



**CONSTITUTION**  
**OF**  
**GHANA NATIONAL ASSOCIATION**  
**OF ADVENTIST STUDENTS**  
**(GNAAS)**

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**2016**

## **AMENDMENTS**

Members of GNAAS at National Congress 2018 on Monday 30<sup>th</sup> July, 2018 at the CCB auditorium, Kwame Nkrumah University of Science and Technology (KNUST) voted to accept the following amendments to the 2016 GNAAS Constitution.

1. **Article 17.6** of the constitution is repealed
2. **Article 21** of the constitution is amended as follows;
  - 1. All report, proposals, programs and other relevant issues shall be formally written and circulated to members at least 3 days before consideration, discussion, adoption or voting.
  - 2. In the case where clause 1 above is not adhered to, the chairman shall demand an apology to the house and may proffer appropriate punishment to the member
3. **Article 24.1** of the constitution is amended as follow;
  - Heads of committees is added to members of NEC
4. **Article 28.1** of the constitution is amended
  - Heads of committees is added to members of GUEC
5. **Article 32.1** of the constitution is amended
  - Heads of committees is added to members of ZEC
6. **Article 40.1** of the constitution is amended as follows;
  - Each member shall pay dues as determined by NEC at the National Congress and communicated to the entire membership before the close of congress.
7. **Article 40.3** of the constitution is amended as follows;
  - All institutions/fellowships shall pre-finance its dues as per their membership and payments made at a date determined by NEC at first NEC meeting.
8. **Article 42.3, 4, 5, and 6** of the constitution are amended as follows;
  - 3. The GNAAS Audit Team (GAT) appointed by NEC shall serve as the External Auditors for the Association.
  - 4. The GAT shall audit the accounts of the National, GNAAS Union, Zonal and local branches every year.
  - 5. NEC shall approve the budget for the GAT at the first NEC Meeting.

9. **Article 43** is inserted in the constitution

**ARTICLE 43 - GNAAS AUDIT TEAM**

- 1. There shall be the establishment of a five (5) member GNAAS Audit Team (GAT) at the National level which shall serve as the External Auditors for the Association.
- 2. Members of GAT shall be appointed by the National Secretariat and approved by NEC at the first NEC
- 3. The members of the team shall be:
  - a. The Chairman who shall be a Chartered Accountant/Auditor and an alumnus of the Association
  - b. Two members each from both GNAAS Unions
- 4. The tenure of office shall be:
  - a. The Chairman shall not remain in office for more than five (5) continuous years.
  - b. The four members shall not remain in office for more than two (2) continuous years.
- 5. Subject to clause 4 above, GAT shall be a revolving body
- 6. The GAT shall;
  - a. Audit all local branches, Zones, GNAAS Unions and National Secretariats, prepare detailed reports on audit findings and present it to the local Executive Boards, ZEC, GUEC and NEC respectively.
  - b. Complete all audit work 30 days after National GNAAS Congress.
  - c. Inspect account books and accounting systems for efficiency, effectiveness, and use of GAAP in all transactions.
  - d. Detect and resolve discrepancies in accounts and financial report with treasurers.
  - e. Ensure that transactions in the association's books of accounts are properly classified and recorded according to the Generally Accepted Accounting Procedures.
  - f. Recommend controls to ensure reliability of financial information and integrity of financial report in accordance with the standard operating procedure of the association.

- g. Enforce financial control procedures and policies in the Standard Operating Procedures of the association.

10. **Article 45.3** of the constitution is amended as follows;

- Zonal Level – The Zonal Executives and ZEC members shall assume office before the National Congress.

11. **Article 52.2** of the constitution is amended as follows

- These committees shall be formed by the national secretariat subject to the approval of NEC at the NEC at Congress.

12. **Article 59.2** of the constitution is amended as follows;

- A member shall bring proposals for review of this constitution in writing seconded by not less than 21 active GNAAS members from both Unions to NEC through the NEC Chairman.

13. **Article 63.19** is inserted as follows;

- Guest - Local Executive Board, ZEC, GUEC or NEC may write to invite some people to attend their meetings for special reasons. Also members of GNAAS may apply through their local branches to the Local Executive Board, ZEC, GUEC or NEC Chairman for acceptance to attend a particular Local Executive Board, ZEC, GUEC or NEC Meeting.

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**CONSTITUTION**  
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**2016**

**PREAMBLE**

In the name of the Almighty God, we the members of the Ghana National Association of Adventist Student (GNAAS) of the Seventh-day Adventist Church,

**IN CHAMPIONING** the cause of raising to the highest level, the moral, spiritual and intellectual standard of members of the association for worthy emulation of posterity,

**IN SEEKING** to promote the welfare of members as well as secure unbreakable solidarity and fellowship among members of GNAAS,

**INTENDING** to promote amicability and tranquillity in the association and among Seventh-day Adventists as a whole, based on the exquisite principle of one faith, one hope and one baptism,

**DO** hereby adopt, enact and give to ourselves this constitution.

## **CHAPTER ONE**

### **THE CONSTITUTION**

#### **ARTICLE 1 – THE NAME OF THE ASSOCIATION**

The name of the Association shall be known and called **Ghana National Association of Adventist Students (GNAAS)**.

#### **ARTICLE 2 – MOTTO**

The motto of the Association shall be **“The Adventist Student – A Builder for Christ”**.

#### **ARTICLE 3 – THE SUPREMACY OF THE CONSTITUTION**

1. This constitution shall be the supreme law for the governance of GNAAS.
2. Notwithstanding article 3 (1) this constitution shall be subject to the authority of the Holy Scriptures (both Old and New Testaments), Spirit of Prophecy (SOP), and other working documents of the church (the current edition of the Seventh - day Adventist church Manual, for example).
3. For the avoidance of doubt our basis of faith shall be the same as contained in the Holy Scriptures (both old and new Testaments)
4. In the event of a conflict with a provision of this constitution by any subsidiary institution’s constitutional provision, the provision of this constitution shall to the extent of the conflict take precedence.
5. For the avoidance of doubt any such inconsistent provision as stated in clause 4 above, shall be null and void.

#### **ARTICLE 4 – ENFORCEMENT**

1. Any member of GNAAS who alleges that a conduct of any person, institution or local branch as the case may be, OR any constitution, decision or resolution of any institution established under GNAAS; is inconsistent with, or is in contravention of, the provision in this constitution,
  - a. May bring an application to the National Executive Council (NEC) for a declaration to that effect.
  - b. Or may by writing notify the leadership of his local fellowship, Zonal or GNAAS Union Executives who shall accordingly petition the NEC

2. For the purpose of article 4(1),
  - a. Where the person is in the local institution/local branch, some individuals may be assigned to an advisory duty by the Executive Board. The Executive Board shall call and advise any such member, if need be.
  - b. The Executive Board may direct such a person to suspend his duties until after the investigation of the allegation if need be.
  - c. The Executive Board reserve the right to inform the local church leadership to which the offending member belongs.
  - d. Sanctions shall be taken in accordance with the Holy Scriptures (both old and new testaments) and procedures stipulated in the current edition of the Seventh-day Adventist church manual where the offender's membership is in the fellowship through a local church.
3. For the purpose of article 4(1),
  - a. Where the person is an executive in the National, GNAAS Union, Zonal and GNAAS District Secretariats, the NEC, GUEC, ZEC and GNAAS District Secretariat as the case may be shall form a committee to investigate the allegation and report within 21 days.
  - b. The NEC, GUEC, ZEC and GNAAS District Secretariat as the case may be, may direct such a person to suspend his duties until after the investigation of the allegation.
  - c. The NEC, GUEC, ZEC and GNAAS District Secretariat as the case may be, shall thereupon discuss the report and recommendations from the committee in clause (a) above and impose sanctions as the case may be in accordance with the Holy Scriptures (both old and new testaments) and procedures stipulated in the current edition of the Seventh-day Adventist church manual.
4. For the purpose of article 4(1), where an institution/local branch violates the constitution, the application brought shall first be referred to the Legal/Constitution Committee for investigation and recommendations before an action is taken by NEC.
5. For the purpose of article 4(1),
  - a. If the conduct of a person contravenes the constitution or borders on constitutional interpretation, NEC shall refer the matter to the Legal/Constitution Committee for appropriate action.
  - b. The decisions of the Legal/Constitution Committee in clause (a) above shall be final and binding.

