant to the matter under consideration.
- iv. Points of Order and Procedure
 - a. Point of Order: Raised to challenge a breach of these Standing Orders.
 - b. Point of Clarification: Raised to seek explanation on an unclear statement or procedure.
 - c. Point of Privilege: Raised when a member's rights or privileges are infringed (e.g. personal insult).
 - d. The Chairman rules immediately on all points.
- v. Voting
 - a. Decisions are made by simple majority.
 - b. Voting may be by voice, show of hands, or secret ballot, as the Commission decides.
 - c. The Chairman votes only to break a tie.
- vi. Adjournments
 - a. May be granted by the Chairman if requested by a member or party and deemed necessary for justice.
 - b. Adjourned matters shall be rescheduled within fourteen (14) days unless otherwise agreed.
- vii. Records and Documentation

- a. The Registrar records all proceedings verbatim or in detailed minutes.
- b. All rulings shall be signed by the Chairman and Registrar and kept in the FUHSIMSA Secretariat.
- c. Copies of rulings shall be sent to the parties within 48 hours.
- viii. Forms of Address and Decorum
 - a. All persons must stand when the Chairman enters or exits.
 - b. No shouting, abusive language, or personal attacks.
 - c. Electronic devices must be on silent; photography or recording requires the Chairman's permission.
 - d. All members of the Judicial Commission shall be formally addressed during proceedings as Commissioner [Surname/Name (if surname is unknown)].
 - e. The Chairman shall be addressed as Mr./Madam Chairman.
 - f. The Registrar shall be addressed as Mr./Madam Registrar.
 - g. Parties, witnesses, and observers shall not use nicknames, first names alone, or informal titles when addressing the Commission.
 - h. Parties addressing the Commission as a whole may say "The Honorable Commission".
 - i. When responding to a direct question from the Chairman or a Commissioner, the reply should begin with "Mr./Madam Chairman" or "Commissioner [Surname]" as appropriate.
 - j. All remarks must be addressed through the Chairman, no party may speak directly to another party or witness unless permitted by the Chairman.
 - k. Witnesses shall stand when giving testimony unless excused by the Chairman for health or other valid reasons.
- ix. Confidentiality: All members must keep deliberations private unless authorized to disclose by the Chairman or by law
- x. Amendments to Standing Orders: These Standing Orders may be amended by a two-thirds (2/3) vote of the Judicial Commission, subject to ratification by the Senate

SUBSECTION 4: STANDING ORDERS OF THE CONGRESS

- i. Titles & Forms of Address
 - a. Every member of the Congress shall be addressed as "Congressman [Name]" or "Congresswoman [Name]". Where the name is not known, "Congressman" or "Congresswoman" shall suffice.
 - b. The Presiding Officer shall be addressed as "Mr. Congress Chancellor" or "Madam Congress Chancellor", as appropriate.
 - c. The Scribe of the Congress, shall be addressed as "Mr. Congress Scribe" or "Madam Congress Scribe".
- ii. Seating & Layout
 - a. The Congress Chancellor and the Congress Scribe shall sit at the High Table.
 - b. All other members, regardless of office, shall sit together as equals in the general seating area.
 - c. Seating shall be arranged to ensure visibility and audibility for all members.
- iii. Dress Code & Decorum
 - a. All members are expected to appear formally dressed at Congress meetings.
 - b. Members shall maintain order and refrain from disruptive behavior during proceedings.
 - c. The drinking of alcohol, beverages, or soft drinks of any kind, and the eating or smoking of any substance unrelated to the matter under discussion, is strictly prohibited during sittings.
 - d. Recess periods declared by the Presiding Officer may be used for refreshments.
- iv. Speaking Protocols
 - a. All contributions shall be directed through the Presiding Officer and not directly to other members.
 - b. When called to speak, a member shall first acknowledge the house including the high table before proceeding (i.e. "Honorable Members of the Congress, Mr./Madam Congress Chancellor, Mr./Madam Congress Scribe...")
 - c. Personal exchanges, side conversations, or direct arguments between members are prohibited during formal proceedings.
 - d. Questions, clarifications, criticisms, or rebuttals shall be directed to the House through the Presiding Officer.
- v. Agenda & Notice
 - a. The agenda for each Congress sitting shall be circulated to members at least 48 hours in advance.
 - b. Matters not on the agenda may only be introduced with the consent of the Presiding Officer.
- vi. Debate Rules
 - a. Debates must remain relevant to the matter at hand.
 - b. The Presiding Officer shall decide the order in which members are called to speak.
 - c. Members must stand while speaking and resume their seats immediately after speaking or upon the Presiding Officer asserting authority.
- vii. Discipline

- a. Members who act in a disorderly or disruptive manner may be ordered by the Presiding Officer to leave the House or be seated in a designated area.
 - b. Any disciplinary action taken by the Presiding Officer may be overturned by a two-thirds majority of the Congress present
- viii. Points of Order
- a. Points of Order may be raised at any time except during voting or when the Presiding Officer is speaking.
 - b. Types of Points of Order recognized in Congress:
 - i. Point of Decorum: To call attention to disorderly or improper conduct.
 - ii. Point of Relevance: To bring debate back to the subject under discussion.
 - iii. Point of Procedure: To point out a breach of the Standing Orders.
 - iv. Point of Constitutional Breach: To address any act that contravenes the FUHSIMSA Constitution.
 - v. Point of Privilege: To protect the rights or privileges of the Congress, its members, or the Association.
- ix. Motions & Voting
- a. All motions shall be addressed to the Presiding Officer and seconded before debate.
 - b. Voting may be by voice, show of hands, or secret ballot, as determined by the Presiding Officer.
 - c. Except where otherwise provided by the Constitution, decisions shall be by simple majority.
- x. Adjournment & Recess
- a. A motion for adjournment may be made after the agenda has been substantially covered. Once passed, no further debate is permitted.
 - b. Recess may be declared by the Presiding Officer or suggested by a member and approved by a simple majority. Regular recess shall not exceed 30 minutes, unless a special recess is approved.

ARTICLE III: LEADERSHIP AND GOVERNANCE

SECTION 1: FUNCTIONS AND POWER OF THE EXECUTIVE COUNCIL

SUBSECTION 1: FUNCTIONS OF THE EXECUTIVE COUNCIL

- i. Shall be the executive arm of the Association.
- ii. Shall be responsible to the Senate, the Congress, and to all members of the Association.
- iii. Shall endeavor at all times to keep the Senate, the Congress, and the Association informed of its activities.
- iv. Shall protect the interest and ensure the welfare of members of the Association at all times.
- v. Shall ensure a successful organization of the **Health Week** before the expiration of the tenure.
- vi. Shall report all its activities to the Senate and the Congress per the provisions of this Constitution.
- vii. Shall present a tenure report to the Senate, two (2) weeks to the end of the tenure.
- viii. Every member of the Executive Council shall submit a written report of all the activities executed by his/her office to the Senate before the expiration of the tenure.
- ix. Failure to comply with (7) above shall be considered a dereliction of duty and the Senate shall take appropriate punitive action against any member of the Executive Council found guilty of this per the provisions of this Constitution.
- x. All members of the Executive Council shall always give the President and other members of the Council adequate information on their activities.
- xi. Shall nominate to the Senate, eligible members of staff for consideration for the role of Staff Advisers.

SUBSECTION 2: THE COMPOSITION OF THE EXECUTIVE COUNCIL

The Executive Council of the Federal University of Health Sciences Ila-Orangun Medical Students Association (FUHSIMSA) shall comprise the following offices;

- i. The President
- ii. The Vice President
- iii. The Secretary-General
- iv. The Assistant Secretary-General
- v. The Public Relations Officer
- vi. The Financial Secretary
- vii. The Treasurer
- viii. The Welfare Secretary
- ix. The Director of Socials
- x. The Director of Sports
- xi. The Special Duty Officer - Pre-Clinicals
- xii. The Special Duty Officer - Clinicals

SUBSECTION 3: THE PRESIDENT

- i. Shall be the head of the Association
- ii. Shall be the head of the Executive Council
- iii. Shall through the Secretary-General summon all meetings of the executive council and preside over them when present
- iv. Shall be the chief representative of FUHSIMSA both in internal and external affairs
- v. Shall ensure coordination and cooperation among all arms of the Association, promoting the collective interests of the members.
- vi. Have no voting rights but shall have the casting vote when there is a tie at meetings of the Executive Council.
- vii. Shall be a co-signatory on all financial matters
- viii. Shall present the annual budget and plan for the academic year of the Executive Council to the Senate, not later than 2 weeks after the inaugural meeting of the Senate.
- ix. Shall ensure that the annual budget is implemented faithfully and in accordance with the resolutions of the Senate.
- x. Shall carry out all other duties and responsibilities and functions as may be assigned to him by other articles of this constitution.

SUBSECTION 4: THE VICE PRESIDENT

- i. Shall assist the president in the performance of his/her duties

- ii. If for any reason the position of the president becomes vacant, the Vice President shall assume the role of the president, and all his/her constitutional. A bye-election is held to fill the now vacant role of vice president
- iii. In assuming the role of Acting President, shall be bound by all the constitutional limitations and duties of the substantive President.
- iv. Shall coordinate all fundraising activities of the association.
- v. Shall work in liaison with the Financial Secretary and Treasurer to ensure transparency in all fundraising activities.
- vi. The Vice President together with the Special Duties Officers shall be responsible for organizing student representation in **academic activities** outside the campus and whenever possible shall head such a delegation
- vii. Shall carry out such other functions as may be assigned to him/her under other articles of this constitution.

SUBSECTION 5: THE SECRETARY-GENERAL

- i. Shall be responsible for the general administrative duties of the association
- ii. Shall convene meetings of the executive council and congress at the request of the president
- iii. Shall keep records and minutes for all meetings of the executive council and congress meetings
- iv. Shall take and keep attendance records of executive council meetings.
- v. Shall as directed by the President or upon the request in writing of at least six (6) members of the executive council, summon an emergency meeting of the executive council
- vi. Shall prepare the agenda for meetings, arrange the venue for such meetings, and convey details of meetings of the executive council to all members of the executive council at least seventy-two(72) hours before the meeting date except in the event of an emergency meeting.
- vii. Shall read minutes of previous meetings at every meeting
- viii. Shall on advice and approval of the executive council, compile a comprehensive record of the activities of the executive council and present it at the swearing-in ceremony of the new executive council.
- ix. Shall ensure all official correspondence of the Association is filed and archived appropriately, both in physical and digital form.
- x. Shall carry out such other functions as may be assigned to him/her under other articles of this constitution

SUBSECTION 6: THE ASSISTANT SECRETARY-GENERAL

- i. Shall assist the Secretary-General on all matters.
- ii. Shall act for the Secretary-General in his/her absence
- iii. Shall perform all other duties as designated to him by the Secretary-General and the President.
- iv. Shall be responsible for organizing programs aimed at integrating the part one students into the medical school.
- v. Shall head the Freshers' Orientation Committee which shall organize a Welcome Ceremony and Orientation Program for fresh students into the department and association with the help of the Committee on Socials and SocialMedia.
- vi. Shall carry out such other functions as may be assigned to him/her under other articles of this constitution.

SUBSECTION 7: THE PUBLIC RELATIONS OFFICER

- i. Shall prepare media releases on the activities of the Association with the approval of the President.
- ii. Shall be the Chief spokesperson of the association
- iii. Shall work closely with the heads of all committees and organs
- iv. Shall publicize the activities of FUHSIMSA within and outside the University
- v. Coordinate or oversee the design, production, and distribution of official materials such as invitation cards and letterheads, in consultation with the relevant officers like the Secretary-General or the Director of Socials when appropriate.
- vi. Shall have access to the Association's official social media accounts solely for the purpose of information publicity. Account management, scheduling, analytics, or other administrative functions shall remain the exclusive responsibility of the Committee on Socials and Social Media
- vii. Shall carry out such other functions as may be assigned to him/her under other articles of this constitution.

SUBSECTION 8: THE TREASURER

- i. Shall be one of the signatories to FUHSIMSA's account.
- ii. Shall have primary responsibility for the custody, safekeeping, and disbursement of all Association funds in accordance with approved budgets and authorizations from the Executive Council.

- iii. Shall from time to time check any of the books of accounts and other financial documents of FUHSIMSA.
- iv. Shall be Joint Chairman of the Finance Committee.
- v. Shall assist the Financial Secretary in the preparation of the budget.
- vi. Shall receive all FUHSIMSA funds from the Financial Secretary and promptly deposit same into the Association's account in an approved bank.
- vii. Shall maintain an imprest account as provided for in the financial instructions of this Constitution and retire it monthly to the Financial Secretary.
- viii. Shall provide written and verifiable evidence of all disbursements to the Financial Secretary for proper recording.
- ix. Shall carry out duties within the limits of this Constitution as may be directed by the President, the Executive Council, or specifically the Senate.
- x. Shall prepare and submit an end-of-tenure financial report on all custodial and disbursement activities to the Executive Council and Senate.

