



SD DOMBO UNIVERSITY OF
BUSINESS AND INTEGRATED
DEVELOPMENT STUDIES

(SDD-UBIDS)

CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

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PREAMBLE

In the name of the ALMIGHTY GOD.

We, the Undergraduate students of the SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES (SDD-UBIDS);

Acknowledging the necessity for us to have rules regulating our affairs and conduct on campus.

Desiring to maintain a disciplined environment and create solidarity and fraternity amongst students, lecturers and workers of SDD-UBIDS;

Resolving to abide by democratic principles; and

Wishing to create acceptable avenues for communication and resolution of conflicts;

DO HEREBY ADOPT, ENACT AND GIVE OURSELVES THIS CONSTITUTION.

DEFINITION OF TERMS

In the writing/construction of this Constitution, unless the context requires otherwise:

- i. "The University" means the Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS).

- ii. "Board" means Judicial Board, Appeals Board and SRC respectively, depending on the context in which it is used.

- iii. "*Ad hoc*" means a committee formed to perform a particular task and dissolved after the task is accomplished.

- iv. "*Simple Majority*" means maximum number of votes at a particular meeting with which decisions are carried.

- v. "*Impeachment*" means removal from the SRC office due to misconduct.

- vi. "*Vetting Committee*" means an examining body that ensures that one is suitable for a position.

- vii. "*Good standing*" means a student who has registered in that academic year and has not deferred his/her programme of study.

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- viii. *"PRIMA FACIE"* means based on the first impression, accepted as correct until proven otherwise
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- ix. *"Executive"* means the officers of the SRC.
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- x. *"President"* means the SRC President.
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- xi. *"Speaker"* means the Speaker of the SRC Parliament.
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- xii. *"Chief Justice"* means the Judicial Board Chairman.
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- xiii. All pronouns used in this Constitution shall refer to both sexes unless otherwise stated-he, him, himself" and "his" means the person, male or female, referred to by any provision of this Constitution unless otherwise specified.
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- xiv. Words in the singular include the plural and the vice – versa.
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- xv. *"Status Papillary"* means all Undergraduate students in good standing of the SDD-UBIDS.
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- xvi. *"NUGS"* means the local National Union of Ghanaian Students of the University.
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- xvii. *"Consultation"* means advisory opinion.
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- xviii. *"Resolution"* means a decision passed by the SRC Parliament on issues arising either from the stated agenda or from the floor of the SRC Parliament.
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- xix. *"Article"* means a section of a Chapter of this Constitution, consisting of clauses.
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- xx. "Clause" means a section of an article of this Constitution, consisting of sub-clauses.
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- xxi. "Sub-clause" means a section of a clause of this Constitution consisting of statements or lists enumerated by ordered alphabets.
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- xxii. "Constitutional instrument" means (a) regulation(s) or provision(s) made under a power conferred by this Constitution.
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- xxiii. "Function" includes powers and duties conferred under this Constitution.
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- xxiv. "Judgement" includes a decision, order or decree or writ of the Judicial Board.
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- xxv. "Sitting" includes a period during which the SRC Parliament or other committee, commission or board meets continually.
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- xxvi. "Interest of students" includes any right or advantage which inures or is intended to inure to the general benefit of the student population of this University.
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- xxvii. "Session" means a series of meetings of the SRC Parliament within each trimester.
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- xxviii. "SRC" shall have the meaning assigned in Article 5 and shall include committees, commissions and boards of the SRC Parliament or those established under a resolution of the SRC Parliament.
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- xxix. "An accredited observer" means an observer who applied by letter through the SRC Parliament Clerk prior to any meeting to participate in the said SRC Parliament meeting.
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- xxx. "Chairperson" means the head of a committee or commission of the SRC.
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- xxxi. "The House" means the quorum of the SRC Parliament as provided for in this Constitution.
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- xxxii. "JCR" means Junior Common Room
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- xxxiii. "Hall of residence" means a traditional hall.
-
- xxxiv. "Final year student" means any student who has less than an academic year to complete his program of study.