**6. MODE OF APPLICATION**

- a. Any application for declaration under this provision shall be by writing setting out the reliefs sought and the grounds thereof.
- b. The application shall be supported by not less than ten (10) verifiable GNAAS members of good standing who shall append their respective signatories to the application.

**ARTICLE 5 – IMPLEMENTATION**

The Aims and Functions contained in this constitution shall guide any person of GNAAS in the execution of any power or duty entrusted or imposed on that body by this constitution.

CERTIFIED

## **CHAPTER TWO**

### **AIMS**

#### **ARTICLE 6 – AIMS**

The aims of GNAAS shall be to:

1. Develop a unified body of Seventh-day Adventist students with an unsleeping consciousness for spiritual, moral, and academic excellence; and one in which every student is a missionary.
2. Prepare souls on various campuses for the imminent return of Christ.
3. Help in the spiritual development of Seventh-day Adventist students.
4. Promote fellowship among Seventh-day Adventist students in Ghanaian institutions of learning and beyond.
5. Establish GNAAS branches on institutional campuses where necessary.
6. Effectively fulfill our social responsibilities in the communities.
7. Encourage discipline among members and dedication to the Seventh-day Adventist Church and the Association.

## **CHAPTER THREE**

### **MEMBERSHIP, PATRONS, CHAPLAINS**

#### **ARTICLE 7 – MEMBERSHIP**

1. Members, who identify with GNAAS, shall be Ghanaian Seventh-day Adventist students at the University, Polytechnic, and Diploma awarding institutions, Senior High Schools, Analogous institutions in Ghana and abroad, and foreign students studying in Ghanaian institutions.
2. A member shall maintain his full-membership until successful completion of a program of study.
3. Associate members shall include all Seventh-day Adventists who have successfully completed a programme of study.
4. Without prejudice to clause (3) above, and subject to provision of this constitution, Associate members shall also include Ghanaian Seventh-day Adventist who have completed a program of study and who is working abroad.

#### **ARTICLE 8 – PATRONS**

1. At the institutional level, Seventh-day Adventist teachers, tutors, lecturers or workers in the institution as the case may be, shall be the patrons to the institution/fellowship.
2. Without prejudice to clause (1) above, where there is no Seventh-day Adventist teacher, tutor, lecturer or worker in the institution as the case may be, the District Pastor of the District within which the institution/fellowship is located shall be the patron to the institution/fellowship.
3. At the Zonal level, the President of the Conference/Administrative unit/Field within which the zone is located shall be the patron to the zone.
4. At the GNAAS Union level, the President of the Union within which the GNAAS Union is located shall be the patron to the GNAAS Union.
5. At the National level, the President of the Union hosting the National Secretariat shall be the National Patron in that academic year.
6. Other Pastors and Associate members may be elected by the National Executive Council (NEC) as patrons.

7. The responsibilities of the patron among other things shall include;
  - a. Represent the interest of the Association at the administrative levels of the institutions.
  - b. See to the wellbeing of the students in the institutions.
  - c. Any other duties as determined by NEC.

## **ARTICLE 9 – INSTITUTIONAL CHAPLAINS**

1. Every institution/fellowship shall have a Chaplain as appointed by the Conference.
2. The tenure of office of the Chaplain shall be determined by the appointing Conference.
3. The chaplain shall,
  - a. Be the spiritual head of the institution/fellowship.
  - b. Chair the Executive Board meetings of the institution/fellowship.
  - c. Represent the institution/fellowship at the conference.
  - d. Perform any other duty as stated by the appointing Conference, Ministerial manual, current edition of the church manual and other documents belonging to the Seventh-day Adventist church.

## **ARTICLE 10 - ALUMNI REPRESENTATIVE**

1. There shall be the appointment of an Alumnus as an Alumni representative at all levels of the Association – Local branches, Zonal, GNAAS Union and National Secretariats.
2. The Alumni representatives shall,
  - a. Constitute the Alumni Relations Committee of the Association at the Zonal, GNAAS Union and National Secretariats as stated in article 56
  - b. Serve as a liaison between the Association and the Alumni.
  - c. Represent the interest of the Alumni members.
  - d. **Keep a data base of all the Alumni both in the country and abroad.**
  - e. Work to unite the Alumni front as an organized body.
  - f. **Relay all relevant information to the Alumni and vice versa where necessary.**
  - g. Perform other duties as stated in the constitution or determined by NEC.



## **CHAPTER FOUR**

### **FUNCTION/MEETINGS/PROGRAMS**

#### **ARTICLE 11 – FUNCTION/MEETINGS/PROGRAMS**

The Association shall organize:

1. Evangelism
2. National congress
3. National Executive Council Meetings
4. GNAAS Union Executive Council Meetings
5. Zonal Executive Council Meetings
6. GNAAS Union Retreat
7. Zonal day of fellowship
8. Institutional campus meetings and Alumni home coming
9. Social Responsibilities.
10. Any other function/meeting/program as determined by NEC

#### **ARTICLE 12 - EVANGELISM**

1. Evangelism shall be organized at the various levels of the Association:
  - a. Local branches – Institutions, local districts and local church branches
  - b. Zonal levels – Zonal evangelism
  - c. GNAAS Union levels – GNAAS Union evangelism
  - d. National levels – National pre-congress evangelism
2. There shall be an evangelistic outreach at the annual National Congress.
3. There shall be the establishment of a three (3) member Evangelism Committee at the Zonal, GNAAS Union and National levels as stated in article 52.

#### **ARTICLE 13 - NATIONAL CONGRESS**

1. National congress shall be organized annually.
2. The National congress shall be preceded by a pre-congress evangelism.
3. NEC shall approve of the venue, speakers and programs to be organized at the congress.
4. The venue for congress shall be rotated on union-regional-basis.

5. NEC shall organize orientation for National, GNAAS Union and Zonal executives at the congress.
6. Handing over and assumption of duty for National and GNAAS Union executives shall take place at congress as stated in article 44.
7. There shall be business meeting (open forum) at Congress.

#### **ARTICLE 14 - NATIONAL EXECUTIVE COUNCIL (NEC) MEETING**

1. There shall be at least two (2) National Executive Council meetings in a year.
2. Notwithstanding clause (1) above, there shall be a NEC meeting/s at the National Congress.
3. The NEC meetings shall be convened by the National Secretariat in consultation with the Chairman of NEC.
4. Decisions taken at the NEC meetings shall be communicated to the members through the National, GNAAS Union, Zonal and Local branches.
5. The National President who is secretary to NEC shall send minutes of the NEC meetings in accordance to article 25(4c).
6. For the purpose of forming a quorum for NEC meetings, 50% plus 1 of NEC members shall be present.

#### **ARTICLE 15 - GNAAS UNION EXECUTIVE COUNCIL (GUEC) MEETING**

1. There shall be at least two (2) GNAAS Union Executive Council meeting in a year.
2. The GUEC meetings shall be convened by the GNAAS Union Secretariat in consultation with the Chairman of GUEC.
3. Decisions taken at the GUEC meetings shall be communicated to the members through the Zonal and Local branches.
4. The GNAAS Union President who doubles as the secretary to GUEC shall send minutes of the GUEC meetings to the National Secretariat, GUEC members, Conference Chaplaincy Directors in the Union and all institutions within 2 weeks after the meeting.
5. For the purpose of forming a quorum for GUEC meetings, 50% plus 1 of GUEC members shall be present.

## **ARTICLE 16 - ZONAL EXECUTIVE COUNCIL (ZEC) MEETING**

1. There shall be at least two (2) Zonal Executive Council meeting in a year.
2. The ZEC meetings shall be convened by the Zonal Secretariat in consultation with the Chairman of ZEC.
3. Decisions taken at the ZEC meetings shall be communicated to the members through the Local branches.
4. The Zonal President who doubles as the secretary to ZEC shall send minutes of the ZEC meetings to the GNAAS Union Secretariat, ZEC members, Chaplains in the Conference and all institutions within 2 weeks after the meeting.
5. For the purpose of forming a **quorum** for ZEC meetings, 50% plus 1 of ZEC members shall be present.

