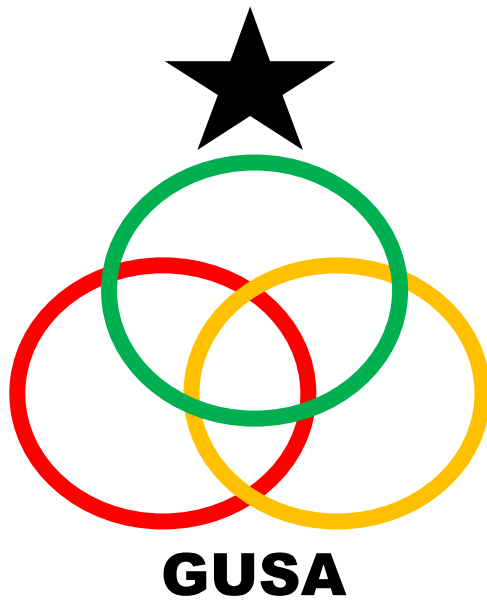


GHANA UNIVERSITY SPORTS ASSOCIATION

CONSTITUTION



September 2013

**CONSTITUTION OF THE GHANA UNIVERSITY SPORTS
ASSOCIATION**

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PREAMBLE

WHEREAS the sports persons of Universities in Ghana note that the state of fragmentation of student sports in Ghana was caused by an uncoordinated practice of sports on various campuses, and that this situation made it impossible for the majority of Ghanaian students to acquire and enhance their sporting skills for free participation; and recognising the need to unite sports persons in all Universities in Ghana to create opportunities for increased student participation in sports;

And WHEREAS the founding institutions herein mentioned have agreed to establish one united national body representing the interest of all students in Universities in Ghana who are registered participants in sports which are recognised by the appropriate national and international sports structures;

WHILST also noting the fact of system differentiation in Ghanaian Universities reflected in the existence of distinct Universities, different developmental needs, differences in logical organisation; and recognising that all the above may have a bearing on the sporting needs of particular institutions;

THEREFORE, we, the under listed institutions: University of Ghana (UG), Kwame Nkrumah University of Science and Technology (KNUST), University of Cape coast (UCC), University of Education, Winneba (UEW), University for Development Studies (UDS), University of Mines and Technology (UMaT) and University of Professional Studies, Accra (UPSA);

DO HEREBY AFFIRM OUR COMMITMENT TO UPHOLD THIS CONSTITUTION HEREIN PRESENTED AS THE GUIDING LEGAL DOCUMENT FOR THE ORGANISATION AND DEVELOPMENT OF SPORTING ACTIVITIES IN UNIVERSITIES OF THE REPUBLIC OF GHANA.

ARTICLE 1: NAME

The name of the association shall be GHANA UNIVERSITY SPORTS ASSOCIATION (hereinafter referred to as GUSA or Association).

ARTICLE 2: EMBLEM AND COLOURS

The colours of GUSA shall be Green, Red and Gold. The emblem shall be three inter-locking rings in GUSA colours in a triangular shape with a Black Star on top and "GUSA" inscribed in black underneath. The emblem shall be on a white background.

ARTICLE 3: AREA OF JURISDICTION

The area of Jurisdiction of GUSA shall be co-terminus with the geographical borders of the Republic of Ghana.

ARTICLE 4: LEGAL STATUS AND INDEMNITY

- a) GUSA shall be an independent entity with the right to sue and be sued in its own name.
- b) All legal proceedings shall be brought by or against GUSA, and GUSA may authorise any member of its Executive Committee to act on its behalf, and to sign all such documents, and

to take all such steps as may be necessary, including the engagement of legal counsel in connection with any such proceedings.

ARTICLE 5: FOUNDER INSTITUTIONS

The founding institutions of the Association are University of Ghana (UG), Kwame Nkrumah University of Science and Technology (KNUST) and University of Cape Coast (UCC).