SUBSECTION 9: THE FINANCIAL SECRETARY

- i. Shall keep accurate, up-to-date, and verifiable accounts of all monetary transactions in the name of FUHSIMSA from whatever source and shall keep a copy of the receipts of each.
- ii. Shall ensure that all money spent falls within the limits prescribed by the approved annual budget.
- iii. Shall have oversight, alongside the President and Treasurer, over the financial operations of the bank account kept by FUHSIMSA, ensuring compliance with approved budgets and constitutional provisions.
- iv. Shall not directly disburse funds but shall authorize such disbursements in writing, which shall be executed by the Treasurer in accordance with approved budgets.
- v. Shall Co-Chair the Finance Committee.
- vi. Shall be one of the signatories to FUHSIMSA's account.
- vii. Shall, together with the Treasurer, advise the Association on financial issues and planning.
- viii. Shall from time to time, in all financial matters, keep the Executive Council informed of the financial position of the Association.
- ix. Shall balance his/her books every quarter
- x. Shall submit a financial report to the Senate biannually or whenever necessary or requested.
- xi. Shall present monthly financial reports to the Executive Council at the Council's monthly meeting.
- xii. Shall prepare and submit a comprehensive end-of-tenure financial summary to the Senate and ensure it is archived by the Secretary-General.
- xiii. Shall carry out any other duties as may be assigned to him/her by other articles of this Constitution and the Executive Council.

SUBSECTION 10: THE WELFARE SECRETARY

- i. Shall be responsible for all matters relating to the general welfare of the Association.
- ii. Shall perform any other duties as may be assigned to him under this Constitution.
- iii. Shall provide refreshments for the Executive Council, Senate, and Congress with respect to the financial capacity of the association.
- iv. Shall be the Chairman of the Welfare Committee.
- v. Shall liaise with the College's relevant departments on Students' welfare.
- vi. Shall liaise with the Student Affairs Office on students' welfare matters especially on counseling and Student Work-study programming.
- vii. Shall, with the consent of the President, take proper care of all guests of the association.
- viii. Shall carry out duties within the limits of this constitution as may be directed by the President, the Executive Council, or specifically the Senate.

SUBSECTION 11: THE DIRECTOR OF SOCIALS

- i. Shall coordinate all social activities of the Association.
- ii. Shall be the custodian of all audio-visual instruments and equipment of the Association.
- iii. Shall with the approval of the Executive Council, use the audio-visual instrument and equipment for the activities of recognized clubs and society of the Association.
- iv. Shall be the Chairman of the Committee on Socials and Social Media.
- v. Shall maintain a proper inventory of all the audio-visual instruments and equipment of the Association.
- vi. Shall ensure that all the audio-visual instruments and equipment are properly maintained and kept within the Association Secretariat.
- vii. Shall carry out any other duty as may be directed by the Executive Council.
- viii. Shall carry out duties within the limits of this constitution as may be directed by the President, the Executive Council, or specifically the Senate.

SUBSECTION 12: THE DIRECTOR OF SPORTS

- i. Shall be responsible for the coordination of all sporting activities of the FUHSIMSA.
- ii. Shall be responsible for consultation with the College authorities on all matters relating to the provision of equipment or other facilities for the sporting activities of FUHSIMSA.
- iii. Shall be the Chairman of the Sports Committee.
- iv. Shall carry out his function with the full knowledge of the Executive Council.
- v. Shall be responsible for all games equipment belonging or temporarily given to FUHSIMSA.
- vi. Shall be responsible for informing the students of the available sporting facilities.
- vii. Shall be responsible for organizing students' representation in all sporting activities outside the campus and whenever possible shall lead such delegations.
- viii. Shall carry out duties within limits of this Constitution as may be directed by the President, the Executive Council, or specifically the Senate.

SUBSECTION 13: THE SPECIAL DUTIES OFFICERS – CLINICALS

- i. The Special Duties Officer (Clinical) shall serve as Chairman of the Academics Committee
- ii. The SDO Clinicals, in liaison with the SDO Pre-Clinicals, shall spearhead and direct the running of the Academic Committee.
- iii. The SDO Clinicals shall head the Project Committee (if any), working in liaison with the Financial Secretary.
- iv. He/She shall execute other duties deemed fit by the executives.
- v. They shall also carry out such functions as the Executive Council may deem necessary.

SUBSECTION 14: THE SPECIAL DUTIES OFFICERS –PRE-CLINICALS

- i. The Special Duties Officer Pre-Clinicals shall serve as Deputy Chairman of the Academics Committee
- ii. The SDO Pre-Clinicals, in liaison with the SDO Clinicals, shall spearhead and direct the running of the Academic Committee.
- iii. He/She shall execute other duties deemed fit by the executives.
- iv. They shall also carry out such functions as the Executive Council may deem necessary.

SECTION 2: FUNCTIONS AND POWER OF THE SENATE

There shall be established a Senate of the Federal University of Health Sciences, Ila-Orangun Medical Students' Association (FUHSIMSA), hereinafter known as **the Senate**, which shall be the representative policy-making body of the Association.

SUBSECTION 1: COMPOSITION

The Senate shall be composed of the following members:

- i. Three (3) elected Senators from each eligible class.
- ii. From each of the male and female halls of residence of medical students, 1 elected Senator.
- iii. 3 Ex-officio members (Which must include the immediate past President and Senate President, provided they are not recontesting and are still undergraduate students of the College of Medicine, Federal University of Health Sciences, Ila-Orangun; and one active member of the outgoing Senate (provided they are not also recontesting, and are still undergraduate students in likewise fashion) chosen by the current Senate.)
- iv. Two (2) co-opted members (preferably one male, one female) to be co-opted from any new class that joins the Association during the tenure. This should be done after a least 3 sittings subsequent to their joining.
- v. Two (2) co-opted members (preferably one male, one female) to be co-opted from the 600L class. The co-opted members shall stand dissolved upon completion and release of results of the 100L final examination and 600L final examination (Part IV/Final MB exam) respectively.

Conditions for Co-option

- a. Regular attendance and useful contributions by an observer at Senate meetings.
- b. Service by member(s) of the Association on external bodies such as NiMSA, FAMSA, or IFMSA.

- c. Any other situation(s) as may be deemed appropriate by the Senate provided this does not violate any other article(s) of this Constitution.

Regarding Ex-Officio membership

- i. Where the immediate past President or Senate President seeks re-election and is returned to office, their Ex-Officio seat shall be filled, in order of precedence, as follows:
- ii. For the Executive: by the immediate past Vice President; if unavailable, the Secretary-General; and if unavailable, any other outgoing Executive Council member selected by the outgoing Council.
- iii. For the Senate: by the immediate past Deputy Senate President; if unavailable, the Clerk; if unavailable, the Chief Whip; and if unavailable, any other elected Senator selected by the outgoing Senate (alongside the other Senator provided for).
- iv. The substitution of Ex-Officio members shall be determined at the Valedictory Sitting of the outgoing Senate and Executive Council as part of their final business.
- v. The incoming Senate shall, at its Inaugural Sitting, formally acknowledge the Ex-Officio members so designated. This acknowledgment shall not constitute re-selection but shall serve to confer legitimacy and recognition of their role in the new Senate.
- vi. Ex-Officio members shall enjoy speaking rights in the Senate but shall not vote, except as may be expressly provided in this Constitution.

SUBSECTION 2: TENURE OF OFFICE

- i. The term of office of the Senate shall be from the day of swearing-in to the day the incoming Senate and Executive Council are sworn in.
- ii. The Senate shall function for one parliamentary year and shall stand dissolved thereafter. A parliamentary year shall extend from the day of the swearing-in of a new Senate. Such dissolution shall be done at the last parliamentary sitting before the swearing-in ceremony of the new Senate.

SUBSECTION 3: LEADERSHIP

- i. The leadership of the Senate shall consist of
 - a. The Senate President.
 - b. The Deputy Senate President.
 - c. The Clerk of the Senate.
 - d. The Senate Whip.
- i. The leaders of the Senate shall be elected at the first meeting of the body from among members.
- ii. The following members are exempted from holding offices in the Senate:
 - a. All ex-officio members.
 - b. Co-Opted members.

Regarding the Senate President and Senate officers election

- iii. The Senate President shall be elected from among Senators in Clinical Classes (400L & 500L) when available.
- iv. Regarding the Senate President, priority shall be given to Senators with at least one (1) year of service in the Senate.
 - a. Where two (2) or more such Senators express interest, an election shall be conducted among them, and the candidate with the highest number of votes shall be elected.
 - b. Where only one (1) such Senator expresses interest, that candidate shall be subjected to a yes/no confidence vote of the Senate. The candidate must secure a simple majority of votes cast to be confirmed.
 - c. Where the sole candidate fails to secure confirmation, or where no Senator with at least one year of service expresses interest, eligibility shall be expanded to all Senators.
- v. In filling the office, priority shall be also be given (although to a lesser extent to experience) to Senators from the most senior class with elected representation, provided that at least one such Senator expresses interest and is otherwise eligible. This shall apply to all senate offices.
- vi. All elections to the office of Senate President (and other senate officers) shall be conducted by secret ballot, and the result shall be determined by a simple majority of votes cast.

SUBSECTION 4: POWERS

- i. To make laws for the peace, order, and good governance of the FUHSIMSA consistent with the provisions of this Constitution, the regulations of the University.

- ii. To approve or disapprove any action or resolution of the Executive Council other than any action or resolution specifically approved, directed, and/or passed by the Senate or Congress.
- iii. To call upon the Executive Council, any officer of the Executive Council, Executive Standing Committee, and any club or board named or established by or in virtue of the provisions of this Constitution to submit his or its activities.
- iv. To investigate all cases of misconduct referred to it and to take decisions on them.
- v. To demand and have financial reports from executive standing committees, ad-hoc committees, clubs and boards.
- vi. To ratify the appointment of members to executive standing committees and ad-hoc committees as presented by the Executive Council.

SUBSECTION 5: FUNCTIONS

- i. To represent the general interests of the FUHSIMSA.
- ii. To oversee the work of the Executive Council.
- iii. To review the activities of the Executive Council at every ordinary meeting.
- iv. To ratify the annual budget of the Association and the budget so approved shall be the official budget of the Association.
- v. To appoint, suspend, or remove the Association's bankers, following recommendations from the Executive Council.
- vi. To bring before the Congress any matter it considers material to the Association or its objectives, appearing to affect the interest of the Association, and making necessary recommendations.
- vii. To elect members of the Association to serve as liaison officers and association representatives (as in offices) in external organizations in which the Association has a stake, including the Nigerian Medical Students' Association (NiMSA), the Federation of African Medical Students' Associations (FAMSA), and the International Federation of Medical Students' Associations (IFMSA). Members of the Executive Council, Judicial Commission, FIEC or the Senate (except Ex-Officio members) are not eligible for consideration.
- viii. To take cognizance of all letters of resignation brought before it and communicate with the FUHSIMSA Independent Electoral Commission for necessary action.
- ix. To suspend any Senator by a simple majority vote cast by members present. Voting shall be by secret ballot.
- x. To sit in camera when it deems fit.
- xi. To co-opt members of the Association as stated in subsection 1 above.

SUBSECTION 6: PRIVILEGES

- i. To receive a certificate of service at the end of his/her tenure, if she/he did not forfeit his/her seat or found guilty of disciplinary offenses.
- ii. To contribute or speak for medical students in any matter concerning medical students particularly **FUHSIMSITES** at any forum.
- iii. To be entitled to remuneration (sitting allowance) determined by a two-thirds (2/3) majority of the Senate. This remuneration shall be reasonable and within the limits of what the Association can afford.

SUBSECTION 7: THE SENATE PRESIDENT

The Senate President shall:

- i. Safeguard the interests of the medical students' body
- ii. Promote the welfare of the student body.
- iii. Uphold the Constitution and bylaws of the student government.
- iv. Advocate for the needs of the medical students' body.
- v. Set the agenda for Senate meetings.
- vi. Ensure that all senators have an opportunity to participate in debate.
- vii. Represent the Senate to the university administration and other student organizations.
- viii. Convene and preside over meetings of the Senate.
- ix. Appoint a **Pro Tempore Clerk** in the absence of the Clerk.
- x. Act as head of the Transition Administrative Panel (TAP) formed on the dissolution of the Executive Council (if any).
- xi. Represent the Senate in external relations.
- xii. Approve the annual budget of the Senate.
- xiii. Appoint members of Senate committees.
- xiv. Receive and review reports from Senate committees.

- xv. Discipline senators in case(s) of misconduct.
- xvi. Uphold the decisions of the Senate disciplinary committee.
- xvii. Impose disciplinary measures on member(s) as proposed by the disciplinary committee.
- xviii. Have no voting rights on Senate legislation and other matters, except when there is a tie and no abstentions, in which case the Senate President has the casting vote

SUBSECTION 8: THE DEPUTY SENATE PRESIDENT

The Deputy Senate President shall:

- i. Assist the Senate President in carrying out his/her duties.
- ii. Preside over Senate meetings in the absence of the Senate President.
- iii. In assuming the role of Acting Senate President, shall be bound by all the constitutional limitations and duties of the substantive President.
- iv. Assume the office of the Senate President in the event of a vote of no confidence being passed on the Senate President or vacancy for any other reason.
- v. A bye-election is held within the Senate to fill the now vacant role of deputy senate president, after the empty Senate seat must have been replaced by FIEC.
- vi. Be a signatory (alongside the Senate President and the Clerk of the Senate) to the **sinking fund account** of the association.
- vii. Head the Senate when the Senate President becomes the head of the Interim Council on the dissolution of the Executive Council.