## **ARTICLE 17 - GNAAS UNION RETREAT**

1. There shall be one (1) GNAAS Union retreat in the unions in an academic year.
2. The union retreat shall be organized by the GNAAS Union Secretariat.
3. The union retreat shall bring together all the branches in the Union for fellowship and socialization.
4. GUEC shall approve of the venue, speakers and programs as well as ensure the rotation of the union retreat among the institutions in the Union.
5. **There shall be business meeting (Open forum) at the union retreat**
6. **GUEC shall organize orientation for Zonal executives at the union retreat.**
7. **The Union president shall give a report of the union retreat to NEC.**

## **ARTICLE 18 - ZONAL DAY OF FELLOWSHIP**

1. There shall be one (1) Zonal day of fellowship in the zones in an academic year.
2. The zonal day of fellowship shall be organized by the Zonal secretariat.
3. The Zonal day of fellowship shall bring together all the local branches in the zone for fellowship and socialization.
4. ZEC shall approve of the venue, speakers and programs as well as ensure the rotation of the zonal day of fellowship among the institutions in the zone.
5. The Zonal president shall give a report of the zonal day of fellowship to GUEC.

## **ARTICLE 19 - INSTITUTIONAL CAMPUS MEETINGS AND ALUMNI HOME COMING**

1. The individual campus branches shall operate as Seventh-day Adventist churches in accordance with the church manual.
2. They shall organize programs to satisfy the spiritual, academic, physical and mental needs of their members.
3. They shall organize evangelistic programs to win more souls into the kingdom of God.
4. The programs shall be approved by the local branch board/executive committee.
5. **The Local President shall send reports of their activities to the Zonal Secretariats for onward transmission to the GNAAS Union secretariat at the end of every semester.**
6. The local institutions shall organize Alumni homecoming.

## **ARTICLE 20 - SOCIAL RESPONSIBILITIES**

1. **All local branches, Zones, GNAAS Unions and National secretariats shall organize a program in fulfillment of social responsibility.**
2. These programs shall be organized as many times as possible.
3. Reports of these programs shall be submitted to the Zonal, GNAAS Union and National Executive Council as the case may be.

## **ARTICLE 21 – STANDING ORDERS FOR MEETINGS**

1. All report, proposals, programs and other relevant issues shall be formally written and circulated to members at least 3 days before consideration, discussion, adoption or voting.
2. In the case where clause 1 above is not adhered to, the chairman shall demand an apology to the house and may proffer appropriate punishment to the member.
3. Each delegate at a meeting shall have one vote on a particular matter.
4. Voting at a meeting shall be by show of hands or as may be determined by the chairman, unless otherwise provided for by this constitution.
5. All motions shall have a proposer and a seconder. Under no circumstance shall an observer propose, second, or vote on a motion.
6. No discussion shall be allowed on any motion or amendment until it has been proposed and seconded.

7. A motion shall only be opened for discussion or for amendment only after the proposer and the seconder have been given the opportunity to speak in support of the motion.
8. After the proposer and the seconder have spoken for the motion, the chairman shall invite other speakers in the following order:
  - a. For the motion,
  - b. Against the motion.
9. The chairman shall decide the number of speakers which shall be equal for both sides.
10. Debate must be limited to the immediate question, that is, the pending question as stated by the chair. The chairman shall rule out of order any speaker failing to adhere to the subject of discussion
11. A point of order must be heard at all times during deliberations except during the voting process. The point of order must deal with the conduct of procedure of standing and calling attention to the introduction of matters not pertaining to the issues under consideration.
12. A point of information must be heard at all times. Its acceptance shall be at the discretion of the chairman. During the discussion of a motion, the following motions are in order and can be accepted in the following order of precedence:
  - a. Motion withdrawing motion.
  - b. Motion to retract.
  - c. Motion to reverse the ruling of the chairman by (2/3) majority of members present.
  - d. Motion to limit or extend debate.
  - e. Motion to adjourn.
13. When a motion has been put forward, the chairman shall make a list of those who wish to speak for or against the motion. The list is then closed and each speaker shall be allowed time; the time duration shall be at the discretion of the chairman.
14. Without prejudice to any provision of this constitution, the NEC, GUEC, ZEC or any committee shall adopt the above procedures.

## **CHAPTER FIVE**

### **STRUCTURE**

#### **ARTICLE 22 - ORGANIZATIONAL STRUCTURE OF GNAAS**

The organizational structure of GNAAS shall include the:

1. National Congress
2. National Executive Council (NEC)
3. National Secretariat
4. GNAAS Union Executive Council (GUEC)
5. GNAAS Union Secretariat
6. Zonal Executive Council (ZEC)
7. Zonal Secretariat
8. Local branches
  - a. Institutional branches
  - b. Local district Secretariat
  - c. Local church Branches

#### **ARTICLE 23 – NATIONAL CONGRESS**

##### **1. Membership**

**Congress shall comprise of:**

- ~~a. All members as stated in article 7 present~~
- b. Executives of all local branches
- c. Zonal Secretariat
- d. Zonal Executive Council Members
- e. GNAAS Union Secretariat
- f. GNAAS Union Executive Council Members
- g. National secretariat
- h. National Executive Council Members
- i. GNAAS Alumni and Associates present
- j. Chaplains and Pastors present (Non-voting)
- k. Chaplaincy Directors of Unions and Conferences present (Non-voting)
- l. Guests (Non-voting)

## **2. Functions of the National Congress**

The National Congress shall be convened annually. The National Congress shall:

- a. Be the highest decision making body of the Association.
- b. Promote the spiritual development as well as fellowship among members.
- c. Receive a report from the National and GNAAS Union Secretariats on the activities carried out in the academic year.
- d. Receive a report from the National and GNAAS Union Treasurers on the financial status of the association.
- e. Vote to accept the constitution, any amendments or review thereof made in the constitution.
- f. Vote to accept new GNAAS Branches, Zones and GNAAS Unions when applicable.

## **ARTICLE 24 – NATIONAL EXECUTIVE COUNCIL (NEC)**

### **1. Membership**

The National Executive Council shall comprise of:

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. National Secretariat
- e. GNAAS Union Secretariat
- f. Zonal President, Secretary and Treasurer
- g. Presidents of Local Branches
- h. Internal and External Auditors
- i. Heads of National Committees
- j. Past National Executives (Non-voting)
- k. Chaplaincy Directors of Conferences (Non-voting)
- l. Pastors and Chaplains of Local Branches (Non-voting)
- m. General manager of SDA Schools (Non-voting)
- n. Invited guests (Non-voting)

## **2. Functions of NEC**

The National Executive Council shall:

- a. Be the supreme governing body of the Association after the National Congress.
- b. Oversee all the activities of GNAAS.
- c. See to the rotation of the National Secretariat of the Association
- d. See to the union regional rotation of the GNAAS National Congress
- e. Approve the budget and Financial statement of the National Secretariat
- f. Approve the programs of the National and GNAAS Union Secretariats
- g. Accept for approval by congress new Branches, Zones and GNAAS Unions where applicable.
- h. Organize orientation for National and GNAAS Union executives at congress.
- i. Delegate duties where necessary

## **ARTICLE 25 - FUNCTIONS OF NEC EXECUTIVES**

### **1. Chairman of NEC**

The Chairman of NEC shall:

- a. Be the Chaplaincy Director of the Union hosting the National Secretariat for that academic year.
- b. Chair all NEC meetings in that academic year.
- c. Serve as a liaison between the Union and GNAAS
- d. Together with the National Secretariat convene NEC meetings.
- e. Delegate duties where necessary.

### **2. Vice Chairman of NEC**

The Vice Chairman of NEC shall:

- a. Be the Chaplaincy Director of the Union that is not hosting the National Secretariat for that academic year.
- b. Chair NEC meetings when the Chairman is unable to chair the meeting.
- c. Assist the Chairman in chairing the NEC meetings
- d. Serve as a liaison between the Union and GNAAS



### **3. Acting Chairman of NEC**

In the absence of

- a. The Chairman and Vice Chairman of NEC, the chaplaincy Director of the Conference hosting the National Secretariat shall act as the Chairman for the NEC meeting.
- b. The Chaplaincy Director of the Conference hosting the National Secretariat, one Chaplaincy Director of a Conference in the hosting union present shall act as the Chairman for NEC.
- c. Any Chaplaincy Director of a Conference in the hosting union, a Chaplaincy Director of a Conference in the union that is not hosting the national secretariat shall act as the Chairman of NEC.
- d. A Chaplaincy Director of a Conference in the union that is not hosting the national secretariat, the General Manager of SDA schools shall act as the Chairman of NEC.