ARTICLE 6: MEMBERSHIP AND COMPOSITION

- a) Membership is open to Public and Private Universities in Ghana that are duly accredited.
- b) Only registered students of a member institution of GUSA shall be entitled to participate in events or in teams under the jurisdiction of GUSA, WAUG, FASU and FISU.

ARTICLE 7: AIMS AND OBJECTIVES

The aims and objectives of GUSA shall be to:

- a) Uphold and promote its founding principles through organisational structures as may evolve through the continuing interaction of its members.
- b) Facilitate and co-ordinate the development of sports and physical recreational activities, and organise sports competitions among member institutions at all levels.
- c) Implement government policy on sports and recreation at the university level.
- d) Make representations to the macro sports bodies and relevant government departments with respect to sports development on University campuses.
- e) Affiliate to the appropriate international, continental and national sports organisation(s), and to participate in international, continental and national sporting events endorsed by the above mentioned organisations.
- f) Co-operate with the international university sports organisations in fulfilment of their objectives and accept to respect the statutes and regulations of the West Africa University Games (WAUG), Federation of African University Sports (FASU) and Federation of International University Sports (FISU).
- g) Consolidate all student sports associations under one student sports organisation.
- h) Raise and administer funds of GUSA in such a manner as GUSA may deem advisable, and in particular, by means of subscription, donations and sponsorships.
- i) Establish rules and regulations to ensure that all members abide by the Constitution and ideals of GUSA.

ARTICLE 8: COMMITTEE OF PATRONS

Heads of member institutions shall constitute a committee of patrons of GUSA.

ARTICLE 9: GOVERNING BODY: GUSA COUNCIL

The Governing body of GUSA shall be the GUSA Council, also called the Council.

ARTICLE 9.1: Composition of the GUSA Council

The GUSA Council shall be composed of the following:

- a) The following delegates from each member institution:
 - i. Chairperson of institutional Sports Committee *OR* Director of institutional Sports Directorate.

- ii. Registrar OR Representative.
 - iii. All substantive full-time coaches officially appointed by each member institution.
 - iv. One male student and one female student.
- b) One representative each from the Ministry of Youth and Sports (MOYS) and National Sports Authority (NSA).

ARTICLE 9.2: Duties of the GUSA Council

The GUSA Council shall:

- a) Approve the programme of activities of GUSA for the academic year.
- b) Admit new institutions which shall formally apply.
- c) Suspend or dismiss a member institution.
- d) Elect members of the Executive Committee.
- e) Adopt the Budget.
- f) Receive and discuss the Annual Audited Report on the finances of GUSA.
- g) Assume overall responsibility for all games organised by GUSA.
- h) Amend the Constitution.
- i) Attend to any other matters which shall be placed before it by a member institution.
- j) Approve the Executive Committee's nomination of Auditors.
- k) Ratify, or treat otherwise, decisions placed before it by the Executive Committee and the Technical Committee.
- l) Enact bye-laws and regulations for the smooth-running of GUSA.
- m) Receive the President's Annual Report.

ARTICLE 9.3: Meetings of the GUSA Council

- a) The GUSA Council shall have two regular meetings each year, herein referred to as General Assembly.
- b) The Executive Committee may convene an emergency General Assembly as and when it deems it appropriate.
- c) An emergency General Assembly shall be called at the request of at least 50% of member institutions in writing to the Secretary General. Such a meeting shall be convened within four (4) weeks of the receipt of the request.
- d) Venues for GUSA General Assembly shall rotate among member institutions as determined by the Council.
- e) The quorum for GUSA General Assembly shall be at least 50% of institutional membership.
- f) Member institutions shall be given a minimum of 14 days notice for all meetings.
- g) Decisions of the GUSA Council shall either be by consensus or simple majority. Voting shall be by secret ballot unless otherwise agreed upon.
- h) Decisions of the GUSA Council shall be binding on all member institutions.