SUBSECTION 9: THE CLERK OF THE SENATE

- i. Record and keep in good order the minutes of the proceedings of Senate meetings.
- ii. Publicize all adopted minutes of the Senate meetings within seventy-two hours of such an adoption
- iii. Issue notice of meetings at least 48 hours before every meeting of the Senate, except emergency meetings.
- iv. Bring to the knowledge of the Senate major issues to be discussed and appointments to be made at every meeting of the Senate.
- v. Compile the proceedings of the Senate for the parliamentary year for documentation in the Association's library.
- vi. Serve as the financial accountant of the Senate.
- vii. Give a regular report of the financial status of the association to the Senate every three months.
- viii. Display resolutions reached in all Senate meetings on the notice boards and official platforms and send copies of resolutions/decisions to the Executive for implementation.
- ix. Prepare in advance the agenda of all Senate meetings as directed by the Senate President.
- x. Summon all meetings of the Senate (except the first) on the instruction of the Senate President or a petition signed and submitted by at least one-third (1/3) of the members of the Senate calling for a meeting after the failure of the Senate President to summon such meeting after 72 hours of receipt of such petition.
- xi. Be in charge of all Senate properties.

SUBSECTION 10: THE SENATE WHIP

- i. Ensure adherence to Senate Rules and Ethics during all Senate meetings.
- ii. Maintain general discipline, peace, and order during meetings.
- iii. Keep good records of attendance at Senate meetings.
- iv. Enforce attendance and punctuality of members of the Senate and collect fines from defaulters.
- v. Announce the arrival of the Senate President.
- vi. Usher in the Senate President while carrying the mace.
- vii. Perform other duties as assigned to them by the Senate President.
- viii. Coordinate extra-parliamentary activities of the Senate members.
- ix. Ensure that Senate members report the deliberations of the Senate to their constituencies after each Senate meeting
- x. Solicit and champion the opinions of Senate members whenever propriety and exigency demands.

SUBSECTION 11: FUNDING OF THE SENATE

- i. At the beginning of the tenure of every Senate, the Senate shall mandate the Executive Council to release a sum to be fixed by the Senate as an initial take-off grant for the execution of the Senate's activities.

- ii. The Senate shall mandate the Clerk of the Senate to release funds for the payment of sitting allowances to Senate members. These sitting allowances shall be reasonable and within the financial limits of the association.
- iii. The Senate shall also be funded by such revenues accruing to the Senate from such fines that shall be imposed on members for lateness and any other offenses as may be determined by the Senate as warranting the payment of a fine.
- iv. The Senate shall also be funded by any of other funds that may be demanded by the Senate from the student association, as time and circumstances demand. These demands shall at least have two-thirds (2/3) majority support on the floor of the Senate before they can be approved.
- v. All Senate finances shall be audited quarterly by the Audit and Budget Implementation Committee.
- vi. At the end of every parliamentary year, the Senate President and the Clerk of the Senate shall submit the Senate's financial books to the student association's audit and budget implementation committee.

SUBSECTION 12: SENATE COMMITTEES

- i. The Senate shall constitute the following committees:
 - a. Audit and Budget Implementation Committee
 - b. Public Relations Committee
 - c. Disciplinary Committee
- ii. Appoint chairs and secretaries for each committee.
- iii. Regulate the activities of each committee.
- iv. Constitute any other committee as needed.
- v. **Audit and Budget Implementation Committee**
 - a. Shall consist of five (5) members.
 - b. Shall be an independent committee and shall therefore not attend any meeting of the Executive Council.
 - c. Shall demand and receive reports from the Financial Secretary and the Treasurer as frequently as it deems necessary
 - d. Shall receive quarterly financial reports from the Clerk of the Senate.
 - e. Shall audit all financial records quarterly in the stretch of a tenure and, for that purpose, its chair or secretary shall have access to all related books, records, and other documents.
 - f. Shall give quarterly audit reports to the Senate as early as possible.
 - g. Shall submit an annual report of the association's income and expenditure to the Senate four (4) weeks before the end of the tenure of office of the Executive Council.
 - h. Shall decide on matters for which it is set up by a simple majority vote of the committee.
 - i. Shall summon members of the Executive Council and Senate whenever the need arises
 - j. Shall keep an up-to-date list of student association properties.
 - k. Shall carry out any other related assignments as may be assigned by the Senate.
 - l. Shall have a tenure that ends one (1) week before that of the members of the Executive Council.
 - m. Shall formally hand over their documents to the Senate at the end of their tenure.
 - n. See Section 25; Article IV of this Constitution.
- vi. **Public Relations Committee**
 - a. Shall be headed by the Clerk of the Senate
 - b. Shall be responsible for managing and maintaining the official social media accounts of the FUHSIMSA Senate, if any, ensuring timely and accurate updates.
 - c. Shall publicize all programs, projects, deliberations, and resolutions of the Senate to the general membership of FUHSIMSA through approved communication channels.
 - d. Shall design and execute initiatives aimed at improving members' awareness of the Constitution, Standing Orders, and legislative processes of the Senate, including but not limited to a periodic "Know Your Constitution" series.
 - e. Shall liaise with the Public Relations Officer of the Executive Council in cases where functions overlap, ensuring coordination and avoidance of duplication.
 - f. Shall ensure that all communications and publications reflect the values, decorum, and integrity of the Senate.
 - g. Shall carry out any other duties as may be assigned by the Senate President or prescribed under this Constitution.
- vii. **Disciplinary Committee**
 - a. Shall be headed by the Senate Whip.
 - b. The Disciplinary Committee shall be the sole standing committee of the Senate responsible for investigating and adjudicating all allegations of misconduct by Senate officers and members.
 - c. The Committee shall develop and publish clear disciplinary procedures consistent with the FUHSIMSA Constitution and Standing Orders of the Senate.
 - d. All proceedings and records of the Committee shall be confidential.

- e. Decisions of the Committee shall be final within the Senate and must be upheld by the Senate President.
- f. A member sanctioned by the Committee may appeal such decision before the Judicial Commission, whose ruling shall be final.
- g. The Committee shall have the power to recommend disciplinary sanctions, including but not limited to written warnings, suspension, or removal from office/seat.
- h. Conflict of Interest: Any Senator, including Senate officers, who is under investigation shall not participate in any Senate or Committee proceedings relating to their case and shall not exercise any authority that could influence the outcome of the investigation.

SUBSECTION 13: SENATE SANCTIONS & ENFORCEMENT

- i. All disciplinary actions, including suspension, removal from office, or loss of seat, shall only be implemented following the recommendation of the Disciplinary Committee and subsequent ratification by a two-thirds (2/3) majority vote of Senators present at a duly constituted sitting.
- ii. Grounds for Sanction:
 - a. Absence from three (3) meetings without formal notification to Senate leadership.
 - b. Misappropriation of funds.
 - c. Embezzlement.
 - d. Dereliction of duty.
- iii. Any other action the Senate considers to warrant disciplinary measures, as determined by the Disciplinary Committee.
- iv. Suspension:
 - a. A member may be suspended from office by a simple majority vote of the Senate upon the recommendation of the Disciplinary Committee.
 - b. Duration of suspension shall not exceed two (2) ordinary meetings apart from the meeting at which the suspension is imposed.
- v. Removal from Office:
 - a. Any officer of the Senate may be removed from office by a two-thirds (2/3) majority vote of Senators present, based on the recommendation of the Disciplinary Committee and if found guilty of any of the grounds listed in ii.
- vi. A suspended or removed member may appeal to the Judicial Commission.
- vii. Failure to attend official FUHSIMSA programs without permission from the Senate President may result in a fine.
- viii. Loss of Seat: A Senator shall forfeit his/her seat if he/she fails to move along with his/her class following a professional (MB;BS) examination, except where the Senate resolves to co-opt such member.

SUBSECTION 14: PROCESS OF RECALL

- i. Any member of the Senate may be recalled if there is a written petition to that regard signed by more than half of the members of his/her constituency, alleging loss of confidence in him/her, and presented to the Senate President.
- ii. A Senator's constituency is defined as the specific class or hall of residence from which they were elected.
- iii. A Senator wishing to resign his/her membership shall do so in his/her constituency in the first instance. He/She shall thereafter notify the Senate President in writing, who shall then inform the Chairperson of FIEC.

SUBSECTION 15: DISCHARGE OF LEADERSHIP FUNCTIONS DURING VACANCY

- i. The Senate President
During any period for which:
 - a. The Office of the Senate President is vacant by reasons of travel or other temporary unavailability, or
 - b. The Senate President is unable to perform the functions of his office because of illness,
 - c. The functions of the Senate President shall be performed by the Deputy Senate President, and a nomination be made for the position of the acting Deputy Senate President.
 - d. Where c fails, the functions of the Senate President shall be performed by such person as the Senate may appoint.
 During any period for which:
 - e. The Senate President is removed by the provisions of the Constitution or
 - f. The Senate President ceases to be a member of the Senate by any other reason not stated in subsection a-b above
 - g. The office of the Senate President shall be assumed by the Deputy Senate President.

- h. A bye-election into the vacant Senate seat is conducted by FIEC not later than two weeks upon notification of such vacancy by the clerk. The Deputy Senate President is then elected upon filling of the vacancy.
- ii. The Deputy Senate President
 - During any period for which:
 - a. The Office of the Deputy Senate President is vacant by reasons of travel or other temporary unavailability, or
 - b. The Deputy Senate President is unable to perform the functions of his office because of illness,
 - c. The functions of the Deputy Senate President shall be performed by such person as the Senate may appoint.
 - During any period for which:
 - d. The Deputy Senate President is removed by the provisions of the Constitution or
 - e. The Deputy Senate President ceases to be a member of the Senate for any other reason not stated in subsection a-b above
 - f. A bye-election into the vacant Senate seat is conducted by FIEC not later than two weeks upon notification of such vacancy by the clerk. The Deputy Senate President is then elected upon filling of the vacancy.
- iii. The Clerk of the Senate, and the Senate Whip (known as “the Officer (s)” for the rest of this Section)
 - During any period for which:
 - a. The Officer (s) is vacated by virtue of his graduating from the faculty or
 - b. The Officer (s) is absent from Campus or
 - c. The Officer (s) is unable to perform the functions of his office because of illness.
 - d. The functions of the Officer(s) shall be performed by such person as the Senate may appoint
 - e. Should the Clerk of the Senate be absent, a Senator is appointed to the position of the acting Clerk, the Pro-Tempore Clerk of the Senate by the Senate President.
 - During any period for which:
 - f. The Officer (s) is removed by the provisions of the constitution or
 - g. The Officer (s) ceases to be a member of the Senate by any other reason not stated in subsection a-c above
 - h. A bye-election into the vacant office is conducted by the electoral committee not later than two weeks upon notification of such vacancy.
 - i. A bye-election into the vacant Senate seat (s) is conducted by FIEC not later than two weeks upon notification of such vacancy. The Officer (s) is/are then elected upon filling of the vacancy

SUBSECTION 16: MEETINGS

- i. **Inaugural Meetings**
 - a. Shall be held within two (2) weeks following the general elections of the Association.
 - b. Shall be summoned at the instance of the Senate President of the outgoing Senate acting through the Clerk of the outgoing Senate.
 - c. The Officers of the incoming Senate shall be elected at the inaugural meeting, by secret ballot, from amongst its members.
 - d. The conduct of the election shall be by any conventional procedure deemed fit by the presiding officers provided it does not violate any part of this Constitution.
 - e. The Officers of the outgoing Senate shall preside over the inaugural meeting.
- ii. **Ordinary Meetings**
 - a. The first ordinary meeting of the new Senate shall be held within a week of the inaugural meeting.
 - b. It shall be mandatory for the new Senate officers to present the Senate’s plan of action and Budget for the year at this meeting.
 - c. Furthermore, the Senate’s Standing Committees shall be constituted and inaugurated at this meeting.
 - d. A quorum shall be formed by two-thirds (2/3) of the total Senate membership, excluding Senators officially absent from the meeting.
 - e. Voting at Senate meetings shall be a show of hands except where this Constitution provides the contrary or where a Senator moves a procedural motion for voting to be done by secret ballot.
 - f. Every question or proposal shall be decided by a majority of the votes of Senators present and voting, except if otherwise provided for in this Constitution and the Senate Rules and Ethics.
 - g. Minutes of all Senate meetings shall be recorded by the Senate Clerk in a book kept specifically for the purpose. Such minutes shall, after approval by the Senate, be signed by the Chair of the meeting at which they are read (the Senate President). Such minutes, when recorded and signed accordingly, shall be considered as the correct record of the proceedings of such meetings.
 - h. Attendance of Senators at all meetings shall be recorded by the Senate Whip in a book specifically kept for that purpose.
 - i. A Senator shall be considered officially absent

- j. From 2 weeks to a professional examination (MB; BS Examination) and the period of the examination itself,
- k. When he/she is on outside postings,
- l. When he/she is on holiday excluding periods of industrial action and/or any other situation when the Senate has agreed to run virtually, in part, or in full.

iii. Emergency Meetings

- a. All emergency meetings shall be summoned by the Senate President through the Clerk. He/She may so act on the following occasions:
- b. Whenever he/she judges it right to do so in the interest of the Association.
- c. At the request of the President of the Association.
- d. Upon receipt of a request signed by at least one-third (1/3) of the total membership of the Senate.
- e. Notice of an emergency meeting shall be delivered to the rooms of all Senators (where possible) and sent via email to all Senators, as well as the Press, and via any other official designated platform at least twelve (12) hours before the commencement of the meeting.
- f. The quorum shall be one-third (1/3) of the entire membership of The Senate, excluding Senators officially absent from the meeting.
- g. The meeting shall proceed to discuss the agenda first. Any other points may be discussed thereafter at the discretion of the Senate President.
- h. Decisions on the points discussed shall be agreed upon by a simple majority of members present.