### **4. Secretary of NEC**

The National President shall:

- a. Be the secretary of NEC.
- b. Be assisted by the National General Secretary of GNAAS.
- c. Take minutes of NEC meetings and send minutes, reports and other documents to local branches and NEC members 2 weeks before and 2 weeks after the NEC meeting.
- d. Keep records of all files of the Association.

## **ARTICLE 26 – NATIONAL SECRETARIAT**

### **1. Functions of The National Secretariat**

The National Secretariat shall

- a. Be the student administration of GNAAS and see to the day-to-day administration of the Association.
- b. Meet as many times as possible to plan, implement and enforce the decisions of Congress and NEC.
- c. Supervise the activities of the GNAAS Unions, Zones and Local branches.
- d. See to the organization of the annual GNAAS Congress and NEC meetings.
- e. Have supervisory roles of all committees formed under this constitution.

## **2. Composition of the National Secretariat**

The Executives of the National Secretariat shall be:

- a. President
- b. Vice President (Administration)
- c. Vice President (Programs)
- d. General Secretary
- e. Deputy General Secretaries
- f. Treasurer
- g. Deputy Treasurers
- h. Coordinating Secretary
- i. Deputy Coordinating Secretaries
- j. Alumni Representative

## **ARTICLE 27 - FUNCTIONS OF THE NATIONAL EXECUTIVES**

### **1. The President**

The National President shall:

- a. Be the student head of the Association.
- b. See to the spiritual and academic wellbeing of members of the Association.
- c. Preside over all meetings of the National Secretariat.
- d. Have the mandate, where the need arises, to take emergency decisions in consultation with the members of the Secretariat.
- e. Represent GNAAS at all functions, both local and international.
- f. Play a general supervisory role of all GNAAS activities at the various levels.
- g. Be a liaison between members abroad and the local Association.
- h. Delegate duties as and where necessary.
- i. Be a signatory to the National Account.

### **2. Vice President (Administration)**

The Vice President (Administration) shall:

- a. Be the President of the GNAAS Union Secretariat hosting the National Secretariat.

- b. Assist the President in the performance of his duties.
- c. Perform all administrative roles of the Association.
- d. Act as President in the absence of the National President.
- e. Keep records of all files of the Association.
- f. Serve as a liaison between the GNAAS Union Secretariat and the National Secretariat.

### **3. Vice President (Programs)**

The Vice President (Programs) shall:

- a. Be the President of the Union Secretariat that is not hosting the National Secretariat.
- b. Assist the President in the performance of his duties.
- c. Supervise all the programs of the Association in the Zones, GNAAS Unions and National Secretariats.
- d. Ensure the effective implementation of GNAAS programs.
- e. Shall give reports of programs of the Association to NEC
- f. Serve as a liaison between the GNAAS Union Secretariat and the National Secretariat.

### **4. General Secretary**

The General Secretary shall:

- a. Serve as the secretary to the National Secretariat.
- b. Assist the President in taking minutes at NEC meetings.
- c. Take minutes at all National Secretariat meetings.
- d. Be a signatory to the GNAAS account.
- e. Undertake all correspondence of the Association.
- f. Be the head of communications in GNAAS

### **5. Deputy General Secretaries**

The Deputy National General Secretaries shall:

- a. Be the Secretaries of the GNAAS Union Secretariats.
- b. Assist the General Secretary in discharging his/her duties.
- c. Perform duties delegated to them by the General Secretary.

- d. Assist the General Secretary in taking minutes during NEC as well as National Secretariat meetings.
- e. Give reports from the GNAAS Unions to the National Secretariat.
- f. Relay information from the National Secretariat to the GNAAS Unions.

## **6. Treasurer**

The National treasurer shall:

- a. Serve as the Treasurer of the National Secretariat.
- b. Be the secretary to the finance Committee as stated in article 53.
- c. Prepare budget and financial statement to be presented to NEC for approval.
- d. Keep the purse of the Association.
- e. Keep proper accounts of assets, income and expenditure of the association and an account of all the funds from all the zones.
- f. Lead in soliciting for funds on behalf of the Association.
- g. Ensure the payment of subventions to the GNAAS Unions, Zones and local branches where applicable
- h. Be a signatory to the Associations accounts.

## **7. Deputy Treasurers**

The Deputy National Treasurers shall:

- a. Be the Treasurers of the GNAAS Union Secretariats.
- b. Be members of the finance committee as stated in article 53.
- c. Assist the Treasurer in discharging his/her duties.
- d. Perform duties delegated to them by the National Treasurer.
- e. Assist the Treasurer in the preparation of the budget and financial statements.
- f. Assist the Treasurer in the payment of subvention to the GNAAS Unions, Zones and the local branches where applicable.

## **8. Coordinating Secretary**

The National Coordinating Secretary shall:

- a. Liaise between the National Executives and the GNAAS Unions and Zones through the Deputy National Coordinating Secretaries and the Zonal Coordinators respectively.
- b. Chair the publicity committee as stated in article 54.
- c. Ensure the effective implementation of GNAAS activities and projects.
- d. Keep a database of all GNAAS members and Associates.
- e. Perform other duties delegated to him by the National Secretariat and NEC

## **9. Deputy Coordinating Secretaries.**

The Deputy National Coordinating Secretariats shall:

- a. Be the Coordinating Secretaries of the GNAAS Unions.
- b. Assist the National Coordinating Secretary in the discharge of his/her duties.
- c. See to the effective implementation of National programs in the GNAAS Unions.
- d. Give reports concerning the activities in the GNAAS Unions to the National Coordinating Secretary.
- e. Perform other duties delegated to him by the National Secretariat and NEC.

## **ARTICLE 28 - GNAAS UNION EXECUTIVE COUNCIL (GUEC)**

### **1. Membership**

The GNAAS Union Executive Council shall comprise of:

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. GNAAS Union Secretariat
- e. Zonal Secretariat
- f. Presidents of Local Branches
- g. GNAAS Union internal and external Auditor
- h. Heads of committees

- i. Past National and GNAAS Union Executives (Non-voting)
- j. Chaplaincy Directors of Conferences in the Union (Non-voting)
- k. Pastors and Chaplains of Local Branches in the Union (Non-voting)
- l. Invited guests (Non-voting)

## **2. Functions of GUEC**

The GNAAS Union Executive Council shall;

- a. Be the supreme governing body of the Association in the Union.
- b. Oversee all the activities of GNAAS in the Union.
- c. See to the rotation of the Union Secretariat.
- d. See to the implementation of National activities in the Union.
- e. Approve the budget and financial statement of the Union Secretariat.
- f. Approve the programs of the Zonal Secretariat.
- g. Delegate duties where necessary.

## **ARTICLE 29 - FUNCTIONS OF GUEC EXECUTIVES**

### **1. Chairman of GUEC**

The Chairman of GUEC shall:

- a. Be the Chaplaincy Director of the Union.
- b. Chair all GUEC meetings.
- c. Serve as a liaison between the Union and the GNAAS Union
- d. He shall delegate duties where necessary.

### **2. Vice Chairman of GUEC**

The Vice Chairman of GUEC shall:

- a. Be the Chaplaincy Director of the Conference hosting the GNAAS Union Secretariat.
- b. Chair GUEC meetings when the Chairman is unable to chair the meeting.
- c. Assist the Chairman in chairing the GUEC meetings.
- d. Serve as a liaison between the Conference and the GNAAS Union secretariat.

### **3. Acting Chairman of GUEC**

In the absence of

- a. The Chairman and Vice Chairman of GUEC, one Chaplaincy Director of a Conference in the Union present shall act as the Chairman for the GUEC meeting.
- b. Any Chaplaincy Director of a Conference, the Chaplain of the institution hosting the Union Secretariat shall act as the Chairman of GUEC

### **4. Secretary of GUEC**

The GNAAS Union President shall

- a. Be the secretary of GUEC.
- b. Be assisted by the General Secretary of the GNAAS Union.
- c. Take minutes of GUEC meetings and send minutes, reports and other documents to local branches, GUEC members 2 weeks before and after GUEC meeting.
- d. Keep records of all files of the GNAAS Union.
- e. Send minutes of GUEC meetings to the National Secretariat.