ARTICLE 10: GOVERNING BODY: EXECUTIVE COMMITTEE

There shall be an Executive Committee of GUSA.

ARTICLE 10.1: Composition of the Executive Committee

- a) President: Shall be a Chairperson of institutional Sports Committee or Director of Sports of a member institution.

- b) Vice President: Shall be a Senior Member.
- c) Secretary-General: Shall be a Technical Person.
- d) Assistant Secretary-General: Shall be a Technical Person.
- e) Treasurer: Shall be a Technical Person.
- f) Chairperson of the Technical Committee.
- g) Chairperson of the Committee on Development of Female Sports
- h) One representative from any institution with no elected member on the Executive committee.
- i) One student representative recommended by the Student Caucus on rotational basis.

ARTICLE 10.2: Meetings of the Executive Committee

- a) The Executive committee shall meet at least once a Semester, outside the dates specified for the GUSA General Assembly. Emergency Meetings may be held as and when the Executive Committee deems it fit.
- b) The quorum for a meeting of the Executive Committee shall be five members, made up of the President, the Secretary-General and any three other members.
- c) Decisions of the Executive Committee shall either be by consensus or by simple majority vote. The President shall have a casting vote on all issues.

ARTICLE 10.3: Tenure of Office of Executive Committee

- a) The tenure of office of elected Executive Committee Members shall be four (4) years, renewable once only for the same position.
- b) A student representative shall serve a term of one academic year only.
- c) Election to Executive Committee positions shall be held in September of the election year. Elected officers' shall be sworn into, and assume office immediately.
- d) Out-going officers shall hand over to the in-coming officers within 30 days after the election.

ARTICLE 10.4: Duties of the Executive Committee

- a) Attend to the day-to-day activities of GUSA.
- b) Represent GUSA at all international, continental, national, or any other meetings as deemed necessary, by resolution of GUSA Council.
- c) Submit regular reports to GUSA Council.
- d) Present budgetary estimates to GUSA Council.
- e) Nominate an auditor to GUSA Council for approval.
- f) Be responsible for the finances of GUSA.
- g) Present an annual statement of account to GUSA Council.
- h) Make recommendations to GUSA Council on matters relating to welfare, development and promotion of sports in the member institutions.

ARTICLE 10.5: Powers of the Executive Committee

- a) Approve all expenditures of GUSA.
- b) Take any disciplinary action against a member institution subject to ratification by the GUSA Council.
- c) Cause GUSA finances to be audited.
- d) Assume overall responsibility for the management of the affairs of GUSA.

- e) Enter into donor funding arrangement with companies or individuals, and solicit and accept fees, donations, gifts, contributions and subscriptions for the sole use of GUSA and its member institutions.

ARTICLE 10.6: Executive Functions

a) The President shall

- i) Be the mouthpiece of GUSA.
- ii) Preside over all meetings of the GUSA Council and the Executive Committee, and see to execution of all decisions of the GUSA Council and the Executive Committee.
- iii) Present an Annual Report to the GUSA Council.

b) The Vice President shall

- i) Assist the President in the performance of his/her duties.
- ii) Act for the President in his/her absence.

c) Secretary-General shall

- i) Summon members to meetings in writing.
- ii) Take minutes at all meetings of the GUSA Council and Executive Committee.
- iii) Be the head of the GUSA Secretariat.
- iii) Be the custodian of all GUSA assets.
- iv) Be the organizer of GUSA activities.

f) Assistant Secretary-General shall

- i) Assist the Secretary-General in the performance of his/her duty.
- ii) Act in the absence of Secretary-General.

d) Treasurer shall

- i) Be responsible for the finances of GUSA.
- ii) Present an annual statement of account to the GUSA Executive Committee meeting.
- iii) Present an annual audited statement of account at the GUSA General Assembly.

e) The Chairperson of the Technical Committee shall

- i) Chair all technical committee meetings.
- ii) Present decisions of the Committee to GUSA Council on behalf of the Committee.
- iii) Serve on the local organising committee of all games organized by GUSA.