iv. Joint Meetings

- a. The Senate President shall convene joint sittings of the Senate and the Executive Council for the purposes of deliberation, consultation, and information sharing.
- b. There shall be two (2) joint sittings of the Senate and Executive Council in each administrative year, convened as follows:
 - i. The first, for the presentation of the Annual Budget by the Executive Council, to be held not later than four (4) weeks after the swearing-in ceremony.
 - ii. In this sitting, both arms may debate and make recommendations.
 - iii. However, the power of approval, amendment, or rejection of the budget shall remain exclusively vested in the Senate.
 - iv. This sitting shall be summoned and presided over by the Senate President.
 - v. The second, for the consideration of appointments to fill elective offices where both the general elections and any bye-elections have failed to produce a candidate.
 - vi. In this sitting, the Senate President and the Executive President shall co-preside:
 - 1. The Senate President shall preside over all legislative, and voting proceedings.
 - 2. The Executive President shall preside over administrative, and non-legislative proceedings.
- c. Both members of the Senate and Executive Council shall have voting rights in joint sittings.
- d. The Senate President shall not ordinarily vote; however, where there is a tie and no abstentions, and the vote is reconducted with the same result, the Senate President shall cast the deciding vote.
- e. Purely legislative matters shall not be tabled or decided upon during joint sittings.
- f. For the avoidance of doubt, "purely legislative matters" shall include, but not be limited to: the passing, amendment, or repeal of laws, standing orders, or regulations; budget appropriation and approval; motions of oversight or inquiry; confirmation or removal of officers; disciplinary or impeachment proceedings; and constitutional amendments.
- g. Such matters shall remain within the exclusive jurisdiction of the Senate.
- h. No additional joint sittings shall be convened beyond the two (2) provided for above, except where the business of either sitting could not be concluded in one meeting and must be adjourned to another date solely for the completion of that business.

v. Valedictory Meeting

- a. There shall be a Valedictory Sitting of the Senate, to be held no earlier than two (2) weeks before the end of the administrative year.
- b. At the Valedictory Sitting, the Executive Council and the Senate shall be deemed partially dissolved, and shall thereafter function only in a caretaker capacity until the Inauguration Ceremony, after which they stand fully dissolved.
- c. The Valedictory Sitting shall serve as the official forum for:
 - i. Presentation of the final report of the Executive Council.
 - ii. Presentation of the final report of the Senate, including the Audit and Budget Implementation Committee report.
 - iii. Presentation of reports from standing committees, clubs, boards, and ad-hoc committees as deemed necessary.
 - iv. Consideration of any final business strictly related to transition and winding up of the administrative year.
- d. No new substantive legislative, financial, or programmatic matter shall be introduced at the Valedictory Sitting, except those directly related to transition or urgent matters of continuity.

- e. The Senate Clerk shall record and archive all proceedings of the Valedictory Sitting as part of the official records of the Association.

SUBSECTION 17: STATUTORY SENATE PROPERTIES

- i. Mace: Shall be the symbol of authority in all meetings of the Senate and Congress.
- ii. Gavel:
 - a. Shall be a symbol of authority and give the right to act officially in the capacity of a presiding officer at meetings of the Senate.
 - b. Shall be struck to indicate a call to order and a passage of a resolution of the Senate after a voting process at meetings of the Senate and Congress.

SUBSECTION 18: DRESS CODE FOR SENATE MEETINGS

Dressing to the senate meetings shall be formal (**tucked in shirt and tie**) or complete native attire (**with appropriate head gear**) except in emergency meetings.

SUBSECTION 19: DELIBERATIVE MOTIONS

- i. Deliberative motions can only be initiated by the Senate President following an extensive discussion of any matter under consideration.
- ii. Such motions may either support or oppose (counter motion) the subject under discussion, and they must be documented and signed by the proposer.
- iii. A motion in favor of any matter under consideration must receive a second from another member of the Senate before it is accepted.
- iv. The proposer of any motion will be allowed to provide a rationale for the motion.
- v. The Senate President can then call for an amendment of any motion, which may involve removing words, inserting or adding words, or making other adjustments.
- vi. If there are no countermotions to a deliberating motion, it will pass unanimously.
- vii. Unless otherwise specified in this constitution, a motion may be passed unanimously by a simple majority vote.

SUBSECTION 20: PROCEDURAL MOTIONS

- i. Procedural motions may be initiated by the Senate President.
- ii. Members of the Senate can request procedural motions to address orders, corrections, or information.
- iii. Such motions may involve:
 - a. Withdrawing a motion.
 - b. Adjourning the meeting.
 - c. Introducing urgent business.
 - d. Reversing a decision made by the Senate President.
 - e. Suspending a standing order or a clause of the constitution.

SUBSECTION 21: VOTING IN THE SENATE

- i. Every member of the Senate, **except the Senate President and Ex-Officio members**, has the right to vote.
- ii. The Senate President will have both a casting and deliberate vote only in the event of a tie.
- iii. Voting in the Senate will be by a show of hands, except for the election of officers, which will be done by secret ballot.
- iv. There shall be no to-and-fro movement in the House during the voting process.
- v. The Senate President will not conduct an election within the Senate if they are the subject of a disciplinary action for which an election is called.

SUBSECTION 22: ABSENTEEISM

- i. Any member of the Senate who is absent from three consecutive meetings without prior written notice to the Senate President may be dismissed by the Senate President, subject to acceptance by a simple majority of the House.
- ii. Such individuals shall also lose any other positions they hold for that session.
- iii. Consideration of any absence notice will be based on the member's track record and the validity of the reason provided.
- iv. Members arriving later than 45 minutes after a meeting's scheduled start will be considered absent unless they have prior notice.
- v. Members who do not attend at least 70% of Senate meetings convened after their election into office will not receive a certificate of service.
- vi. Attendance at all programs organized by FUHSIMSA is mandatory for all Senators. Failure to attend without express permission from the Senate President may result in a fine imposed by the Senate and paid into the association's account.

SUBSECTION 23: RIGHT OF ATTENDANCE

- i. Non-members of the Senate may attend Senate meetings as observers.
- ii. Non-members may speak only at the discretion and approval of the Senate President.
- iii. Non-members have no voting rights in Senate meetings.

SECTION 3: FUNCTIONS AND POWER OF THE CONGRESS

SUBSECTION 1: COMPOSITION OF THE CONGRESS

- i. The Congress shall be composed of all registered members of the Association.
- ii. Non-financial members are not recognized as Congress members.
- iii. Members of all organs of the Association (the Executive Council, the Senate, the Judicial Commission and other registered members of FUHSIMSA) must attend all Congress meetings, except in cases of emergencies or unforeseen circumstances which must be formally communicated in writing to the Congress through the Congress Scribe.

SUBSECTION 2: ASSEMBLIES OF THE CONGRESS

- i. An assembly of the Congress shall be convened by the Congress Chancellor at least once every quarter and when requested in writing by:
 - a. The Executive President
 - b. A resolution of the Senate
 - c. At least 1/5 of the total Congress members.
- ii. If the Congress Chancellor fails to convene an Assembly of the Congress within one (1) week of the official request mentioned in the previous provisions above, the Scribe of the Congress shall summon the Assembly.
- iii. The quorum for any Congress Assembly shall be at least ½ of all Congress members. However, if the quorum is not met after 10 minutes, the members of the Congress present will decide whether the Assembly should proceed or be adjourned.
- iv. If the motion to proceed is defeated, further votes shall be taken at intervals of ten (10) minutes until a resolution is reached.
- v. Once a majority votes in favor of proceeding, the meeting shall be deemed duly constituted for the purpose of transacting business.
- vi. The conduct of business in the Congress Assembly shall follow the procedures outlined in the Standing Orders of the Congress, by the provisions of this Constitution.

SUBSECTION 3: FUNCTIONS AND POWERS OF THE CONGRESS

- i. All power originates from the Congress, and it is from the Congress that the Executive Council, Senate, and any other FUHSIMSA organ derive their power and authority.
- ii. The Congress has the final authority on all FUHSIMSA matters, except for cases already presented before the Judicial Commission.
- iii. The Congress is empowered to:

- a. Debate and, if necessary, pass resolutions on any matter of significance to the general FUHSIMSA student body or issues that jeopardize the rights and privileges of FUHSIMSA members.
 - b. Debate and, if necessary, pass resolutions on matters referred by the Executive Council or the Senate.
 - c. Accept or reject Senate resolutions, except those presented to the Judicial Commission.
 - d. Dissolve the Executive Council or the Senate through a resolution passed by a simple majority, as outlined in this Constitution.
 - e. Deliberate, make recommendations, or pass resolutions concerning matters affecting members of FUHSIMSA.
 - f. Ensure that no part of this Constitution is violated at any time.
- iv. Shall have the power to dissolve:
- a. The Executive Council by a two-third (2/3) majority vote.
 - b. The Senate by a three-fourths (3/4) majority vote.
 - c. The Judicial Commission by a three-fourths (3/4) majority vote.

In each case, the required majority vote must be a fraction of the entire Congress membership.

- v. In the event of the Congress dissolving any of the bodies above, the Congress shall proceed to elect, in that same meeting, a caretaker committee to run the affairs of the body (organ) pending the election of the new body (organ) by the FUHSIMSA Independent Electoral Commission.
- vi. In the event of a crisis affecting the Association, the Congress shall have the power to decide the course of action of the Association.
- vii. Shall have the power to ratify bills, make amendments to and review the Association's Constitution passed to it by the Senate before such changes are considered binding on the Association. The procedure for Constitution Review, and passage of bills to amend the Constitution shall be as provided in this Constitution.
- viii. Shall have the power to remove from office any member of the Congress leadership by a two-third (2/3) majority vote of the membership of the Congress present and voting at a meeting. Voting for the above shall be by secret ballot.

SUBSECTION 4: THE CONGRESS OFFICERS

- i. Members of the Congress (registered members of FUHSIMSITES) who are not members of the Executive Council, the Senate or Judicial Commission shall be elected into the following offices:
 - a. The Congress Chancellor
 - b. The Congress Scribe
 - c. The Congress Chief Whip
- ii. Congress Officers are expected to be neutral in all Congress meetings and shall hold no other office in the Association.
- iii. Congress Officers shall have no speaking rights on matters being deliberated upon by the Congress, except directly related to their respective offices.
- iv. Congress Officers shall have no voting rights in all Congress meetings, but can vote in all FUHSIMSA Elections unlike the FUHSIMSA Independent Electoral Commission.
- v. The Congress Officers shall be elected at the Annual General Meeting presided over by the outgoing Congress Chancellor.
- vi. Interested Congress members who meet the qualifications stated in this constitution shall indicate interest and election take place by simple majority winning.

SUBSECTION 5: THE CONGRESS CHANCELLOR

- i. Shall be a registered FUHSIMSITE.
- i. Must have served at least one year in the FUHSIMSA Senate or Executive Council or Judicial Commission.
- ii. Shall come from the most senior class of the Association
- iii. When the most senior class is unable to produce the Congress Chancellor, the Congress Chancellor shall come from the class immediately beneath. In case the next class immediately beneath is unable to produce the Congress Chancellor, the Congress Chancellor shall come from the next class immediately beneath.
- iv. Shall preside over and moderate all meetings of the Congress.
- v. Shall call for all meetings of the Congress through the Congress Scribe to consider the Association's activities, as provided for in this Constitution.
- vi. Shall draw the agenda for the Congress meetings, read same at the beginning of all Congress meetings and call for additions from Congress members.

- vii. In the absence of the Congress Scribe from a Congress meeting, the Congress Chancellor shall call for nominations for an Acting Congress Scribe for that meeting, who must be among the Congress members present in that meeting and not a member of the Executive Council, the Senate or Judicial Commission.
- viii. Shall keep record of all amendments to the Constitution in force at the time (by way of bills ratified by the Congress).
- ix. Shall make such a record available to the Chair of the Constitution Review Committee ahead of any Constitution Review process.

SUBSECTION 6: THE CONGRESS SCRIBE

- i. Shall be a registered FUHSIMSITE.
- ii. Must have served at least one year in the FUHSIMSA Senate, Executive Council or Judicial Commission.
- iii. Shall at the instance of the Congress Chancellor, summon all meetings of the Congress.
- iv. Shall take minutes of all Congress meetings and shall publicize the resolutions of such meetings on the official notice boards and online platforms of the Association not later than 48 hours after the Congress meeting at which they were made. Such resolutions shall also be made available to the FUHSIMSA Press for publication not later than 72 hours after the meeting.
- v. Shall keep records and minutes of the Congress
- vi. Shall ensure that all Congressmen and Congresswomen, as well as the FUHSIMSA Press, are duly notified of all Congress meetings, per the provisions of the Standing Order and Procedures of the Congress.
- vii. Shall take charge of all other secretarial duties of the Congress.

SUBSECTION 7: THE CONGRESS WHIP

- i. Shall be a registered FUHSIMSITES.
- ii. Must have served at least one year in the FUHSIMSA Senate or Executive Council or Judicial Commission.
- ii. Shall ensure adherence to the Standing Orders and Procedures of the Congress during all Congress meetings.
- iii. Shall track and count votes in Congress meetings.
- iv. Shall be the only one permitted to move around during Congress meetings. This is to ensure discipline and order in all Congress meetings.
- v. Shall permit only registered FUHSIMSITES entrance into Congress meetings. (see SUBSECTION 1b above).
- vi. Shall take and keep attendance of all registered FUHSIMSITES present, including members of all organs of the Association.
- vii. Members shall show proof of membership (e.g. membership receipt) and sign their attendance on a Congress Register before entry into any Congress meeting. The Congress Whip shall mediate this process and act as custodian of the register.
- viii. The register shall be made available for inspection by the Congress Scribe, Secretary-General or Clerk of the Senate upon request

SUBSECTION 9: DUTIES OF A CONGRESS MEMBER (CONGRESSMAN/CONGRESSWOMAN)

A Congressman/Congresswoman

- i. Shall attend all meetings convened by the Congress leadership.
- ii. Shall vote in any matter that requires him/her to do so.
- iii. Shall work with other officials of the Association to ensure the progress of the Association.