SRC PROPERTY

All property, movable and immovable of every description now or hereafter belonging to the SRC shall remain and be vested in the SRC, and all Trusts and Instruments of similar legal effect, for or executed or to be executed by the SRC in accordance with the provisions of this Constitution shall inure to the benefit of the SRC.

THE CONSTITUTION

ARTICLE 1

NAME AND SOVEREIGNTY OF THE CONSTITUTION

- a) The body for which this Constitution is made shall be known and called the Students Representative Council of the SDD-UBIDS, hereinafter referred to as the SRC.
- b) The Sovereignty of the SRC resides in the Undergraduate students of the University in whose name and for whose welfare the powers of SRC are to be exercised in the manner and within the limits laid down in this Constitution

ARTICLE 2

THE SUPREMACY OF THE CONSTITUTION

- a) Subject to the Constitution and laws of the Republic of Ghana, SDD-UBIDS (ACT 1001) 2019 and regulations of the University (University Statute), this Constitution shall be the supreme law for the governance of all Undergraduate students of the SDD-UBIDS.
- b) Any other constitution of any JCR, Movement, Forum, club, association, society and union in the University found to be inconsistent with any provision of this Constitution shall, to the extent of the inconsistency, be void.

ARTICLE 3

ENFORCEMENT OF THE CONSTITUTION

- a) Any student who alleges that:
 - i. an act or omission of any person or group of persons; or
 - ii. a constitutional decision or resolution of anybody, association, organization, club, union, JCR, Committee, Commission, or any of the three organs of the SRC; is in contravention with a provision of this Constitution, may apply to the Judicial Board for a declaration to that effect.
- b) The Judicial Board shall, for such declaration under clause (a) (ii) of this article, make such orders and give such directions as it may consider appropriate for giving effect or enabling effect to be given to the declaration so made.
- c) Any person or group of persons to whom an order or direction is addressed under clause (b) of this article by the Judicial Board shall duly comply and carry out the terms of the order or direction.
- d) Failure to obey or carry out the terms of an order or direction made or given under clause (b) of this article within three (3) working days constitutes a violation of this Constitution and contempt of the Judicial Board, and
 - i. shall in the case of an Executive Officer under this Constitution, be a ground for removal from office; or
 - ii. in case a person or group of persons not being executive officers under this Constitution become ineligible for election to any executive office and members of committees, commissions and boards under this Constitution.

ARTICLE 4

DEFENCE OF THE CONSTITUTION

All Undergraduate students of the University shall at all times have the right and obligation to uphold, protect, and defend this Constitution, in particular, to resist any person or group of persons seeking to commit any act that contravenes the prosperity of this Constitution, they shall so conduct themselves without fear or favour.

THE SRC

ARTICLE 5

MEMBERSHIP

The SRC shall consist of:

- a) The general student body; to wit, all persons in "Status papillary" of the SDD-UBIDS;

ESTABLISHMENT

Subject to clause (a) of this article, there shall be three established organs under the SRC to manage the affairs of the SRC:

COMPOSITION

The three organs of the SRC under this constitution shall compose of;

- a) The Executive;
 - i. The Executive Committee
 - ii. The Executive Council
 - iii. The National Union of Ghana Students (NUGS)
 - iv. The WOMEN Commission
- b) The SRC Parliament
- c) The Judicial Council

ARTICLE 6

AIMS AND OBJECTIVES OF THE SRC

The SRC shall perform the following functions;