ARTICLE 11: GOVERNING BODY: TECHNICAL COMMITTEE

There shall be a Technical Committee of GUSA.

ARTICLE 11.1: Composition of the Technical Committee

- a) Chairperson elected by GUSA Council.
- b) All full-time coaches from each member institution.

ARTICLE 11.2: Functions of the Technical Committee

- a) Recommend the nature and dates for all GUSA sporting events.

- b) Advise GUSA Council on the selection of student teams and officials to represent GUSA at competitions.
- c) Be responsible for training and preparation of GUSA teams for competitions.
- d) Submit decisions of the Committee to the GUSA Council for ratification.
- e) Formulate rules and regulations to govern competitions of GUSA.

ARTICLE 12: GOVERNING BODY: COMMITTEE FOR FEMALE SPORTS DEVELOPMENT

There shall be a Committee for Female Sports Development of GUSA.

ARTICLE 12.1: Membership of the Committee for Female Sports Development

The committee shall comprise of ALL FEMALES on the GUSA Council.

ARTICLE 12.2: Officers of the Committee for Female Sports Development

The Committee for Female Sports Development shall elect the following officers:

- a) Chairperson
- b) Secretary
- c) Organizer

ARTICLE 12.3: Functions of the Committee for Female Sports Development

The Committee shall:

- a) Promote female sports development in all member institutions.
- b) Make proposals to GUSA Council to enhance female participation and leadership in sports.
- c) Present an annual report of its activities to Council.

ARTICLE 13: GOVERNING BODY: SECRETARIAT

There shall be a permanent GUSA Secretariat. The location of the Secretariat shall be determined by the GUSA Council in consultation with the Committee of Patrons. The Secretariat shall be headed by the Secretary-General. The Secretariat shall perform, among others, the following duties:

- a. Provide secretarial services to GUSA.
- b. Keep records of GUSA activities.
- c. Take custody of and maintain GUSA properties.
- d. Develop, maintain and update the GUSA website.

ARTICLE 14: ELECTION OF OFFICERS

- a) The Executive Committee shall appoint an electoral officer before the day of election. Such an officer shall be a Council member who is not eligible to hold office.
- b) Persons intending to stand for election shall declare their intention to the Electoral Officer in writing before the commencement of the GUSA Assembly.
- c) A person standing for election shall be (i) members of GUSA Council; (ii) full time employees of a member institution in good standing; (iii) shall not be due to leave the service of their institution before completing their tenure of office.

ARTICLE 14.1: VOTING

- a) Voting at Council Meeting shall be on institutional bases.
- b) Only members of institutions in good standing may participate in voting.
- c) Each member institution shall have five (5) votes.
- d) Each eligible voter shall vote once.
- e) Voting at meetings may be by secret ballot but for the election of officers, it shall be by secret ballot.
- f) Voting decisions shall be based on simple majority. However, in an election, if there is only one candidate, such a candidate shall obtain more than 50% of valid votes cast to be declared winner. Otherwise, fresh nominations shall be re-opened.
- g) Runoff shall be used in case of a tie.

ARTICLE 14.2: BYE-ELECTIONS

- a) A bye-election shall be held to fill any vacant office created by resignation or removal from office or other circumstances at the next General Assembly.
- b) The Executive Committee shall appoint a member to act in that position within thirty days of a position becoming vacant.

ARTICLE 15: REMOVAL FROM OFFICE

- a) Any officer shall be removed from office for proven gross misconduct or negligence of duty on a motion of no confidence carried by more than 50% of member institutions present at a meeting called for that purpose.
- b) Any such officer shall first be given the opportunity to defend himself/herself.
- c) Any officer so removed shall not be eligible for a future election to any position in GUSA.
- d) Any officer who ceases to be a full time employee or student of his/her university shall also cease to be a Member of GUSA and be replaced.