SECTION 4: FUNCTIONS AND POWERS OF THE JUDICIAL COMMISSION

The Federal University of Health Sciences Ila-Orangun Medical Students' Association (FUHSIMSA) shall have a Judicial Commission as its independent quasi-judicial arm.

SUBSECTION 1: COMPOSITION

- i. The Judicial Commission shall comprise seven (7) members appointed by the Executive Council and approved by two-thirds (2/3) of the Senate.
- ii. Qualifications for Chairman: Must have served for at least two (2) cumulative years in the Senate or Executive Council of FUHSIMSA and/or the Executive or Legislative Councils of NiMSA, FAMSA, or IFMSA.

- iii. Qualifications for Members: Must have served for at least one (1) year in the Senate or Executive Council of FUHSIMSA and/or the Executive or Legislative Councils of NiMSA, FAMSA, or IFMSA.
- iv. Ineligibility: No current Executive Council member, serving Senator, or ex-officio officer shall be eligible for appointment to the Judicial Commission, except if they resign such positions before assumption of duties.
- v. Election of Chairman: From among the seven appointed members, the Judicial Commission shall, at its inaugural meeting, elect a Chairman by simple majority vote, conducted by the Registrar. (Therefore, the registrar is elected first, and shall have no vote in electing the chairman)
- vi. Election of Registrar: From among its members, the Judicial Commission shall elect a Registrar by simple majority vote at the inaugural meeting. The Registrar shall serve as the Secretary of the Commission.

SUBSECTION 2: TENURE

- i. Members shall serve for one (1) administrative year and may be reappointed for one additional consecutive term, subject to fresh Senate approval.
- ii. Where a member resigns, is removed, or becomes unable to serve, the Senate shall appoint a replacement upon recommendation of the Executive Council.

SUBSECTION 3: POWERS OF THE JUDICIAL COMMISSION

- i. Adjudicate cases of appeal referred by the Senate or Congress on matters arising from the interpretation or application of the FUHSIMSA Constitution.
- ii. Hear and decide cases referred to it by the Electoral Committee regarding electoral disputes.
- iii. Hear and decide disciplinary cases referred by the Senate Disciplinary Committee or Congress.
- iv. Review and interpret the provisions of the FUHSIMSA Constitution upon written request from the Senate or Executive Council.

SUBSECTION 4: QUORUM

- i. Two-thirds (2/3) of members shall form a quorum for all meetings and hearings.
- ii. Where quorum is not met, the meeting shall be adjourned and reconvened within seven (7) days.

SUBSECTION 5: DECISION-MAKING AND VOTING

- i. All decisions and verdicts shall be reached by simple majority vote of members present and voting, except where otherwise provided.
- ii. Each member shall have one vote; the Chairman shall only vote in the event of a tie.
- iii. All rulings shall be recorded in writing, signed by the Chairman and Registrar, and communicated to all parties within forty-eight (48) hours.

SUBSECTION 6: VACANCIES IN LEADERSHIP

- i. Where the Chairman's office becomes vacant, the members shall elect an Acting Chairman from among themselves within seven (7) days whether or not the individual meets the qualifications. This is pending appointment of a new member of the commission. When the appointment has been made, an election for a Standard Chairman can proceed.
- ii. Where the Registrar's office becomes vacant, a new Registrar shall be elected from among the remaining members.

SUBSECTION 7: CODE OF CONDUCT & INDEPENDENCE

- i. Maintain strict neutrality and confidentiality in all matters.
- ii. Avoid conflicts of interest; members shall recuse themselves from cases involving their class, close friends, or relatives
- iii. Be subject to removal for misconduct by a two-thirds (2/3) vote of the Senate.
- iv. Senate Attendance Rule: Members of the Judicial Commission may attend sittings of the Senate as observers but shall have no right to debate or vote on matters before the Senate, except when officially

invited to present a report, ruling, or constitutional interpretation. No member of the Judicial Commission shall concurrently serve as a Senator during their term of office.

SUBSECTION 8: MEETINGS

- i. Inaugural Meeting: Held within fourteen (14) days of the Commission’s appointment to elect officers (Chairman, Registrar) and adopt a work plan.
- ii. Regular Meetings: For administrative matters, review of pending cases, and procedural discussions.
- iii. Emergency Meetings: Called to address urgent matters that cannot wait until the next Regular Meeting.
- iv. Hearing Sessions: Formal sittings for hearing and deciding cases.
- v. Notice of Meetings
 - a. At least 48 hours’ written or electronic notice for Regular Meetings and Hearings.
 - b. At least 12 hours’ notice for Emergency Meetings.
 - c. Notice shall include:
 - i. Date, time, and venue
 - ii. Agenda or case list
 - iii. Required attendance (if any)
 - d. Failure to issue proper notice shall render any decisions void unless all members consent to proceed.
- vi. Attendance, Lateness, and Absence
 - a. Members must attend all meetings unless excuse is sought in writing from the Chairman and granted
 - b. Lateness: Arrival more than 15 minutes after the scheduled start time.
 - c. Absence: Failure to attend a meeting without prior written notice of absence.
 - d. Two latenesses = one absence.
 - e. Three consecutive absences without valid excuse = removal from office.

SUBSECTION 9: ELECTION MATTERS

- i. The Judicial Commission shall have jurisdiction to hear and determine:
 - a. Appeals arising from sanctions imposed by the FUHSIMSA Independent Electoral Committee (FIEC) prior to elections (“pre-election matters”).
 - b. Petitions arising from the conduct, results, or outcome of elections (“post-election matters”).
- ii. All such matters shall be treated as urgent and shall take precedence over all other business of the Commission.
- iii. Appeals or petitions must be filed within forty-eight (48) hours of the announcement of the sanction or election result, as the case may be.
- iv. The Judicial Commission shall deliver its ruling within seven (7) days of the filing of the appeal or petition.
- v. Pending the ruling, the decision of the FIEC shall remain binding and enforceable to the extent that it is capable of immediate implementation.
- vi. The Judicial Commission shall, upon receipt of any pre-election appeal or post-election petition, first determine whether the matter discloses a genuine constitutional or procedural infringement.
- vii. Appeals or petitions found to be frivolous, vexatious, or based solely on dissatisfaction with outcomes shall be dismissed at the preliminary stage.
- viii. Where a candidate is found to have willfully filed a frivolous or vexatious petition, the Judicial Commission may recommend appropriate disciplinary action, including but not limited to warnings, fines, or suspension of privileges, subject to ratification by the Senate.

SECTION 5: ELECTION

SUBSECTION 1: ESTABLISHMENT OF THE FUHSIMSA INDEPENDENT ELECTORAL COMMITTEE (FIEC)

- i. There shall be an Independent Electoral Committee of FUHSIMSA(FIEC), which shall be an independent standing organ of the Association, separate from the Executive Council, the Senate and the Judicial Commission
- ii. The FIEC shall administer, organize, and supervise all elections conducted by FUHSIMSA in a free, fair, credible, and transparent manner.
- iii. In the exercise of its functions, the FIEC shall not be subject to the direction or control of any organ or officer of the Association, serve as provided by this Constitution and reviewable only by the Judicial Commission.

SUBSECTION 2: COMPOSITION, APPOINTMENT & TENURE

- i. The Senate shall issue an official call for nominations to fill positions on the FUHSIMSAs Independent Electoral Committee (FIEC).
- ii. Each class shall submit its nomination(s) through its Class Representative, following consultation with its members. This provision is to ensure transparency and minimize partisanship, as Senators themselves shall not directly nominate members to avoid conflict of interest in the electoral process.
- iii. The Senate shall review all nominations to ensure that nominees meet the following conditions:
 - a. Full financial membership of FUHSIMSAs.
 - b. No record of disciplinary sanction within FUHSIMSAs. However, the Senate may, at its discretion, consider the severity of the offence for which a sanction was imposed before disqualification.
 - c. No criminal conviction under the laws of the Federal Republic of Nigeria.
- iv. Nominations shall not be rejected except on the grounds listed above, and any rejection must be communicated in writing to the concerned class, with reasons stated.
- v. Upon approval, the Senate shall formally constitute the FIEC and announce its membership to the Congress.
- vi. The FIEC shall consist of eight (8) members (except in cases of parallel cohorts of a class), including a Chairperson and Secretary,
- vii. Members shall be appointed through a class-based representation system as follows:
 - a. One (1) member each from 200 Level, 300 Level, 400 Level, and 500 Level.
 - b. Two (2) members from 100 Level.
 - c. Two (2) members from 600 Level.
- viii. Where at the time of the FIEC formation a class is in transition (such as students awaiting admission or students awaiting promotion to the next class), such class shall be deemed temporarily unrepresented. Their representation shall proceed as soon as their transition into the next class is completed and confirmed (i.e., upon the release of results of the previous class)
- ix. At its inaugural sitting, the FIEC shall, from among its confirmed members:
 - a. Elect a Chairperson, who shall be from 500 Level or 600 Level, or from the most senior level, in the absence of 500/600L
 - b. Elect a Secretary, who shall be from any Clinical Level (400L – 600L), or must at least be from the college of medicine in the absence of any clinical level
- x. Where a class/level lacks eligible volunteers (not due to class transition), the slot may be filled from another class/level, with priority given to the most senior class/level
- xi. Ineligibility & Independence: No current member of the Executive Council, Senate, Judicial Commission or persons intending to contest in that election cycle shall serve on the FIEC. FIEC members shall not vote or contest in any election they administer.
- xii. Appointment: The Secretary-General shall issue an open call for applications within 7 days after the dissolution of the previous FIEC. The Senate shall appoint FIEC members by a two-thirds (2/3) majority vote following screening in open session.
- xiii. Tenure: Members shall hold office for one electoral cycle, commencing upon appointment and ending thirty (30) days after the swearing-in of newly elected officers.
- xiv. Re-Appointment: A member may be re-appointed non-consecutively. No person shall serve on the FIEC for more than two (2) cycles in total.
- xv. Vacancies: Any vacancy shall be filled by the Senate within seven (7) days using the same procedure (ii above).

SUBSECTION 3: POWERS & FUNCTIONS OF THE FIEC

- i. Develop and publish election regulations, timetable, forms, and a candidates' handbook consistent with this Constitution.
- ii. If necessary, maintain and publish the voters' register/roll and provide a mechanism for corrections within stipulated timelines.
- iii. Set and manage the nomination and screening process; publish the final list of cleared candidates.
- iv. Procure, secure, and control all election materials, equipment, data, and results systems.
- v. Conduct voting (paper ballot and/or secure e-voting), counting, collation, and declare provisional results; publish certified final results within the timelines herein. Preference will always be given to a secret paper ballot
- vi. Enforce the Code of Campaign Conduct, including sanctions for vote-buying, intimidation, impersonation, vandalism, misinformation, or misuse of FUHSIMSAs resources.
- vii. Set and publish campaign finance and publicity rules; require post-poll campaign finance disclosures.
- viii. Brief candidates/agents; ensure accessibility for eligible members on clinical rotations or special circumstances.
- ix. Keep custody of election records and submit a post-election report to the Senate, Congress, and Judicial Commission archive.

- x. Conduct Senate Election for every new class that joins the College of Medicine during a tenure.

SUBSECTION 4: GENERAL ELECTION CALENDAR & TIMELINES

- i. General elections shall hold in the first week of August each year.
- ii. The Senate may, by two-thirds (2/3) majority, authorize a one-time deviation from this schedule for compelling documented reasons.
- iii. Minimum Timelines (guide):
 - a. Timetable publication - 45 days before polls.
 - b. Nominations open - 40 days before; close - 28 days before.
 - c. Screening & clearance - by 21 days before.
 - d. Campaign period - from clearance until 48 hours before polls.
 - e. Silence period - no campaigns in the 48 hours immediately preceding polls.
 - f. Polls, count, collation, and provisional declaration - same day.
 - g. Polls (Election) – 7 days to end of incumbent tenure
 - h. Certification & publication of final results within 24 hours after provisional declaration, subject to any petition.
- iv. Voting Method: Secret ballot and/or secure e-voting with verifiable audit trails. The FIEC shall publish technical standards for integrity, and accessibility.
- v. Tie/Run-Off: In the event of a tie, a run-off between tied candidates shall be held within 72 hours.
- vi. Recount: A recount may be granted by the FIEC where material irregularities are credibly alleged; the FIEC shall publish recount procedures.