- a) Provide means of communication between students and University authorities in all matters affecting the student body as a whole or part thereof;
- b) Present the views of the students of the University to the appropriate body or bodies, depending upon the nature of the matter;
- c) Nominate students' representatives to serve on appropriate University Committees to probe or manage the affairs of the students of the University;
- d) Foster the maintenance of the right atmosphere for academic activities, entertainment, sports and games;
- e) Seek the interest and welfare of students of the University, in particular, and the students of Ghana, in general;
- f) Work towards the maintenance of good and healthy staff – students relationship based on mutual trust and respect;
- g) Co-operate with representative student bodies of other Universities and Institutions of higher learning for the promotion of peace and unity;
- h) Keep contact with past students of the University through the Alumni Association;
- i) Formulate such rules and regulations as will promote a cordial relationship between students or groups of students without discrimination on the grounds of sex, creed, ethnic origin, programme of study, race, political affiliation, religion or socio-economic status;

- j) Organize lectures, symposia, seminars, debates, publications and other activities as necessary in partial fulfilment of its functions.
- k) The SRC shall develop a ten-year development plan to which every administration shall be committed.
- l) For the avoidance of doubt, the ten-year development plan shall be reviewed every decade.
- m) The SRC shall provide a complete register of students under its jurisdiction for every academic year.

THE EXECUTIVE COMMITTEE

ARTICLE 7

ESTABLISHMENT

- a) There shall be established under the SRC an Executive Committee which shall perform such functions assigned to it under this Constitution

COMPOSITION

- a) The Executive Committee shall compose of;
 - i. The SRC President
 - ii. The SRC Vice President
 - iii. The SRC Secretary
 - iv. The SRC Financial Secretary
 - v. The SRC Public Relations Officer
 - vi. The Women's Commissioner (WOCOM)

GENERAL FUNCTIONS

- a) The Executive Committee shall perform the following functions:
 - i. Maintain all provisions of this Constitution.
 - ii. Establish structures that would coordinate the affairs of the various organs under this Constitution.

- iii. Submit to the SRC Parliament proposed projects and programmes of the SRC at the beginning of each trimester for consideration.
- iv. For the avoidance of doubt in sub-clause (iii), the Executive committee shall present an administrative budget for the whole administrative year for approval or otherwise.
- v. Any other function as may be deemed necessary but subject to the provisions of the Constitution.

ARTICLE 8

MEMBERS OF THE EXECUTIVE COMMITTEE

THE PRESIDENT

- a) There shall be a President who shall be the Chief Spokesperson of the SRC, all students in this University and shall take precedence over all students; and in descending order, the Vice President, the Speaker of SRC Parliament, and the Judicial Board Chairperson.
- b) Before assuming office, the President shall take and subscribe before the general student body at a public gathering to the Presidential Oath in Schedule 2(a) of this Constitution.
- c) **Executive Authority of the SRC President**
 - i. The executive authority of the SRC shall be vested in the President and shall be exercised in accordance with the provisions of this Constitution.
 - ii. The executive authority of the SRC shall extend to the execution and maintenance of this Constitution and all laws made under or enforced by this Constitution.

- iii. The functions conferred on the President by clause (c) of this article may be exercised directly or through officers subordinate to him/her.

d) Functions of the President

- i. Maintain all provisions of this Constitution;
- ii. Preside over all meetings of the Executive Committee and Executive Council;
- iii. Represent the student body at the University Council on yearly rotational basis as signed on the MOU between SRC and GRASAG in the 2022/2023 academic year;
- iv. In pursuance of sub-clause (iii) above, the President shall convey students' views to University Council.
- v. For the avoidance of doubt in sub-clause (iv), confidential issues shall be treated as such
- vi. Be the principal signatory to the SRC account;
- vii. Deliver an address to the SRC Parliament on the State of Affairs of the SRC at the beginning of each trimester and before the dissolution of the SRC Parliament;
- viii. Bring to the notice of the SRC Parliament at its first sitting such committees in the University on which the SRC has representation upon which the SRC Parliament shall approve nominees for such committees.

e) Absence from the University

The President shall not leave the city or region where his University is located without prior written notification, signed by him and addressed to the speaker of the SRC Parliament.

f) Presidential Prerogative

- i. Without prejudice to this Constitution, the President, in consultation with the Executive Council, shall have the power to reshuffle, suspend or remove from office any appointee under this Constitution, except the Chairperson of the Judicial Board (in the case where he/she is appointed).
- ii. For the avoidance of doubt in sub-clause (i) above, the President shall state the reason (s) for such actions, which shall be subjected to a fair hearing.