## **ARTICLE 30 - GNAAS UNION SECRETARIAT**

### **1. Functions of the GNAAS Union Secretariat**

The GNAAS Union Secretariat shall

- a. Be the student administration of GNAAS at the Union.
- b. Represent the National secretariat in the Union
- c. Seek to the implementation and enforcement of the decisions of NEC and GUEC in the Union.
- d. Organize GNAAS Union retreat.
- e. Shall operate a separate bank account.
- f. Render reports on the activities of their Union as well as the Zones to the NEC
- g. Supervise the activities of the Zones and Local branches.
- h. Have a supervisory role over the committees formed in the GNAAS Union.

## **2. Composition of the GNAAS Union Secretariat**

The Executives of the GNAAS Union Secretariat shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Deputy Secretary
- e. Treasurer
- f. Deputy Treasurer
- g. Coordinating Secretary
- h. Deputy Coordinating Secretary
- i. Alumni Representative

## **ARTICLE 31 - FUNCTIONS OF THE GNAAS UNION EXECUTIVES**

### **1. President**

The GNAAS Union President shall:

- a. Be a Vice President of the National Secretariat.
- b. Be the student head of the Association in the Union.
- c. See to the spiritual and academic wellbeing of GNAAS members in the Union.
- d. Preside over all meetings of the GNAAS Union Secretariat.
- e. Have the mandate, when the need arises, to take emergency decisions in consultation with the members of the Secretariat.
- f. Represent the GNAAS Union at all functions, both local and international.
- g. Play a general supervisory role of all GNAAS activities in the Union.
- h. Present to NEC the activities of the GNAAS Union secretariat.
- i. Delegate duties as and when necessary.
- j. Be a liaison between the GNAAS Union and the National Secretariat.
- k. Be a signatory to the GNAAS Union's Account

### **2. Vice President**

The GNAAS Union Vice President shall:

- a. Act as President in the absence of the GNAAS Union President.



- b. Supervise all programs of the Association in the union.
- c. Ensure the effective implementation of GNAAS programs.
- d. Give reports of programs of the Association to GUEC.

### **3. Secretary**

The GNAAS Union Secretary shall:

- a. Be a deputy General Secretary to the National Secretariat.
- b. Serve as the secretary to the Union Secretariat.
- c. Assist the President in taking minutes at GUEC meetings.
- d. Take minutes at all Union Secretariat meetings.
- e. Shall be a signatory to the Union's account.
- f. Undertake all correspondence of the Association at the Union.

### **4. Deputy Secretary**

The Deputy Secretary shall:

- a. Assist the Secretary in discharging his/her duties.
- b. Perform duties delegated to him by the Secretary.
- c. Assist the Secretary in taking minutes during Union Secretariat meetings.
- d. Be responsible for relaying information from the Union Secretariat to the Zones.

### **5. Treasurer**

The GNAAS Union treasurer shall:

- a. Be a deputy Treasurer to the National Secretariat.
- b. Serve as the Treasurer to the Union Secretariat.
- c. Prepare budget and financial statement to be presented to GUEC for approval.
- d. Keep the purse of the Association in the Union.
- e. Keep proper accounts of assets, income and expenditure of the association and an account of all the funds from all the zones and local institutions.
- f. Solicit for funds on behalf of the Association in the Union.
- g. Ensure the payment of subventions to the Zones and local branches where applicable
- h. Be a signatory to the Union's accounts.

## **6. Deputy Treasurer**

The Deputy GNAAS Union Treasurer shall:

- a. Assist the Treasurer in discharging his/her duties.
- b. Perform duties delegated to him/her by the Treasurer.
- c. Assist the Treasurer in the preparation of the budget and financial statements.
- d. Assist the Treasurer in the payment of subvention to the zones and the local branches.

## **7. Coordinating Secretary**

The GNAAS Union Coordinating Secretary shall:

- a. Be a deputy Coordinating Secretary to the National Secretariat.
- b. Liaise between the GNAAS Union Executives and the Zones through the Zonal Coordinators.
- c. Ensure the effective implementation of GNAAS activities and projects in the Union.
- d. Keep a data base of the GNAAS members in the Union.
- e. Perform other duties delegated to him by the Union Secretariat and GUEC

## **8. Deputy Union Coordinating Secretary**

The Deputy Union Coordinating Secretary shall:

- a. Assist the GNAAS Union Coordinating secretary in the discharge of his/her duties.
- b. See to the effective implementation of Union programs.
- c. Give reports concerning the activities in the Zones to the Union Coordinating Secretary for onward transmission to the National Coordinating Secretary.

## **ARTICLE 32 - ZONAL EXECUTIVE COUNCIL (ZEC)**

### **1. Membership**

The Zonal Executive Council shall comprise of:

- a. Chairman
- b. Vice Chairman
- c. Secretary

- d. Zonal Secretariat
- e. Zonal Auditor
- f. President, Secretary and Treasurer of Local Branches
- g. Heads of committees
- h. Past National, Union and Zonal Executives (Non-voting)
- i. Pastors and Chaplains of Local Branches (Non-voting)
- j. Invited guests (Non-voting)

## **2. Functions of ZEC**

The Zonal Executive Council shall

- a. The ZEC shall be the supreme governing body of the Association at the zonal level
- b. Oversee all the activities of GNAAS in the zone
- c. See to the rotation of the Zonal Secretariat
- d. See to the implementation of National and GNAAS Union activities in the zone
- e. Approve the budget of Zonal Secretariat.
- f. Delegate duties when necessary

## **ARTICLE 33 - FUNCTIONS OF ZEC EXECUTIVES**

### **1. Chairman of ZEC**

The Chairman of ZEC shall:

- a. Be the Chaplaincy Director of the Conference in which the zone is located.
- b. Chair all ZEC meetings.
- c. Serve as a liaison between the Conference and GNAAS
- d. Delegate duties when necessary.

### **2. Vice Chairman of ZEC**

The vice Chairman of ZEC shall:

- a. Be the Chaplain of the institution hosting the Zonal secretariat in that academic year.
- b. Chair ZEC meetings when the Chairman is unable to chair the meeting.
- c. Assist the Chairman in chairing the ZEC meetings.

### **3. Acting Chairman of ZEC**

In the absence of the Chairman and Vice Chairman of ZEC, a Chaplain of an institution in the zone shall act as the Chairman of ZEC.

### **4. Secretary of ZEC**

The Zonal President shall

- a. Be the secretary of ZEC.
- b. Be assisted by the secretary of the Zone.
- c. Take minutes of ZEC meetings and send minutes, reports and other documents to ZEC members 2 weeks before and after ZEC meeting.
- d. Send minutes of ZEC meetings to the GNAAS Union secretariat.
- e. He shall keep records of all files of the Zone.

## **ARTICLE 34 - ZONAL SECRETARIAT**

### **1. Functions of The Zonal Secretariat**

The Zonal Secretariat shall

- a. Be the student administration of GNAAS in the Zone.
- b. Seek to the implementation and enforcement of the decisions of NEC, GUEC and ZEC in the Zone.
- c. Shall represent the National and GNAAS Union Secretariat in the zone
- d. Render reports on the activities of their zone to the GUEC
- e. Organize zonal day of fellowship once a year.
- f. Shall operate a separate bank account.
- g. Supervise the activities of the Local branches.

### **2. Composition of the Zonal Secretariat**

The Executives of the Zonal Secretariat shall be:

- a. President
- b. Vice President
- c. Secretary

- d. Treasurer
- e. Coordinating Secretary
- f. Deputy Coordinating Secretary
- g. Alumni Representative

## **ARTICLE 35 - FUNCTIONS OF THE ZONAL EXECUTIVES**

### **1. President**

The Zonal President shall:

- a. Be the student head of the Association at the Zone
- b. See to the spiritual and academic wellbeing of members of the Association in the Zone.
- c. Preside over all meetings of the Zonal Secretariat.
- d. Have the mandate, when the need arises, to take emergency decisions in consultation with the members of the Secretariat.
- e. Represent the Zone at all functions, both local and international.
- f. Play a general supervisory role of all GNAAS activities in the Zone.
- g. Be a liaison between the Zone and the National and GNAAS Union Secretariats.
- h. Be a signatory to the Zone's Account

### **2. Vice President**

The Vice President shall

- a. Act as Zonal President in the absence of the Zonal President.
- b. Supervise all programs of the Association in the Zone.
- c. Ensure the effective implementation of GNAAS programs.
- d. Shall give reports of programs of the Association to ZEC.
- e. Perform any other duty delegated to him/her by the Zonal Secretariat and ZEC.