SUBSECTION 5: ELIGIBILITY TO VOTE & TO CONTEST

- i. Voters: All due-paying members of FUHSIMSA shall have the right to vote.
- ii. Candidates: To contest, a member shall:
 - a. Be a current registered member of FUHSIMSA and of the College of Medicine (200L (i.e. must have passed 100 level examinations) and above).
 - b. Not be a final-year (600L) student.
 - c. Have paid all dues and fees owed to FUHSIMSA.
 - d. Be in good academic standing i.e. not repeating a class/level
 - e. Have attended not less than fifty percent (50%) of duly convened Congress meetings in the administrative year preceding the election, as recorded by the Secretary-General. Exceptional cases of absence excused in writing and approved by the Senate shall not count against the member.
 - f. Have maintained financial membership in good standing for at least one (1) preceding administrative year.
 - g. Meet any office-specific qualifications in this Constitution.
- iii. Members shall be in a clinical class (400/500L) to contest for any of the following positions:
 - a. President
 - b. Vice President
 - c. Secretary-General
 - d. Treasurer
 - e. Welfare Secretary
 - f. Special Duties Officer - Clinicals
- iv. Disqualifications (candidacy):
 - a. Persons not on good academic standing
 - b. Members of the Judicial Commission (except they resign properly as stated in this constitution)
 - c. Persons convicted by the Judicial Commission
 - d. FIEC members for that cycle.
- v. Where at the time of the election a class is in transition (such as students awaiting promotion to the next class), such class constituency shall be deemed temporarily unrepresented in the Senate. Their representation shall proceed as soon as their transition into the next class is completed and confirmed (i.e., upon the release of results of the previous class). There shall be, therefore, Senate Election for concerned class constituency by FIEC
- vi. Where parallel or multiple cohorts exist within the same academic level (e.g., '200L a' and '200L b'), each cohort shall be entitled to its own representation in the FIEC and the Senate, and other class-based representation system.

SUBSECTION 6: NOMINATIONS, CAMPAIGNS & CONDUCT

- i. Nominations shall be on FIEC-prescribed forms with required supporting documents and fees (if any) approved by the Senate.

- ii. Campaigns shall be civil, issues-based, and compliant with FIEC publicity rules and campus regulations; vote-buying, inducement, intimidation, impersonation, and misuse of Association or University resources are prohibited.
- iii. The FIEC may organize debates/town-halls for all or select positions.
- iv. Every candidate may appoint one (1) agent to assist and monitor electoral proceedings with the candidates, subject to FIEC accreditation.
- v. Sanctions for breaches may include warnings, fines, disqualification, or referral to the Judicial Commission, as appropriate.

SUBSECTION 7: RESULTS, CERTIFICATION & PUBLICATION

- i. The FIEC shall announce provisional results at collation, provide result sheets to accredited agents, and post certified final results within 24 hours, unless stayed by a petition.
- ii. FIEC shall submit a certified results report and a post-election technical report to the Senate, Congress, and archive same with the Judicial Commission.

SUBSECTION 8: ELECTION PETITIONS & DISPUTE RESOLUTION

- i. Any candidate or voter alleging substantial non-compliance with this Constitution or FIEC regulations that could have affected the result may file a petition to the Judicial Commission within 48 hours of the announcement of provisional results.
- ii. The Judicial Commission shall hear and determine the petition within seven (7) days, and may order a recount, partial or full annulment, or a fresh election.
- iii. The decision of the Judicial Commission shall be final and binding.

SUBSECTION 9: TRANSITION, HANDOVER & CARETAKER PERIODS

- i. Upon publication of the final list of cleared candidates or fourteen (14) days to the polls (whichever comes first), the Executive Council shall enter a Caretaker Period and shall not:
 - a. Make new political appointments;
 - b. Undertake new projects or non-routine expenditures; or
 - c. Enter contracts or commitments extending beyond its term, except with a two-thirds (2/3) Senate approval for urgent, essential matters.
- ii. Outgoing officers shall prepare handover notes, inventories, passwords, and assets for transmission to successors.
- iii. Swearing-In: Newly elected officers shall be sworn in within ten (10) days of elections
- iv. (or by-election or appointment, as the case may be). Outgoing officers shall formally hand over at the ceremony.
- v. The FIEC shall remain in office until thirty (30) days after swearing-in to conclude reports, resolve outstanding logistics, and support any ordered re-runs, after which it shall stand dissolved.

SUBSECTION 10: SPECIAL PROVISIONS ON VACANCIES, UNCONTESTED CANDIDACIES AND BY-ELECTIONS

During Electoral Proceedings

- i. Where only one (1) candidate is duly nominated for an executive office or a single-seat senatorial constituency (e.g., Halls of Residence), such candidate shall be subjected to a YES/NO vote of the electorate.
- ii. A candidate shall be declared elected if he/she secures a simple majority of YES votes (i.e., >50% of total votes cast overall or of the constituency as the case may be)
- iii. Where the candidate fails to secure the required YES votes, the office shall be declared vacant.
- iv. Each class shall elect three (3) Senators to represent it in the Senate.
- v. Where there are more than three (3) candidates, voters shall cast votes for a maximum of three (3), and the three (3) candidates with the highest votes shall be declared elected.
- vi. Where there are exactly three (3) candidates, each of the candidates shall be subjected to a YES/NO vote. Successful candidates must have secured a simple majority of total overall votes cast for the Constituency (i.e., >50% of total votes cast). If successful, the candidates shall be returned elected.
- vii. Where there are only two (2) candidates, each of the candidates shall be subjected to a YES/NO vote. Successful candidates must have secured a simple majority of total overall votes cast for the Constituency (i.e., >50% of total votes cast). If successful, the candidates shall be returned elected, and the remaining one (1) seat declared vacant.

- viii. Where there is only one (1) candidate, the candidate shall be subjected to a YES/NO vote. Successful candidates must have secured a simple majority of total overall votes cast for the Constituency (i.e., >50% of total votes cast). If successful, the candidate shall be returned elected, and the remaining two (2) seats declared vacant.
- ix. Where there are no candidates, all three (3) seats shall be declared vacant.
- x. Where any office remains unfilled after the general elections, the FIEC shall conduct a by-election within seven (7) days as against thirty (30) days.
- xi. Where a by-election fails to produce a candidate, the FIEC shall invite nominations from the Congress.
- xii. Such nominations shall be compiled by the FIEC and presented to a joint sitting of the outgoing Senate and Executive Council, acting as a caretaker body solely for this purpose.
- xiii. The caretaker body shall deliberate and vote on the nominations:
 - a. If only one nominee is presented, a YES/NO vote shall be taken, with a simple majority YES required for confirmation.
 - b. If multiple nominees are presented, the nominee with the highest votes shall be appointed.
- xiv. Appointments made under this subsection shall be deemed valid and binding, carrying the same force as an election. This shall be completed within seven (7) days post by-election
- xv. The outgoing Senate and Executive Council shall stand partially dissolved at the Valedictory Sitting, except for the joint caretaker role provided for above.
- xvi. Newly elected officers shall be inaugurated at the Inaugural Congress/Annual General Meeting.

After Electoral Proceedings

- xvii. Where a vacancy occurs more than ninety (90) days before the end of term, the FIEC shall conduct a by-election within thirty (30) days.
- xviii. Where a vacancy occurs within ninety (90) days to the end of term, no by-election shall be conducted. Succession rules shall apply where necessary. Where no direct successor is specified for vacant office, the Senate may by two-thirds (2/3) majority resolution, designate an acting officer(s) from amongst the existing members of the Executive Council (provided the vacancy(ies) exist in the Executive Council), or from amongst the Senate (provided the vacancy(ies) exist in the Senate)

SUBSECTION 11: DISSOLUTION & EMERGENCY TRANSITIONS

- i. Dissolution of the Executive Council by Congress (for gross misconduct):
 - a. Congress may, in accordance with this Constitution, dissolve the Executive Council.
 - b. Upon dissolution, the FIEC shall immediately publish an election timetable to fill executive offices within thirty (30) days.
 - c. For administrative continuity, Congress shall constitute a Transition Administrative Panel (TAP) limited to day-to-day operations (no policy decisions), composed of the Senate President, a Secretary-General, Treasurer, and two (2) senior Congress members. The TAP shall cease at swearing-in.
- ii. Dissolution of the Senate by Congress (for gross misconduct):
 - a. Congress may dissolve the Senate in accordance with this Constitution.
 - b. The FIEC shall conduct Senate elections within thirty (30) days.
 - c. Congress shall elect a Presiding Officer pro tempore for Congress sittings limited to oversight and facilitation of the transition until a new Senate is inaugurated.
- iii. Concurrent Dissolution of both EC and Senate:
 - a. The FIEC shall conduct concurrent general elections within thirty (30) days.
 - b. Congress shall constitute a TAP as in (i)(c) (excluding the Senate President) to handle essential administration; all actions are subject to subsequent audit.
 - c. The Judicial Commission shall have supervisory jurisdiction to ensure constitutional compliance throughout the transition.
 - d. No organ other than Congress may constitute a transitional administrative body. The

SECTION 6: RESIGNATION, VACANCY, AND REMOVAL FROM OFFICE

SUBSECTION 1: RESIGNATION

- i. Any elected or appointed officer of the FUHSIMSAs wishing to resign shall submit a written and signed letter stating the reasons for resignation.
- ii. Such letters shall be addressed:
 - a. For Executive Council officers: to the Secretary-General, who shall transmit same to the Senate.
 - b. For Senate officers or Senators: to the Clerk of the Senate.
 - c. For members of the Judicial Commission: to the Registrar, who shall transmit same to the Senate.
 - d. For Committee members: to their Committee Secretary, who shall transmit to the Committee Chairperson, who shall then notify the Senate.

- iii. The Senate shall deliberate and either accept or reject such resignation.
- iv. An officer who resigns shall hand over all documents, monies, and property of the Association to the Secretary-General (for Executive) or Clerk (for Senate) within forty-eight (48) hours.
- v. A member of the Judicial Commission who resigns properly in order to contest for an elective office shall remain eligible for a certificate of service, provided:
 - a. Their resignation is submitted at least four (4) weeks prior to the commencement of the electoral process and all responsibilities have been duly handed over
 - b. Their resignation occurs less than ninety (90) days to the end of tenure, having served faithfully.
- vi. Members of the judicial commission who resign abruptly, abandon duties, or attempt to resign after the commencement of the electoral process shall forfeit entitlement to a certificate of service as well as the opportunity to contest.
- vii. Members of the Executive Council or Senate who resign less than ninety (90) days to the end of tenure, having served faithfully shall be eligible for a certificate of service

SUBSECTION 2: FORCED RESIGNATION & FORFEITURE

- i. An officer may be compelled to resign where:
 - a. A motion of no confidence is passed by a simple majority of the Senate.
 - b. A petition is signed by a simple majority of the Senate and upheld in plenary.
 - c. Where not less than two-thirds (2/3) of the entire Congress membership submit a petition to the Senate, and the Senate, after due investigation, approves such petition.
 - d. In cases of extreme gross misconduct and/or where the Senate fails to act, or where the Senate does not approve such petition, Congress may proceed directly to compel resignation, provided that such resolution is supported by not less than three-quarters (3/4) of its entire membership.
- ii. A Senator or Executive member shall forfeit his/her seat where:
 - a. He/she absents himself from three (3) consecutive sittings of the Senate/Executive, or two (2) consecutive Congress meetings, without valid written excuse.
 - b. A recall petition signed by at least two-thirds (2/3) of his/her constituency members (level/hall) is received by the Senate President through the Clerk.

SUBSECTION 3: TENURE OF OFFICE

- i. The tenure of office for all elected FUHSIMSA officers shall be one (1) calendar year, commencing on the date of the swearing-in ceremony.
- ii. No member of the Executive Council shall serve for more than two (2) terms in a particular office, whether consecutive or non-consecutive.
- iii. No Senate Officer shall serve for more than two (2) terms in a particular office, whether consecutive or non-consecutive (this does not apply to floor members of the senate).
- iv. An administrative or parliamentary year shall not exceed twelve (12) calendar months.

SUBSECTION 4: VACANCIES

- i. A vacancy shall occur in any office by reason of resignation, impeachment, suspension, incapacitation, graduation, or any other cause not accounted for under Section 5.
- ii. Vacancies shall be filled by a bye-election conducted by the FUHSIMSA Independent Electoral Committee (FIEC) within thirty (30) days.
- iii. In the case of the Presidency, the Vice President shall immediately assume office as President, and a bye-election shall be conducted to fill the Vice Presidency.
- iv. Where a bye-election fails to produce a winner, the Senate may appoint a member of the Association to act in that office, subject to ratification by two-thirds (2/3) of Senators present and voting.

SUBSECTION 5: IMPEACHMENT

- i. Any member of the Executive Council or principal officer of the Senate may be removed from office for:
 - a. Gross misconduct, violation of the Constitution, or abuse of office.
 - b. Expenditure beyond the approved budget.
 - c. Three (3) consecutive unexcused absences from sittings.
 - d. Conviction of a criminal offence.
- ii. Impeachment shall follow due process:
 - a. A written petition signed by at least one-third (1/3) of Senators.
 - b. Investigation by the Senate Disciplinary Committee, with fair hearing granted to the accused.
 - c. A two-thirds (2/3) majority vote of Senators present and voting.
 - d. Upon removal, the office shall be declared vacant and filled in accordance with Subsection 4 (Vacancies).

ARTICLE IV: ADMINISTRATIVE PROCEDURES

SECTION 1: DISCIPLINE

SUBSECTION 1: VIOLATIONS AND COMPLAINTS

- i. All violations of the Constitution, the Rules of the Senate, or other regulations of the Association shall be reported to the appropriate disciplinary body.
- ii. Complaints against:
 - a. Senators or Senate Officers shall be directed to the Senate Disciplinary Committee.
 - b. Members and officers of the Congress and Executives (non-Senators) shall be directed to the Judicial Commission.
- iii. The Senate shall establish and publicize a formal channel for lodging complaints, including confidential submissions.