THE VICE PRESIDENT

- a) There shall be a Vice President of the SRC who shall perform such functions as may be assigned to him/her by this Constitution or the President and shall include;
 - i. Assisting the President in the performance of his/her functions;
 - ii. Act as ex-officio, non-voting member of all Committees of the SRC and shall coordinate the activities of such bodies provided for in this Constitution or under a resolution of the SRC Parliament;
 - iii. Act in the absence of the President and when so acting, shall be vested with all the powers of the President, subject to the provisions of this Constitution.
 - iv. Whenever the President dies, resigns or is removed from office, the Vice-President shall assume office as President for the unexpired term of office of the President with effect from the date of the death, resignation or removal of the President.

- b) A Candidate for the office of Vice President of the SRC shall be designated by the candidate for the office of President before the election of the President.
- c) Before assuming office, the Vice President shall take and subscribe before the general student body at a public gathering to the Presidential Oath set out in Schedule 2(a) of this Constitution.

THE SECRETARY

- a) There shall be a Secretary who shall be the administrative Clerk of the SRC Secretariat, and Secretary to the Executive Committee and Executive Council;
- b) The Secretary shall perform duties and functions, which shall include:
 - i. Keeping and maintaining true and accurate minutes and records of all proceedings of the Executive Committee and Executive Council;
 - ii. Take charge of all correspondence of the SRC;
 - iii. Compile an official list of all members of the Executive Committee per the provisions of this Constitution;
 - iv. Submit the true and accurate records of the outcome of meetings of the Executive Committee within three (3) working days and the Executive Council within five (5) working days after every meeting to the SRC Parliament;
 - v. Write and distribute all notices on the instruction or directions of the President, the Executive Committee or the Executive Council; and
 - vi. Perform other duties assigned by the President, Executive Committee or Executive Council.

- c) The Secretary, on the assumption of office, shall take and subscribe before the general student body at a public gathering to the Oath of Office set out in Schedule 2(b) of this Constitution.

THE FINANCIAL SECRETARY

- a) There shall be a Financial Secretary of the SRC, who shall be a student preferably with finance background or exhibits knowledge in the field of finance and accounting
- b) He/she shall so perform the following duties and functions for the SRC:
 - i. Take stock of all SRC assets and report to the SRC Parliament at its first sitting;
 - ii. The receipt of all monies and revenues accruing to the SRC or Committees, Councils and Commissions of the SRC, and the disbursement of such monies as the Executive Committee shall direct, subject to the approval of the SRC Parliament;
 - iii. Take charge of all financial transactions of the SRC in accordance with the provisions of this Constitution;
 - iv. Keep and maintain proper records of accounts of monies and revenues to which the SRC is entitled;
 - v. Be a signatory to the SRC account;
 - vi. Keep an accountable impress that the SRC Parliament shall determine from time to time;
 - vii. Submit all financial documents, financial statements Etc. for auditing at any given point as may be required by the audit committee; and

- viii. Perform other duties assigned by the President, the Executive Committee or the SRC Parliament.
- c) The Financial Secretary, on the assumption of office, shall take and subscribe before the general student body at a public gathering to the Executive Officer's Oath set out in Schedule 2(b) of this Constitution.

THE PUBLIC RELATIONS OFFICER (P.R.O.)