ARTICLE 16: FINANCE

- a) GUSA shall be funded through subvention by government and stipulated subscription paid by Member institutions. The level and modality of subscription shall be determined by the GUSA Council.
- b) GUSA may also seek funds from other legitimate sources.
- c) The financial year of GUSA shall run from 1st August to 31st July.
- d) An account shall be kept at a bank approved by the GUSA Council.
- e) There shall be three (3) Signatories to the said Account made up of the President, the Vice President and the Treasurer. Any two of them can sign.
- f) Any member institution that is unable to make the correct and appropriate payment of their subscription shall be sanctioned by the GUSA Council. A member institution may not be in arrears for more than one financial year.

ARTICLE 17: GAMES

- a) GUSA shall hold games as stipulated below:
 - i) There shall be GUSA Games held biennially in even years. This will comprise of all sporting disciplines practiced in member institutions and adopted by Council. There shall be mini-GUSA Games in non-GUSA years. There shall be an Annual Inter-University Cross-Country competition.

- ii) GUSA may organise other games and events as shall be approved by Council from time to time.
- b) Member institutions shall host the games mentioned above in a rotation order as determined by the GUSA Council.
 - i) The Host institutions shall ensure that the games are held in accordance with the rules and procedures approved by the GUSA Council and relevant international organisations.
 - ii) An Appeals Committee of five (5) including the President or his/her representative shall be appointed by the organizers to adjudicate in all disputes. The president or his/her representatives shall preside over all meetings of the Appeals Committee.
 - iii) Any disputes shall be referred to the President of the Appeals Committee in accordance with laid down regulations.
 - iv) The quorum for the transaction of business by the Appeals Committee shall not be less than three.
 - v) Decisions of the Appeals Committee shall be final.

ARTICLE 18: REPRESENTATION OF GUSA ON SPORTING ORGANISATIONS AND ASSOCIATIONS (INTERNATIONAL AND LOCAL)

- a) Nomination to International University Sports Associations and any relevant National Associations shall be done by the Executive Committee and presented to Council for approval.
- b) Persons nominated shall be members of the GUSA Council and full time employees of member institutions and shall not be due to leave the service of their institution before completing their tenure of office.
- c) Notwithstanding 18.a), GUSA may also nominate a competent Honorary Coach from a member institution where such a person may not be a member of the GUSA Council at the time.
- d) Non-GUSA Council members nominated shall be required to be in-attendance at General Assembly once a year to present reports of their activities. Such members shall have no right to vote or to stand for election.

ARTICLE 19: CONDUCT OF MEMBERS AND SANCTIONS FOR MISCONDUCT

GUSA Council members shall conduct themselves in a manner that shall not put the image of the Association and member institutions into disrepute. General misconduct and corresponding sanctions shall be constructed from the definitions of misconduct by member institutions.

GUSA shall develop a detailed Code of Conduct for its members and activities.

ARTICLE 20: ANTI-DOPING

Doping is strictly forbidden and constitutes a doping offence under the regulations of FISU and in terms of the World Anti-Doping Code. GUSA shall make appropriate Anti-Doping regulations governing the use of drugs and imposing prescribed sanctions where a doping offence has been found to have been committed. In terms of said Regulations of FISU and the World Anti-Doping Agency, GUSA shall implement and apply the said Regulations save to the extent that the said

Regulations need to be varied to take into account the requirements of governmental legislation and the national drug testing authorities and / or as otherwise provided for in the said Regulations of FISU.

ARTICLE 21: AMENDMENTS TO THE CONSTITUTION

- a) This constitution shall not be amended before three (3) years of its implementation.
- b) A proposal to amend the constitution shall be circulated to all members at least 30 days before a regular General Assembly of the GUSA Council.
- c) Any amendment to the constitution shall be carried by at least 75% of the members of the member institutions.

ARTICLE 22: PROMULGATION

This constitution is deemed to have come into effect on the 14th day of September, 2013.

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