### **3. Secretary**

The Secretary shall:

- a. Serve as the secretary to the Zonal Secretariat.
- b. Assist the President in taking minutes at ZEC meetings.
- c. Take minutes at all Zonal Secretariat meetings.

- d. Shall be a signatory to the Zone's account.
- e. Undertake all correspondence of the Association in the zone.

#### **4. Treasurer**

The Zonal treasurer shall:

- a. Serve as the Treasurer to the Zonal Secretariat.
- b. Prepare budget and financial statement to be presented to ZEC for approval.
- c. Keep the purse of the Association at the Zone.
- d. Keep proper accounts of assets, income and expenditure of the association and an account of all the funds received to the zone.
- e. Solicit for funds on behalf of the Association in the Zone.
- f. Be a signatory to the Zone's accounts.

#### **5. Coordinating Secretary**

The Zonal Coordinating Secretary shall:

- a. Liaise between the Zonal Executives and local branches.
- b. Ensure the effective implementation of GNAAS activities and projects in the Zone.
- c. Keep a data base of all GNAAS members in the Zone.
- d. Perform other duties delegated to him by the Zonal Secretariat and ZEC

#### **6. Deputy Zonal Coordinating Secretary**

The Deputy Zonal Coordinating Secretary shall:

- a. Assist the Zonal Coordinating Secretary in the discharge of his/her duties.
- b. See to the effective implementation of Zonal programs.
- c. Give reports concerning the activities in the Zones to the Zonal Coordinating Secretary for onward transmission to the GNAAS Union Coordinating Secretariat.
- d. Perform any other duties delegated to him/her.

### **ARTICLE 36 - LOCAL BRANCHES**

1. There shall be GNAAS branches at the local levels.
2. They shall report to the zonal secretariat.
3. The local GNAAS branches shall comprise

- a. Institutional Branches
- b. Local district secretariat
- c. Local church branches

### **ARTICLE 37 – INSTITUTIONAL BRANCHES**

There shall be GNAAS branches in all Senior High and Tertiary institutions in the country.

The institutional branches shall

- a. Seek and bring together all Adventist students in the institution.
- b. Seek the spiritual, physical as well as the academic wellbeing of its members.
- c. Support the Zonal, GNAAS Union and National Secretariats in the discharge of their functions.
- d. Make all financial commitments to the Zonal, GNAAS Union and National Secretariats.
- e. Be responsible for organizing GNAAS activities on the various academic campuses.
- f. Operate as local churches as stated in the current edition of the Seventh-day Adventist church manual.
- g. Prepare and send their program for the year and financial reports to the Zonal Secretariat.
- h. Perform other duties delegated to them at the Zonal, GNAAS Union or National levels.

### **ARTICLE 38 - LOCAL DISTRICT GNAAS SECRETARIAT**

#### **1. Composition of Local District GNAAS Secretariat**

There shall be GNAAS secretariats in all the districts of the country as determined by the conference. The Secretariat shall comprise of;

- a. District Pastor – Chairman
- b. Elected President – Vice Chairman
- c. Elected Secretary – Secretary
- d. Elected Treasurer – Treasurer
- e. Elected Coordinator – Coordinator
- f. Alumni/Associate members in the district – Members

## **2. Functions of The Local District GNAAS Secretariat**

The local district GNAAS secretariat shall;

- a. Promote GNAAS in all district programs including annual camp meetings
- b. Promote GNAAS programs in the local churches and district.
- c. Raise funds in the local churches for the Zonal secretariat.
- d. Support local members financially to attend National Congresses.
- e. Send quarterly report of their activities to the zonal secretariat.

## **ARTICLE 39 - LOCAL CHURCH GNAAS SECRETARIAT**

### **1. Composition of Local Church GNAAS Secretariat**

There shall be GNAAS secretariats in all the local churches in the country. The Secretariat shall comprise of;

- a. Church Pastor – Chairman
- b. Elder in charge of youth – Vice Chairman
- c. Elected President – President
- d. Elected Secretary – Secretary
- e. Elected Treasurer – Treasurer
- f. Elected Coordinator – Coordinator
- g. Alumni/Associate members in the church – Members

### **2. Functions of The Local Church GNAAS Secretariat**

The local Church GNAAS secretariat shall;

- a. Promote GNAAS programs in the local churches.
- b. Raise funds for the local, district and zonal secretariats.
- c. Support local members financially to attend National Congresses.
- d. Send quarterly report of their activities to the district and Zonal secretariats.



**CHAPTER SIX**  
**FINANCE AND AUDITING**

**ARTICLE 40 – SOURCE OF FUNDING**

1. Each member shall pay dues as determined by NEC at the National Congress and communicated to the entire membership before the close of congress.
2. All dues collected shall be shared in the ratio **2: 2: 2: 4** to National secretariat, GNAAS Union Secretariat, Zonal Secretariat and local institution respectively.
3. All institutions/fellowships shall pre-finance its dues as per their membership and payments made at a date determined by NEC at first NEC meeting.
4. All tithe shall be returned 100% to the various Conferences.
5. All the proceeds from Annual thanks-giving/Harvest/fund raising/sales of souvenirs made in the name of the Association shall be shared in the ratio **1: 0.5: 0.5: 8** to National Secretariat, GNAAS Union Secretariat, Zonal Secretariat and Local fellowship respectively.
6. Without prejudice to clause (5) above, all other budgeted offerings shall be shared in the ratio as stated in clause (5) above.
7. 10% of any harvest/fund raising made during a GNAAS Union retreat and Zonal day of fellowship shall be sent to the National Secretariat.
8. There shall be budgetary allocations from the Unions and Conferences in the form of subventions. These subventions shall be shared in the ratio as below;
  - a. Subvention from Union – **5: 5** to National Secretariat and GNAAS Union Secretariat.
  - b. Subvention from Conferences – **2.5: 2.5: 5** to National Secretariat, GNAAS Union Secretariat and Zonal Secretariat.
9. A margin of 10% shall be added to each yard of GNAAS cloth sold and shall be deposited into the GNAAS endowment fund monthly.
10. The Union and Conference Chaplaincy Directors shall facilitate payment of subventions from Unions and Conferences.
11. There shall be at least one (1) special harvest in all GNAAS institutions with the exception of Second cycle institutions in an academic year in aid of the endowment fund. The proceeds from the harvest shall be shared in the ratio **3:7** to the local institution and National endowment fund account respectively.

12. GNAAS shall engage in other profit making projects as determined by NEC.

#### **ARTICLE 41 – FINANCIAL RECORDS AND CONTROL**

1. NEC shall be the authority to approve the annual budget of the National secretariat during the first NEC meeting whilst GUEC and ZEC shall approve the budget of the GNAAS Union and Zonal Secretariat at their first meetings respectively.
2. The Local Branch Executive Board shall approve the budget of the local branch.
3. The president, secretary and treasurer of the association shall authorize all spending of the approved budget of the National Secretariat, GNAAS Union and Zonal Secretariat as well as the local branch.
4. The annual budget shall be a zero based budget
5. 15% of annual budgeted revenue shall be the minimum balance of the association's bank account.
6. The financial statements and other financial reports shall be prepared in accordance to Generally Accepted Accounting Principle (GAAP).
7. Financial control procedures as stated in the Standard Operating Procedures (SOP) shall be adopted by the National secretariat, GNAAS Union secretariat, Zonal secretariat and all local branches of the Association. The SOP shall be reviewed every 3 years.
8. Institutions or Individuals who wish to embark on the production of any paraphernalia in the name of the Association shall submit a proposal to the National Secretariat for approval to that effect.
9. All institutions/fellowships shall draw a budget for all internal programs and projects for an academic year and submit to the Zonal Secretariat within 30 days after GNAAS Congress.
10. National Secretariat, GNAAS Union Secretariats, Zonal Secretariats and local branches shall operate a separate bank account with the following as signatories.
  - a. President
  - b. Secretary
  - c. Treasurer

**ARTICLE 42 – AUDITING**

1. National Secretariat, GNAAS Union Secretariat, Zonal Secretariat and local branches shall have an internal auditor appointed by the host institution.
2. Internal Auditors shall complete their work within 14 days after National GNAAS Congress.
3. The GNAAS Audit Team (GAT) appointed by NEC shall serve as the External Auditors for the Association.
4. The GAT shall audit the accounts of the National, GNAAS Union, Zonal and local branches every year.
5. NEC shall approve the budget for the GAT at the first NEC Meeting.