- a) There shall be a Public Relations Officer appointed by the President.
- b) The P.R.O. shall perform the following functions:
 - i. Be the Editor-in-Chief and Press Secretary to the President and SRC;
 - ii. Be responsible for the editing of all materials to be posted on the notice boards;
 - iii. Protect and maintain the corporate image of the SRC;
 - iv. Research, collate and analyse information on issues of national interest for purposes aimed at contributing to debates and discussions on issues of national importance, including the writing of articles in the media with the prior approval of the SRC Parliament;
 - v. In consultation with the Executive Committee, be responsible for the publication of newsletters, commemoration posters and solidarity campaigns;
 - vi. In consultation with the President and Executive Committee, be responsible for the writing of the President's Speeches;

- vii. Work towards building more solid relations between the students and the organs of the SRC provided for under this Constitution;
- viii. Act as an Ex-Officio member of all Committees of the SRC
- ix. The P.R.O. shall, upon appointment, take and subscribe to the Oath of Office set out in Schedule 2(c) of this Constitution.

THE EXECUTIVE COUNCIL

ARTICLE 9

ESTABLISHMENT

There shall be established under the SRC an Executive Council which shall perform such functions assigned to it under this Constitution.

COMPOSITION

The Executive Council shall be composed of the following;

- a. The Executive Committee;
- b. The Local NUGS;
- c. Presidents of JCRs;
- d. Representative of Non-residential students;
- e. Representative of Foreign students;
- f. Representative of GRASAG-SDD-UBIDS.

FUNCTIONS

- a) The Executive Council shall assist and counsel the Executive Committee in performing its duties and see to the implementation of the decisions of the SRC Parliament.
- b) The quorum for the Executive Council shall be 50% of its membership and must include the chairperson.

- c) The Executive Council, in the exercise of its functions, shall have the power to issue executive instruments in accordance with the provisions of this Constitution.
- d) The Executive Council shall, in times of emergency, have powers to act promptly without prejudice to any provision of this Constitution in the absence of the SRC Parliament; such acts shall be reported to the SRC Parliament for ratification within two (2) weeks upon resumption of the SRC Parliament.
- e) They shall recommend to the University the amount to be paid as SRC dues.
- f) The Executive Council shall make appointments to all University Committees on which the SRC has representation.
- g) The Executive Council shall perform such other functions as the SRC Parliament or the Judicial Board may assign to it.
- h) The Executive Council shall cause the SRC's accounts to be audited by the SRC Audit Committee with the support of an external auditor, and a report be presented to the SRC Parliament ten (10) days after the General Election but before assumption of office by the newly- elected Executives.
- i) Members of the Executive Council, before assuming office, shall take and subscribe at its first sitting or the first general meeting of the SRC Parliament to the Executive Committee Oath set out in Schedule 2(d) of this Constitution.
- j) The Chairperson and Secretary of the Council shall be the SRC President and SRC Secretary respectively.

THE SRC PARLIAMENT

ARTICLE 10

ESTABLISHMENT

There shall be a Parliament established under the SRC, which the legislative power of the SRC shall be vested in and shall be exercised in a manner consistent with the provisions of this constitution.

COMPOSITION

There shall be an SRC Parliament which shall consist of the following:

- a) The Speaker.
- b) The Deputy Speaker.
- c) A Clerk, who shall be preferably a female appointed by the Speaker.
- d) The Secretaries of all JCRs.
- e) Two representatives from each faculty/school/college.
- f) One representative from each year group of the University.
- g) A representative of Non-Residential Students
- h) The judicial board chair in attendance
- i) The SRC financial secretary in attendance
- j) The SRC secretary in attendance
- k) A representative of GRASAG.

- l) A representative of International Students
- m) A representative of Differently Abled Students
- n) Without prejudice to clause (2) of this article, the Chairpersons of the SRC Standing Committees, Commissions, Judicial Board and the Executive Council Members shall attend SRC Parliamentary meetings upon a special invitation from the SRC Parliament.