SUBSECTION 2: INVESTIGATION AND DISCIPLINARY ACTIONS

- i. The Senate Disciplinary Committee shall investigate allegations against Senators and recommend appropriate sanctions to the Senate.
- ii. The Judicial Commission shall investigate allegations against Congress members or officers and Executives and imposing appropriate sanctions.
- iii. Disciplinary measures may include:
 - a. Warning (first minor violation).
 - b. Probation (temporary restriction of privileges).
 - c. Suspension (exclusion from activities or sittings for a specified period).
 - d. Expulsion (in extreme cases, by a two-thirds majority of the Congress).

SUBSECTION 3: HEARING AND APPEAL PROCESS

- i. Any accused student shall be granted the right to:
 - a. Be informed of the allegation in writing.
 - b. Defend themselves before the relevant disciplinary body.
 - c. Present witnesses or supporting evidence.
- ii. The Disciplinary Committee shall hear cases at first instance involving Senators, while the Judicial Commission shall hear appeals from such decisions.
- iii. The Judicial Commission shall hear cases at first instance involving Congress members or officers and Executives.
- iv. Any member found wrongly accused shall be publicly cleared, and the false accuser may be sanctioned for misconduct.

SUBSECTION 4: SUPPORT AND WELFARE PROVISIONS

- i. Accused students may be assisted by a peer defender or representative of their choice.
- ii. The Welfare Committee shall be empowered to provide guidance and counselling support to any member undergoing disciplinary proceedings, to safeguard their well-being.

SUBSECTION 5: DEFINITION OF OFFENCES

- i. Misconduct means any breach of this Constitution, the Senate Rules and Ethics, Standing Orders, or duly passed resolutions of the Association.
- ii. Gross Misconduct means a grave violation that undermines the integrity, peace, order, or good governance of the Association. Without limiting the generality of the foregoing, gross misconduct includes:
 - a. Financial impropriety or mismanagement, including unauthorized expenditure, diversion of funds, falsification of financial records, or concealment of assets.
 - b. Abuse of office or conflict of interest, including using one's position for personal gain or to confer unfair advantage, or interfering improperly with investigations, elections, or disciplinary processes.
 - c. Persistent insubordination or willful disobedience of lawful resolutions of the Senate or Congress.
 - d. Fraud, forgery, theft, or corruption.
 - e. Violence, threats, intimidation, harassment, bullying, or any act that endangers the safety or dignity of members.

- f. Deliberate publication or circulation of false information, including libel, slander, or other forms of defamation, intended to malign the reputation of the Association or its members, where such information is proven false and malicious.
- g. Unauthorized disclosure or tampering, including leaking confidential records, altering official documents, or interfering with official communications, examinations, or election materials.
- h. Election malpractices, including vote-buying, voter intimidation, falsification of results, or undue interference with the Independent Electoral Committee.
- i. Repeated or egregious breaches of Standing Orders or the Senate rules and ethics after warning.
- j. Conviction for a criminal offence within or outside the University.
- iii. Lesser Infractions are breaches of decorum or minor violations (e.g., disorderly conduct, repeated lateness, non-compliance with dress or seating rules) that do not rise to gross misconduct and may attract warnings, fines, or temporary suspension per applicable rules.
- iv. Protected Expression and Whistleblowing Safeguards.
 - a. Nothing in this subsection shall be construed to restrict fair comment on matters of Association governance, academic freedom, or good-faith whistleblowing made through appropriate channels.
 - b. Truth is a complete defence to any allegation under clause ii(f). Honest opinion based on disclosed facts, or statements made in good faith during privileged proceedings (e.g., Senate/Congress debates following Standing Orders), shall not constitute gross misconduct.
 - c. In determining an alleged violation under clause ii(f), the disciplinary body shall require credible evidence of falsity and malice.
- v. Reference and Application. Any reference to “gross misconduct” elsewhere in this Constitution, including provisions on impeachment, forced resignation, suspension, or disqualification, shall be construed by reference to this Subsection 5.

SECTION 2: CODE OF CONDUCT

- i. Dress Code: All medical students shall, at lectures, tutorials, practicals, clinical postings, and any official function of the University or the Association, be properly dressed in accordance with university regulations. Acceptable formal dressing shall include:
 - a. For males: corporate shirts (long or short sleeve), trousers, and tie; or approved native attire with appropriate cap.
 - b. For females: corporate skirts and blouses or gowns; or approved native attire with appropriate headgear.
 - c. Lab coats and any other attire expressly required by the University or College shall be worn as appropriate.
- ii. Language and Conduct in Office: No Executive or Senator shall use foul, abusive, defamatory, or threatening language against another member, student, or staff of the University.
- iii. Law-Abiding and Responsible Conduct: All members of the Association must comport themselves responsibly and be law-abiding students at all times, within and outside the campus.
- iv. Orderly Behavior: No member shall engage in disorderly, disruptive, or anti-social conduct within or outside the University premises.
- v. Language in Public and Official Functions: The language used by any medical student in public, at social functions, or in official Association activities must be articulate, polished, and devoid of vulgarity, obscenity, libel, slander, or derogatory remarks.
- vi. Comportment at Official Functions: Medical students shall be well-composed, respectful, and alert at all official outings or functions of the Association.
- vii. Secret Societies and Unauthorized Groups: No member shall take part in or establish any secret society, cult, or group not recognized by the University or not relevant to the objectives of the Association.
- viii. Prohibited Possessions: No member shall be found in possession of dangerous weapons, hard drugs, or any object/substance capable of endangering life or property.
- ix. Integrity of Credentials and Records: No member shall submit falsified credentials or documents, or engage in fraud, forgery, or falsification of records for any official purpose.
- x. Financial Integrity: No member shall engage in misappropriation or embezzlement of Association funds.
- xi. Violence and Assault: No member shall individually, or in cooperation with others, assault or attack any FUHSI student, Congress officer or member, or staff of the University.
- xii. Sexual Misconduct and Obscenity:
- xiii. No member shall indulge in sexual harassment, indecent behaviour, or any form of obscenity or inappropriate exhibition.

SECTION 3: SCHEDULE OF MEETINGS

- i. The Congress shall meet as often as possible for the effective running of the FUHSIMSAs.

- ii. Meetings may also be held if the Congress mandates the Congress Chancellor to summon one.
- iii. All executive standing committees shall hold regular inside meetings to discuss the workings of each of the subcommittees.
- iv. All executive standing committees must be present at all of the Congress meetings.
- v. All Congress members must be present at all of the meetings except in cases of emergencies and they must give tangible reasons accompanied with evidence of their absence.
- vi. The agenda for any meeting must be drawn by the Congress Scribe and submitted to the Congress Chancellor at least five (5) working days before the meeting.
- vii. All decisions made by the Congress at the meetings are to be decided through voting by the Congress members.
- viii. All decisions made at the Congress meetings are final.
- ix. All members must maintain composure and orderliness in all meetings by raising hands to signify.
- x. Congress meetings shall be called to:
 - a. Discuss matters which are of utmost importance to the association.
 - b. Discuss actions of members, progress, and setbacks of the association.
 - c. Discuss other relevant issues.

SECTION 4: FINANCE

- i. FUHSIMSA shall obtain its income from:
 - a. Annual Dues by the students: Every member shall pay a specific amount as annual dues and shall be subject to regular revision by the Senate. The dues shall be collected by the Executive Council during the registration process.
 - b. Fund Raising Activities
 - c. Internal/External Donations
 - d. Grants
 - e. Any other means as approved by the Senate
- ii. Accounts of the Association: FUHSIMSA shall maintain two (2) bank accounts:
 - a. General Account: to handle routine operational expenses. Signatories shall be the President, Financial Secretary, and Treasurer.
 - b. Sinking Fund Account: to serve as a reserve fund for future projects, emergencies affecting the Association, or stabilization of its finances. Signatories shall be the Senate President, Deputy Senate President, and Clerk of the Senate.
 - c. No withdrawal shall be made from the general account except in accordance with the Association's approved budget.
 - d. No withdrawal shall be made from the general account except by 2/3rd resolution of the Senate on written request for such withdrawal from the Executive Council. All of such withdrawal must be brought to the knowledge of the congress with immediate effect.
- iii. The funds of FUHSIMSA shall be utilized only for its purpose.
- iv. Receipts, duly signed by the Treasurer and stamped, shall be made out in acknowledgment of all funds received by the Association.
- v. The treasurer shall give out receipts on every demand made.
- vi. All cash donations shall be forwarded to the Association within 72 hours of collection.

SECTION 5: AUDIT

- i. The Audit and Budget Implementation Committee shall audit the finances of the Association.
- ii. Accounts of the Association shall be audited at least twice within an Executive year by the Audit and Budget Implementation Committee.
- iii. An external auditor may be appointed whenever such is deemed necessary by the Senate.
- iv. The Auditor's report shall be copied to the Senate, the Executive Council, and the Dean of the Faculty of Clinical Sciences and Basic Medical Sciences.
- v. The Senate shall be empowered to take appropriate actions as they deem fit on the receipt of reports.
- vi. The Senate shall circulate the Auditor's reports to Congress within two (2) weeks of its submission to the Senate.
- vii. Any officer of FUHSIMSA who refuses to appear before the auditor on two (2) consecutive occasions when called upon shall be deemed to have refused to have his/her account audited.

SECTION 6: THE FUHSIMSA PRESS

SUBSECTION 1: ESTABLISHMENT

- i. The Association shall have a press organization known as The FUHSIMSA Press.
- ii. The Press shall serve as the official media arm of the Association and operate within its aims and objectives.

SUBSECTION 2: MEMBERSHIP

- i. Any due-paying member of the Association may apply to join the Press.
- ii. Membership shall be subject to criteria set by the Editorial Board.

SUBSECTION 3: FUNCTIONS

- i. Serve as a source of information, education, and entertainment for members.
- ii. Sensitise members on relevant issues, especially in public health.
- iii. Produce monthly articles for the Association's social media pages.
- iv. Cover all Association events for media documentation and publicity.

SUBSECTION 4: EDITORIAL BOARD

- i. The highest policy-making organ of the Press.
- ii. Shall run the affairs of the Press in line with the ethics of campus journalism.
- iii. Shall consist of
 - a. Editor-in-Chief – Head of the Press.
 - b. Deputy Editor-in-Chief.
 - c. Section Editors (as determined by the Board).
 - d. PRO
- iv. Appointment of Editorial Leaders:
 - a. The Editor-in-Chief shall be appointed by the PRO and ratified by the Senate.
 - b. The Deputy Editor-in-Chief shall be nominated by the Editor-in-Chief in consultation with the PRO and ratified by the Senate.
 - c. Section Editors shall be appointed by the Editorial Board.

SUBSECTION 5: FINANCE

- i. The Editor-in-Chief shall submit an annual Press budget to the Senate through the PRO.
- ii. The Treasurer shall disburse funds as approved by the Senate.
- iii. The Editor-in-Chief shall submit a financial report of Press expenditures before the end of the Executive year.

SECTION 7: GUIDE FOR THE PASSING OF BILLS IN THE ASSOCIATION

SUBSECTION 1: PREAMBLE

The Federal University of Health Sciences Ila-Orangun Medical Students' Association (FUHSIMSA) Constitution is the ultimate legal document of the Association. A review of the Constitution can however **NOT** be done as frequently as the need to is perceived. A bill is a legislative tool that can be utilized to pass pertinent issues into law having gone through the right process.

SUBSECTION 2: DEFINITION

A bill as pertains to the legislature is a proposal offered for debate before its enactment (i.e. passing into law). It is a proposal that must be deliberated upon before being passed into law without having to wait till the next Constitution Review.

SUBSECTION 3: THE NEED FOR A BILL

The various reasons why a bill is proposed include but are not limited to:

- i. Introduction of a new idea not yet covered by existing law (the Constitution).
- ii. An amendment to an existing law in the Constitution, which is thought to be inadequate either because of some changes in government policies (Federal University of Health Sciences, Ila-Orangun policies in our case) or in the society (members of the Association).
- iii. If an existing law is infringing on another fundamental right of members of the Association.

SUBSECTION 4: WHO CAN PROPOSE A BILL?

- i. Members of the Executive Council. They can however only present their bill in the Senate through a Senator.
- ii. Senators.
- iii. Congressmen and Congresswomen (i.e. Bona fide members of the Association). They can however only present their bill in the Senate through their designated Senator.