**ARTICLE 43 - GNAAS AUDIT TEAM**

1. There shall be the establishment of a five (5) member GNAAS Audit Team at the National level which shall serve as the External Auditors for the Association.
2. Members of GAT shall be appointed by the National Secretariat and approved by NEC at the first NEC
3. The members of GAT shall be:
  - a. The Chairman who shall be a Chartered Accountant/Auditor and an alumnus of the Association.
  - b. Two members each from both GNAAS Unions
4. The tenure of office shall be:
  - a. The Chairman shall not remain in office for more than five (5) continuous years.
  - b. The four members shall not remain in office for more than two (2) continuous years.
5. Subject to clause 4 above, GAT shall be a revolving body.
6. The GAT shall;
  - a. Audit all local branches, Zones, GNAAS Unions and National Secretariats and prepare detailed reports on audit findings and present it to the local Executive Boards, ZEC, GUEC and NEC respectively.
  - b. Complete all audit work 30 days after National GNAAS Congress.
  - c. Inspect account books and accounting systems for efficiency, effectiveness, and use of GAAP in all transactions.

- d. Detect and resolve discrepancies in accounts and financial report with treasurers.
- e. Ensure that transactions in the association's books of accounts are properly classified and recorded according to the Generally Accepted Accounting Procedures.
- f. Recommend controls to ensure reliability of financial information and integrity of financial report in accordance with the standard operating procedure of the association.
- g. Enforce financial control procedures and policies in the Standard Operating Procedures of the association.

CERTIFIED

**CHAPTER SEVEN  
ELECTIONS**

**ARTICLE 44 – CONDUCT OF ELECTIONS**

1. The approved institution which shall be hosting the National/GNAAS Unions/Zonal Secretariat as well as local branches shall elect officers for the association prior to National Congress.
2. Election of officers shall be in accordance with the procedures stipulated in the current edition of the Seventh –day Adventist Church Manual.
3. A final year student shall not be eligible for appointment as an officer.
4. Any person appointed to hold office in the Association shall be a:
  - a. Seventh – day Adventist student of regular standing.
  - b. Dedicated GNAAS member for at least a year prior to election.
  - c. Paid all his dues and other financial requirements.

**ARTICLE 45 – HANDING OVER/ASSUMPTION OF DUTY**

1. National level - The National Executives as well as NEC members shall assume office at National GNAAS Congress.
2. GNAAS Union level - The GNAAS Union Executives as well as GUEC members shall assume office at National GNAAS Congress.
3. Zonal Level – The Zonal Executives and ZEC members shall assume office before the National Congress.
4. Local Branches – Local Executives shall assume office before National GNAAS Congress.
5. Outgoing executives shall prepare and submit a comprehensive handing over notes and attach relevant documents to the incoming executives.
6. Handing over and assumptions of National and GNAAS Union executives shall not be done on the Sabbath morning.

**ARTICLE 46 – HOSTING OF NATIONAL, GNAAS UNION AND ZONAL SECRETARIATS**

1. The National and GNAAS Union shall be rotated through the institutions as shall be determined by the NEC and GUEC.
2. The Zonal Secretariat shall be rotated through the institutions in the zone as determined by ZEC.
3. The hosting of the Secretariats shall be rotated through the institutions in an alphabetical order.
4. No institution shall host both the National and GNAAS Union Secretariats at the same time.
5. Without prejudice to clause (4) above, an institution can host both the National and Zonal Secretariats or GNAAS Union and Zonal Secretariat at the same time.
6. The hosting of the secretariat shall move to the next institution, if an institution does not meet the criteria required to host the secretariat.

**ARTICLE 47 – CRITERIA FOR HOSTING THE NATIONAL SECRETARIAT**

1. An Institution of Higher Learning that qualifies to host the National Secretariat shall:
  - a. Have a minimum active membership of 300.
  - b. Have its members committed to both local and National activities.
  - c. Have a sound financial base.
  - d. Have the ability to host both Union retreat and National Congress.
2. Such an Institution that meets the aforementioned criteria shall apply to the NEC for consideration.
3. Without prejudice to the above mentioned criteria, an institution hosting national secretariat before the coming into effect of this constitution constitute a prima facie evidence of qualification.

**ARTICLE 48 - CRITERIA FOR HOSTING THE GNAAS UNION SECRETARIAT**

1. An Institution of Higher Learning that qualifies to host the GNAAS Union Secretariat shall:
  - a. Have a minimum active membership of 200
  - b. Have its members committed to local, Union and National activities.

- c. Have a sound financial base.
- d. Have the ability to host Union retreat.
2. Such an Institution that meets the aforementioned criteria shall apply to the NEC for consideration.

#### **ARTICLE 49 - CRITERIA FOR HOSTING THE ZONAL SECRETARIAT**

1. An Institution of Higher Learning that qualifies to host the Secretariat shall:
  - a. Have a minimum active membership of 70.
  - b. Have its members committed to local, Zonal, Union and National activities.
  - c. Have a sound financial base.
  - d. Have the ability to host Zonal day of fellowship.
2. Such an Institution that meets the aforementioned criteria shall apply to the NEC for consideration.
3. Without prejudice to the above mentioned criteria, an institution hosting zonal secretariat before the coming into effect of this constitution constitute a prima facie evidence of qualification.

#### **ARTICLE 50 - BY- ELECTIONS**

1. Without prejudice to this constitution, By-elections shall be held to fill vacancies created as a result of any provision of this constitution.
2. By-elections to clause (1) of this article shall be held within 30 days of the creation of such vacancy.
3. A By-election shall not be held after such position becomes vacant 30 days before the general election.
4. Pursuant to clause (3) above, the executive committee shall appoint a member to take over notwithstanding provisions in the church manual.

## **CHAPTER EIGHT**

### **IMPEACHMENT**

#### **ARTICLE 51 – PROCESS OF IMPEACHMENT**

1. If any Officer is deemed incompetent in discharging his duties, he shall be impeached.
2. In case of an institutional or local Officer, the executive board of the GNAAS branch reserves the right to impeach and re-nominate to fill the vacancy created in accordance with the provisions of this constitution.
3. In case of a Zonal Executive,
  - a. Complaints of impeachment shall be made by writing through the ZEC.
  - b. ZEC shall then hold a joint meeting with the GNAAS Union Secretariat to determine whether or not there is a prima facie case.
  - c. For the purpose of the meeting in clause (b) above, the zonal Chaplaincy Director, 2 GNAAS Union Executives and 3 Zonal Executives shall form a quorum.
  - d. When a prima facie case has been established against such an officer, the joint executives shall convene an emergency meeting to decide the issue within a month after the prima facie case has been established.
4. In case of a GNAAS Union Executive,
  - a. Complaints of impeachment shall be made by writing through the GUEC.
  - b. GUEC shall then hold a joint meeting with the National Secretariat to determine whether or not there is a prima facie case.
  - c. For the purpose of the meeting in clause (b) above, the Union Chaplaincy Director, 2 National Executives and 3 GNAAS Union Executives shall form a quorum.
  - d. When a prima facie case has been established against such an officer, the joint executives shall convene an emergency meeting to decide the issue within a month after the prima facie case has been established.
5. In case of a National Executive,
  - a. Complaints of impeachment shall be made by writing through the NEC.
  - b. Complaints of impeachment shall be referred to a joint committee of the National Patron, Chaplaincy directors of the Unions and National Executives to determine whether or not there is a prima facie case.



- e. When a prima facie case has been established against such an officer, the joint committee and NEC shall convene an emergency meeting to decide the issue within a month after the prima facie case has been established.

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## **CHAPTER NINE**

### **COMMITTEES**

#### **ARTICLE 52 – FORMATION OF COMMITTEES**

1. Committees shall be formed under this constitution for the effective running of GNAAS to serve for a period of one (1) academic year.
2. **These committees shall be formed by the national secretariat subject to the approval of NEC at the NEC at Congress.**
3. Without prejudice to clause (2) above, committees formed by the GNAAS Union Secretariat, Zonal Secretariat and local branch levels shall be approved by the GUEC, ZEC and local branch Executive Board respectively before National Congress.
4. The committees shall send their reports to NEC, GUEC, ZEC and local Executive Board where applicable.