ELECTION OF THE SPEAKER

- a) The Speaker shall be elected by members of the SRC Parliament from the student populace.
 - i. For the avoidance of doubt, students who meet the basic qualifications in accordance with Article 26 and are interested shall file nomination in accordance with article 27 in this constitution.
 - ii. The Vetting Committee shall vet applicants during vetting for the General Elections.
 - iii. The list of the recommended applicants shall be published on all notice boards, copied to the Chief Justice and Office of the Dean of Students.
 - iv. Election shall be conducted for the recommended applicants at the first sitting of the SRC Parliament.
- b) Members of the SRC Parliament shall elect the Deputy speaker from among members of the SRC Parliament.
- c) The Electoral Commission shall supervise such elections at the first sitting of the SRC Parliament.
- d) Members of the SRC Parliament, after taking their Oath, shall participate in the Speaker's election and the deputy.

GENERAL FUNCTIONS

The SRC Parliament shall:

- a) Be the highest decision-making body of the SRC, and all issues concerning students shall be decided at the SRC Parliament;
- b) Appoint and/or approve the appointment of Committee and Sub-committee members.
- c) Approve or otherwise the proposed projects and programmes of the Executive Committee at the beginning of the first and second trimesters.
- d) Approve or otherwise the budget statement submitted by the Finance Committee.
- e) Approve and help implement all decisions of Committees of the SRC, and
- f) Help organise all SRC programmes.
- g) Appoint at any time a Committee of enquiry that shall probe any alleged malpractice or matters that affect the general welfare of the student body.
- h) Review, deliberate upon, and sanction the work documents for all Committees and Commissions under the SRC, excluding those of the Judicial Board.
- i) Unless otherwise provided for in any part of this Constitution, the SRC Parliament shall have power to, on its initiative, consider and make recommendations on any matter provided for under this Constitution or affecting the welfare and interest of students.
- j) When members of the SRC Parliament disagree on significant decisions, the Speaker shall refer the matter within three (3) working days of the date of disagreement to the student body for a final decision.

- k) The SRC Parliament shall be duly constituted for its work by at least two-thirds (2/3) of its membership.
- l) A member shall, before taking his seat in the SRC Parliament, take and subscribe before the Speaker of the SRC Parliament, the Oath of a member of the SRC Parliament, set in Schedule 2(f) of this Constitution.

PARLIAMENTARY VOTING RIGHT

- a) Except as otherwise provided in this Constitution, matters in SRC Parliament shall be determined by the votes of the majority of Members present and voting, with at least half of all the Members of the house present.
- b) The Speaker shall have neither an original nor casting vote.
- c) i. Where the votes on any motion are equal there shall be a revote
ii. with prejudice to (ci) the Speaker shall make a ruling after the revote turns to be equal.
- d) Where the voting is in relation to the election or removal of any person under this Constitution voting shall be by secret ballot.
- e) Any person who sits or votes in SRC Parliament knowing or having reasonable grounds for knowing that he is not entitled to do so commits an offence and shall be liable on conviction by the Judicial Board, to such penalty which may include suspension or disqualification from contesting elections under the SRC.
- f) For the avoidance of doubt, any Executive Officer shall be entitled to participate in the proceedings of Parliament and shall be accorded all the privileges of a member of SRC

parliament except that he is not entitled to vote or to hold an office in the SRC Parliament.

COMMITTEES UNDER THE SRC PARLIAMENT

- a) The Privileges Committee, which shall deal with disciplinary issues amongst members of the SRC Parliament and recommend appropriate sanctions to the house for approval.
- b) The Administrative Committee, which shall oversee the administrative functions of the SRC Parliament.
- c) The Budget Committee, which shall oversee all budgets brought before the house for proper scrutiny and make recommendations to the house for approval.
- d) The Speaker shall endorse and minute on all approved budgets by the house.
- e) Every committee shall elect from among themselves a chairperson on their first Sitting that shall coordinate committee meetings and report activities directly to the Speaker and thereafter presented to parliament.

ARTICLE 11

FUNCTIONS OF SRC PARLIAMENTARY LEADERSHIP

THE SPEAKER

- a) There shall be a Speaker of the SRC Parliament elected by members of the SRC Parliament from the student populace at its first sitting.