SUBSECTION 5: PROCESSES INVOLVED IN SPONSORING A BILL

- i. Step 1: Introduction of Bill**
The bill is presented to the Senate President who shall scrutinize it to ensure it was drafted correctly. A convenient date is then fixed for the bill to be discussed in the Senate.
- ii. Step 2: Gazetting**
The copies of the bill are made available to all Senators.
- iii. Step 3: Readings**
 - i. First Reading**
 - a. The bill is first tabled officially before Senators during a sitting of the Senate by the proposer of the bill.
 - b. If the proposer is not a Senator, a Senator does this on his/her behalf.
 - c. During this reading, the bill is not debated upon, Senators are just informed that a bill has been introduced and received by the Senate.
 - ii. Second Reading**
 - a. The bill is being debated at this time. However the sponsor of the bill must move that it be read a second time and this must be seconded by another Senator for it to be deliberated upon. If the motion is not seconded, then the bill stands rejected.
 - b. The Senator proposing the bill shall then be given some time to educate the House about the bill: explaining the details of the bill, the problems it aims to solve, its subjects, its merits and demerits et cetera.
 - c. At the end of the reading, if the bill has the support of the majority of the house, the Senate President will refer the bill either to the appropriate existing Standing Committee of the Association, or other such committee as deemed appropriate by the Senate.
 - d. If the bill does not get the support of the majority, it is removed from the table and can only be discussed when reintroduced to the Senate at a later date.
 - iii. Committee Stage**
 - a. This can either be a relevant Standing Committee of the Association or any committee deemed appropriate by the Senate.
 - b. The committee may organize a public hearing for bills of general interest to the Congress, and such hearings shall be duly publicized. Here, any member of the Congress can make contributions, although only members of the committee can propose a change to the bill. All such changes must be in line with the subject matter of the bill as agreed in the second reading.
 - c. All such public hearing (s) shall serve as a consultative forum i.e. inputs are non-binding, but may guide committee deliberations.
 - d. After the committee has done its work, a revised copy is then prepared by the Clerk of the Senate. The committee then reports to the Senate.
 - iv. Third Reading**
 - a. After the report of the committee, a motion may be moved that the bill be read a third time, either immediately or at a later date, and passed after the Senate resolves that the contents of the clean copy are accurate.
 - b. If a member of the Senate wishes to change or delete a provision in the bill, or to introduce a new provision, he/she must write a letter notifying the Senate of his/her intention before the

- date of the third reading, requesting “that the bill be re-committed”. Hence the committee can reconvene to consider the proposed changes.
- c. No changes shall be entertained if brought before the Senate at the time of the third reading. The revised copy is only read out and passed into law. This would then be incorporated into the Association’s Constitution at the next review process.

SUBSECTION 6: JUDICIAL REVIEW OF BILLS

- i. Any bill passed by the Senate shall have the force of subsidiary law, provided it does not conflict with the Constitution.
- ii. Where a member of the Association believes that a bill or any of its provisions is inconsistent with the Constitution, such a member may petition the Judicial Commission for review.
- iii. The Judicial Commission shall have the power to nullify, in whole or in part, any bill or provision of a bill that is found to be unconstitutional.
- iv. The decision of the Judicial Commission on the constitutionality of a bill shall be final and binding on all organs of the Association.

SECTION 8: CHANGING OF SIGNATORIES

- i. Changing of signatories shall be done not later than 4 weeks after the swearing-in of the executives.
- ii. All relevant documents shall be handed over to the executives on the swearing-in day.

SECTION 9: ASSOCIATION’S PROPERTY, EQUIPMENT AND PUBLIC UTILITY

- i. The Assistant Secretary-General shall take stock of all FUHSIMSA properties and publish all inventories at the beginning and end of each session.
- ii. All FUHSIMSA equipment shall be kept in the FUHSIMSA Secretariat with local security arrangements.
- iii. The officer concerned shall try as much as possible to ensure the safety of the equipment that falls within their spheres of influence.
- iv. FUHSIMSA equipment and/or facilities can be lent out to its members after a written publication has been approved by the officer concerned, with a copy deposited by the Assistant Secretary-General a week before such equipment and/or facilities will be used.
- v. This provision excludes sporting equipment, which shall be readily available on demand.
- vi. All officers concerned shall ensure that anything lent out is returned without any damage and in due time.
- vii. Any officer who damages or loses any FUHSIMSA equipment and/or facilities or causes to be lost or damaged due to official misconduct or carelessness shall be liable to the extent of such loss.
- viii. In cases where the equipment has been lost or damaged by another member of FUHSIMSA, he is to identify the individual(s) involved and ensure that such a member is compelled to repair the damaged or replace the lost equipment.

ARTICLE V: SPECIAL PROGRAMS AND RECOGNITION

SECTION 1: PROGRAMS

SUBSECTION 1: ANNUAL GENERAL MEETING

- i. The Annual General Meeting (AGM) shall serve as the final general sitting of each administrative year.
- ii. It shall be convened primarily to:
 - a. Receive and deliberate on the annual reports of the Executive Council, the Senate, and standing committees.
 - b. Receive the audited financial statement of the Association.
 - c. Ratify outstanding matters of Association-wide importance.
 - d. Mark the formal transition of leadership through the swearing-in of newly elected officers.
- iii. The AGM shall be convened by the Senate President in collaboration with the Secretary-General of the Association.
- iv. Notice of the AGM, including agenda and reports to be presented, shall be circulated to members not less than seven (7) days before the meeting.
- v. The AGM shall include, but not be limited to, the following order of business:
 - a. Opening formalities.
 - b. Presentation of reports:
 - c. Executive Council Report by the President.
 - d. Senate Report by the Senate President.
 - e. Financial Report and Auditor's Report by the Financial Secretary and Audit & Budget Implementation Committee.
 - f. Reports of Executive Standing Committees and relevant Ad-hoc Committees
 - g. Ratification of reports and resolutions.
 - h. Swearing-in Ceremony of newly elected officers.
 - i. Closing formalities.
- vi. The AGM shall not substitute for or diminish the authority of the Congress; rather, it shall serve as a concluding assembly of members combining accountability, transition, and celebration.
- vii. All resolutions reached at the AGM shall carry the same binding force as resolutions of Congress.

SUBSECTION 2: OBSERVANCES

- i. FUHSIMSA may commemorate international and national health awareness days as deemed appropriate by the Senate and Executive Council.
- ii. The list of such observances shall be published in FUHSIMSA's annual calendar of activities.

SUBSECTION 3: FUHSIMSA WEEK (HEALTH WEEK)

- i. FUHSIMSA shall organize an annual FUHSIMSA Week ("Health Week") to promote health awareness, student engagement, and the visibility of the Association.
- ii. The FUHSIMSA Week shall integrate the following components:
- iii. Academic programs: such as symposia, seminars, workshops, public health campaigns, inter-level debates, and quiz competitions;
- iv. Socio-cultural activities: such as film shows, dinner parties, sports events, or other student engagement programs;
- v. Merit Award Night, during which honors and awards are formally conferred.
- vi. The details of FUHSIMSA Week shall be planned by the Executive Council in collaboration with the Senate and ratified by the Senate.

SUBSECTION 4: MERIT AWARD COMMITTEE

- i. There shall be a Merit Award Committee to be constituted annually in preparation for FUHSIMSA Week.
- ii. The Committee shall consist of five (5) members:
 - a. The Director of Socials, who shall serve as Chairperson.
 - b. Two (2) members of the Senate nominated by the Senate.
 - c. One (1) representative of the Congress, nominated by Congress and ratified by the Senate.
 - d. One (1) representative of the Executive Council, excluding the President and Vice President, nominated by the Executive Council and ratified by the Senate.
- iii. The Committee shall be responsible for screening past and present members of FUHSIMSA, affiliates, and other stakeholders of the Association, and recommending deserving individuals for merit awards.

- iv. The Committee shall prepare and present its recommendations to the Senate for ratification at least two (2) weeks before FUHSIMSA Week.
- v. Merit awards shall be presented during FUHSIMSA Week, preferably on Merit Award Night or at a designated event.
- vi. The Committee shall work in collaboration with the FUHSIMSA Week Planning Committee to ensure proper integration of the awards into the week's program.

SUBSECTION 4: AFFILIATIONS

- i. FUHSIMSA shall maintain its membership and active participation in recognized national and international medical student associations.
- ii. FUHSIMSA may host national or international programs when feasible, subject to Senate approval.

SUBSECTION 5: FRESHERS' WELCOME

FUHSIMSA shall organize a formal orientation for newly admitted medical students to integrate them into the Association.

SECTION 2: HONOURS

- i. Honors (Certificates, medals, plaques, Honor rolls, etc.) shall be awarded to deserving individuals.
- ii. Individuals shall be awarded honor(s) if he has contributed immensely to the development and progress of the Association or the Medical School.
- iii. The Executive council shall seek the approval of the Senate before such honor is awarded.
- iv. No deserving individual(s) shall be examined (i.e. questioning, interrogation, or test) before being awarded.

SECTION 3: CITATIONS

This constitution shall be cited as the constitution of the Federal University of Health Sciences, Ila-Orangun, Medical Students' Association.

ARTICLE VI: REVIEW AND AMENDMENTS

SECTION 1: AMENDMENTS

- i. An amendment is the alteration, insertion, or deletion of one or more provisions of this Constitution without replacing it in its entirety.
- ii. An amendment may be initiated by a resolution supported by not less than two-thirds (2/3) of the Senate.
- iii. The amendment shall be deliberated upon by an ad-hoc Amendment Committee established by the Senate.
- iv. An amendment shall become operative upon approval by:
- v. Two-thirds (2/3) majority of the Senate; and
- vi. Simple majority of Congress at a duly constituted meeting.

SECTION 2: REVIEW

- i. A review is a general overhaul of this Constitution.
- ii. No review shall be undertaken earlier than three (5) academic years after this Constitution becomes operative, except where two-thirds (2/3) of the Senate resolves that urgent review is necessary.
- iii. A Constitution Review Committee shall be constituted by the Senate and shall consist exclusively of Senators.
- iv. The Committee may invite memoranda from members of the Association but shall remain accountable to the Senate.
- v. A reviewed Constitution shall become operative upon approval by:
 - a. Two-thirds (2/3) majority of the Senate; and
 - b. Two-thirds (2/3) majority of Congress at a duly constituted meeting.
- vi. Upon adoption, the Senate President shall transmit the reviewed Constitution to the College Management for record purposes within seventy-two (72) hours.

ARTICLE VII: QUORUM AND OATH

SECTION 1: QUORUM

- i. Congress: One half (1/2) the members of the congress shall constitute a quorum for a Congress meeting
- ii. The Senate: Two-thirds (2/3) of the members of the representative council shall form a quorum
- iii. Executive Council: Two-third (2/3) of the members of the Executive Council, with three pre-clinical officers inclusive, shall form a quorum
- iv. Committee: Except stated otherwise in this constitution,
 - a. In a committee of 5 members, three-fifths (3/5) of the members shall form a quorum
 - b. In a committee of which members are more than five (5) two-thirds (2/3) of the members shall constitute a quorum

SECTION 2: OATH

SUBSECTION 1: OATH OF OFFICE FOR EXECUTIVE COUNCIL MEMBERS

- i. I, [Name], solemnly swear to support and uphold the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA with loyalty and truthfulness. I promise to carry out my responsibilities as a member of the Executive Council to the best of my ability while always abiding by the FUHSIMSA constitution and all applicable university policies.
- ii. I will work to further the honor, unity, welfare, and prosperity of the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA. I will work tirelessly to safeguard, promote, and defend the rights and interests of all medical students, ensuring that their voices are heard and their concerns are addressed.
- iii. I will act impartially and without favoritism or animosity against any FUHSIMSA member while carrying out my duties. I pledge to give my best to the welfare of the university and every FUHSIMSA member, and I'll strive diligently to improve the availability of academic and social opportunities for my fellow medical students.
- iv. So help me God.

SUBSECTION 2: OATH OF OFFICE FOR LEGISLATURE MEMBERS

- i. I, [Name], solemnly swear that I will be faithful and bear true allegiance to the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA. As a member of the FUHSIMSA Senate, I promise to discharge my legislative functions with the utmost dedication and responsibility.
- ii. I will perform my duties without fear or favor, striving to act in the best interests of all medical students and the greater FUHSIMSA community. I will adhere to the rules and regulations of the university and the FUHSIMSA constitution while working to preserve the aims and objectives of our esteemed institution.
- iii. I will take a proactive role in the creation and application of rules and regulations that aid in the academic, professional, and individual development of my fellow medical students. I will work to improve the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA with honesty and integrity.
- iv. So help me God.

SUBSECTION 3: OATH OF OFFICE FOR CONGRESS MEMBERS

- i. I, [Name], solemnly swear that I shall uphold and swear allegiance to the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA. I hereby pledge to faithfully discharge my duties as a member of the FUHSIMSA Congress to the best of my ability.
- ii. Without fear, favor, affection, or malice, I shall carry out my responsibilities, always aiming to act in the interests of the medical student body. I will faithfully adhere to the rules and regulations of the university and the FUHSIMSA constitution, ensuring the protection and defense of the rights and welfare of all medical students.
- iii. I will actively support and advance the goals of the College of Medicine, Federal University of Health Sciences, Ila-Orangun, and FUHSIMSA. I'll work along with the other members of Congress to provide a conducive atmosphere for medical students both academically and socially.
- iv. So help me God.

ARTICLE VIII: DEATH, MARRIAGES AND BEREAVEMENT

SECTION 1: MARRIAGE

- i. In the case of marriage of a member and on invitation, the association shall honor the invitation and shall present the member with a gift as decided by the welfare committee.
- ii. Marriages here mean traditional, church, mosque or court wedding.
- iii. The association honors invitation to any of the Marriages to which it is invited.

SECTION 2: DEATH AND BEREAVEMENT OF A MEMBER

- i. In case of the loss of a member and/or bereavement, the association with the approval of the affected parties shall arrange to send at least a delegation.
- ii. The director of welfare/vice president of the association shall as a matter of responsibility supervise such events.
- iii. The Congress Chancellor shall call for an emergency Congress meeting through the secretary general.
- iv. The only business of that Congress session shall be to discuss the death.
- v. By way of levies, the class of the deceased shall bear seventy-five percent (75%) of the cost while the other twenty-five percent (25%) shall be by other members of the association. The total sum and modalities shall be determined by the welfare committee.
- vi. A procession shall be held at the university's teaching hospital in honor of the deceased with his/her portrait.

SECTION 3: LOSS OF A PARENT(S)

- i. Following the death of a parent(s) of a member of the association. The class of the affected member(s) shall organize a condolence visit under the supervision of the welfare committee of the class.
- ii. Any expense incurred during such visit shall be borne by the affected class(es)