#### **ARTICLE 53 – EVANGELISM COMMITTEE**

1. There shall be the establishment of a three (3) member Evangelism Committee at the Zonal, GNAAS Union and National levels. The members of the committee shall be:
  - a. Chairman – Vice President
  - b. Secretary – Deputy Secretary
  - c. Organizer – Deputy Coordinating Secretary
2. The evangelism committee shall:
  - a. Plan and organize evangelism at their levels as stated in clause (a) above
  - b. With the help of the Treasurers, mobilize resources from local churches, conferences, unions and individuals.
  - c. Ensure that baptized members receive their baptismal certificate.
  - d. Take statistical report of baptisms to the National Secretariat.
  - e. Any other duties delegated by NEC.
3. The zonal evangelism committee shall report to the GNAAS Union Secretariat and National Secretariat on the number of people baptized in the local branches under them.
4. The National Vice President (Administration) shall take reports from the Zonal, GNAAS Union and National Evangelism committees and report to NEC on the total number of people baptized in that academic year.

## **ARTICLE 54 – FINANCE COMMITTEE**

7. There shall be the establishment of a five (5) member finance committee at the National level.
8. The members of the committee shall be:
  - c. Treasurer - Secretary
  - d. Two (2) Deputy Treasurers – Members
  - e. Two (2) other appointed members – members
  - f. One of the appointed members shall serve as the Chairman to the committee.
9. The finance committee shall:
  - a. Develop and carrying out plans to raise enough income to support the budget that has been approved by NEC.
  - b. Vet the budget of the National Secretariat.
  - c. Seek sponsorship on behalf of the Association for the National Congress.
  - d. Recommend to NEC profit making projects to engage in.
  - e. Any other duties delegated by NEC.
  - f. Be dissolved at Congress.

## **ARTICLE 55 – PUBLICITY COMMITTEE**

1. There shall be the establishment of a five (5) member publicity committees at the National, GNAAS Union and Zonal Levels.
2. The members of the committee at the National level shall be:
  - a. Coordinating Secretary – Chairman
  - b. Vice President (Administration) – Vice Chairman
  - c. Secretary - Member
  - d. Two (2) appointed members – members
  - e. One (1) of the appointed members shall be the secretary to the committee.
3. The members of the committee at the GNAAS Union level shall be:
  - a. Coordinating Secretary – Chairman
  - b. Vice President – Vice Chairman
  - c. Secretary – Member
  - d. Two (2) appointed members – members
  - e. One (1) of the appointed members shall be the secretary to the committee.

4. The members of the committee at the Zonal level shall be:
  - a. Coordinating Secretary – Chairman
  - b. Vice President – Vice Chairman
  - c. Secretary - Member
  - d. Two (2) appointed members – members
  - e. One (1) of the appointed members shall be the secretary to the committee.
5. The publicity committee shall:
  - a. Publicize all programs of the Association.
  - b. Supervise the production and distribution of posters, flyers, banners and other publicity materials.
  - c. Use all resources available in publicizing the programs of the Association.
  - d. Perform any other duties delegated to them by NEC, GUEC and ZEC as well as the Secretariats
6. The committees in the GNAAS Unions and Zonal levels shall publicize National programs in addition to their programs in their fields.

#### **ARTICLE 56 – LEGAL/CONSTITUTION COMMITTEE**

1. NEC shall establish a five (5) member Legal/Constitution committee at the first NEC meeting in an academic year.
2. As much as possible the members shall include two (2) members of the immediately past Constitution Review Committee.
3. The committee shall be a revolving committee. A new member shall be appointed when a member is unable to discharge his duty.
4. The committee shall,
  - a. Advise the NEC, National, GNAAS Union and Local branches on matters relating to the smooth operation of the Associations Constitution.
  - b. Assist in the resolution of any conflict that may arise between the various structures of the Association in the implementation of the Constitution.
  - c. Interpret the constitution.
  - d. Consider amendment proposals and report to NEC.

**ARTICLE 57 – ALUMNI RELATIONS COMMITTEE**

1. The Alumni representatives appointed at the various levels of the Association shall form the Alumni Relations Committee.
2. There shall be Alumni Relations Committee at the National, GNAAS Union and Zonal Secretariats.
3. The Alumni representative for the National Secretariat shall serve as the Chairman for the committee in that academic year.
4. The committee shall
  - a. Work to unite the Alumni front as an organized body of the Association.
  - b. Relay all relevant information of the Association to the Alumni.
  - c. Keep a data base of all Alumni members in the country and abroad.
  - d. Assist the Association in raising funds to support their programs and projects.
  - e. Any other duties determined by NEC.

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**CHAPTER TEN  
AMENDMENT AND REVIEW**

**ARTICLE 58 – AMENDMENT**

1. Any member shall bring a proposal for the amendment of this constitution to the Chairman of NEC.
2. The Chairman of NEC shall submit the proposal to the next NEC meeting for consideration.
3. The amendment proposals shall be referred to the Legal/Constitution Committee at the NEC meeting following the consideration and the committee shall submit a report to NEC within a reasonable time as determined by NEC.
4. Copies of the committee's final report shall be given to members of the NEC to be taken to various institutions to create awareness of the voting to be held during the GNAAS Congress.
5. Amendment to this constitution shall be made by at least two thirds (2/3) of members present and voting at the next National GNAAS Congress.

**ARTICLE 59 – REVIEW**

1. This constitution may be reviewed five years after coming into effect.
2. A member shall bring proposals for review of this constitution in writing seconded by not less than 21 active GNAAS members from both Unions to NEC through the NEC Chairman.
3. A committee shall be set up after proposals for the review has been submitted to the National GNAAS Congress for members' approval.
4. The committee shall submit their report within a reasonable time to the NEC.
5. The review shall be made by two-thirds of members present and voting at the National GNAAS Congress.
6. Copies of the GNAAS Constitution shall be made available at the various library departments of member institutions.

**ARTICLE 60 – THE REPEAL OF THE OLD CONSTITUTION**

The old constitution shall be deemed repealed with the coming into effect of this constitution.

**ARTICLE 61 – OTHER CONSTITUTIONS**

Local institutional/fellowships shall have their own constitution adaptable to their peculiar needs. However, such Constitutions shall be in conformity with this constitution.

**ARTICLE 62 – TRANSITIONAL PROVISIONS**

1. The acts or conduct of any person done before the coming into force of this constitution shall not be rendered invalid because it did not satisfy any criteria or requirement set under this constitution.
2. Subject to clause (1) above, immediate steps shall be taken by any such person to satisfy the requirement or criteria set under this constitution.

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## **CHAPTER ELEVEN**

### **ARTICLE 63 - INTERPRETATION**

1. For the avoidance of doubt, “any person” used in this constitution refer to an individual or institution.
2. Any pronoun used in the masculine or feminine gender shall apply to the other gender where applicable.
3. For the purpose of this constitution, the word “Association” refers to the GNAAS.
4. Local institutions/fellowships refer to any institution established under the GNAAS.
5. Institutional GNAAS refers to all GNAAS Branches in the various academic institutions.
6. An Institution of Higher Learning as used in this constitution refers to a diploma or degree awarding institution that have a single campus fellowship.
7. A final year student is any student who shall be awarded a certificate at the end of that academic year in which appointments are made.
8. A Delegate is any person who is authorized to be at NEC, GUEC and ZEC meetings.
9. An Observer is any member present at NEC, GUEC and ZEC meetings who is not a representative of any GNAAS Branch.
10. An Officer as used in this constitution refers to all GNAAS executives at all levels.
11. Secretariats used in the constitution refer to National, GNAAS Union and Zonal Secretariats.
12. Chaplaincy director shall refer to any person appointed by the Union or Conference to be responsible for Campus Ministries in that respective Union or Conference.
13. Chaplain shall refer to any person appointed by a Conference to be responsible for an institution/fellowship in the Association.
14. Conference – Conferences and administrative of the Seventh day Adventist church.
15. Year shall refer to an academic year.
16. NEC – National Executives Council
17. GUEC – GNAAS Union Executive Council
18. ZEC – Zonal Executive Council
19. Guest - Local Executive Board, ZEC, GUEC or NEC may write to invite some people to attend their meetings or members may apply through their local branches to the Chairman to attend the meeting.