- b) A student shall not be qualified for elections to the office of the Speaker of the SRC Parliament unless he meets the provisions stated in Article 26 of this Constitution.
- c) The Speaker shall perform the following functions:
 - i. Maintain all provisions of this Constitution;
 - ii. Preside over all meetings and be a non-voting member of the SRC Parliament;
 - iii. Maintain Order in the house at all times;
 - iv. Any other duty assigned to him by the SRC Parliament;
- d) When the offices of the President and Vice president are vacant because of the incumbent's resignation, removal or death, the Speaker shall act as President until the term is over.
- e) Before assuming office, the Speaker shall take and subscribe before the SRC Parliament at its first sitting, the Speakers Oath set out in Schedule 2(e) of this Constitution.

THE DEPUTY SPEAKER

There shall be a Deputy Speaker of the SRC Parliament elected from among members of the SRC Parliament at its first sitting.

- a) The Deputy Speaker shall perform the following functions:
 - i. The Deputy Speaker shall assist the Speaker in the performance of his functions.
 - ii. Preside over all SRC Parliament meetings in the absence of the Speaker.
 - iii. Any other function(s) assigned to him by the Speaker and/or the SRC Parliament.

- b) Before assuming office, the Deputy Speaker shall take and subscribe before the SRC Parliament at its first sitting, the Speakers' Oath set out in Schedule 2(e) of this Constitution.

THE CLERK

- a) There shall be a non-voting Clerk of the SRC Parliament appointed by the Speaker with the approval of Parliament.
- b) The Clerk shall perform duties and functions, which shall include:
 - i. Keeping and maintaining true and accurate minutes and records of all proceedings of the SRC Parliament;
 - ii. Take charge of all correspondence of the SRC Parliament;
 - iii. Write and distribute all notices on the instruction and/ or directions of the Speaker and/ or the SRC Parliament;
 - iv. Any other function(s) assigned to him by the Speaker and/or the SRC Parliament.
- c) For the avoidance of doubt, the Clerk shall publish the list of SRC parliament membership within ten (10) days on the assumption of office. Members of the SRC Parliament in accordance with clause (1) of article ten.
- d) Before assuming office, the Clerk shall take and subscribe before the SRC Parliament at its first sitting, the Oath of Office set out in Schedule 2(f) of this Constitution.

OTHER EXECUTIVE OFFICERS

ARTICLE 12

THE LOCAL NUGS ESTABLISHMENT

There shall be Local NUGS executives established under the SRC which shall perform functions assigned to them under this constitution.

COMPOSITION

- a) The Local NUGS Executives shall be composed of the following:
 - i. NUGS President;
 - ii. Secretary; and
 - iii. Financial secretary
- b) The student body shall elect local NUGS executives in accordance with the provisions of this constitution.

FUNCTIONS

- a) The core mandate of the local NUGS shall be to oversee the external affairs of the SRC and shall perform other functions, which shall include:
 - i. Undertake assigned programmes and activities of the SRC for the welfare and general good of the students,

- including liaising with the relevant bodies for the processing and disbursement of student loans.
- ii. Liaise between the SRC and national secretariat of NUGS;
 - iii. Be responsible for the dissemination of information to and from national NUGS.
- b) All activities of the local NUGS Secretariat shall be subject to approval by the SRC Parliament.
 - c) The local NUGS shall be accountable to the SRC Executive Committee and shall submit its programme of activities and expenditure estimates for each trimester to the SRC Parliament through the SRC Executive Committee.
 - d) After each meeting of the NUGS Central Committee or Congress, the local NUGS shall submit a written report to the SRC Parliament through SRC Executive Committee and, in consultation with the P.R.O., publish it on all notice boards within seven days after the meeting, or within seven days after the beginning of the next trimester in the event of the meeting taking place during holidays.
 - e) The local NUGS shall be entitled to 15% of the administrative funds of the SRC and shall keep an accountable impress to be approved by the SRC Parliament through the Executive Committee from time to time.
 - f) The Public Relations Officer shall coordinate all publications of the local NUGS.
 - g) The local NUGS President shall be the leader of the delegation to the NUGS congress.
 - h) Before assuming office, the local NUGS executives shall take and subscribe before the General student body at a public gathering to the Executives Officer's Oath in schedule 2(b) of this constitution.

ARTICLE 13

THE WOMEN'S COMMISSION

MEMBERSHIP

There shall be a Women's Commission which shall consist of the following:

- a. The Women's Commissioner;
- b. A secretary appointed by the Women's Commissioner from amongst members of the commission.
- c. A female representative from each year group.
- d. A representative of all WOCOMs of J.C.R.s
- e. A representative of all WOCOMs of Faculty associations/ societies;
- f. A female representative of the non-residential students.

FUNCTIONS

- a. The commission shall be charged with:
 - i. Aiding female students in realizing themselves as an essential resource to contribute to the advancement of society.
 - ii. Assisting in finding solutions to women-related problems;
 - iii. Helping to prepare the female student for more responsible and responsive roles in life after school;
 - iv. Serving as a link between female students and other groups with the view of sharing ideas and strategies on issues concerning women;

- v. Inculcating in female students a sense of inclusion, solidarity and active participation in campus activities;
 - vi. Helping to raise self-esteem and self-confidence of female students;
 - vii. Improving and strengthening communication and co-operation between the sexes;
 - viii. Creating a platform for re-kindling the potentials of female students.
- b. Every female in the University shall be a member of the Women's Commission.
 - c. Without prejudice to clause (3) of this article, any male student desiring to be an affiliate member of the Women's Commission may apply to the office of the Women's Commission for consideration.
 - d. The Women's Commissioner shall be a member of the Executive Body of all-female J.C.R.s.
 - e. The Women's Commissioner shall be a member of the Executive Committee of the SRC
 - f. The Women's Commission shall be entitled to 10% of the administrative funds of the SRC At the beginning of each trimester, it shall present proposed activities and the estimates to the SRC Parliament through the Executive Committee for approval.
 - g. A male student shall not qualify to contest for the position of Women's Commissioner.

APPOINTMENTS

ARTICLE 14

APPOINTMENTS BY THE EXECUTIVE COMMITTEE

1. The President shall appoint the Public Relations Officer within five (5) working days after assuming office as President of the SRC.
2. All appointees shall be called executive members and shall take and subscribe to the executive members' oath as set out in **Schedule (2)** of this Constitution.
3. The President, in consultation with the Executive Committee and the Executive Council and with the approval of the SRC Parliament, shall appoint:
 - a) Chairpersons of the following:
 - i. Entertainment committee;
 - ii. Academic committee
 - iii. Public Relations Committee
 - iv. Welfare, Accommodations and Hostel Committee;
 - v. Project Planning, and Development Committee
 - vi. Amalgamated Clubs Committee;
 - vii. Sports Committee;
 - viii. Transport, Safety and Security Committee.

4. Subject to the provision of this Constitution, the SRC may create sub or ad-hoc committees to deal with any emergency matters in the pursuit of its aims;
 - a) Without prejudice to any provision of this Constitution, the SRC Parliament may co-opt members from within or outside the SRC with relevant expertise to serve on such Committees;
 - b) The committee appointed shall submit a written report to the SRC Parliament as may be determined by the SRC Parliament;
 - c) The Executive Committee, through the Speaker, shall bring to the notice of the SRC Parliament, such committees in the University which the SRC has representation for appointment to that effect.

TERM OF OFFICE

ARTICLE 15

EXECUTIVE OFFICERS

- 1) A student elected as an Executive Officer shall hold office for one (1) academic year.
- 2) Out-going Executive Officers shall hand over to newly elected Executive Officers within twenty-one (21) days after the declaration of the final election results.
 - a) Where such results have been challenged, handing over shall be held within ten (10) days after such declaration by the Judicial Board;
 - b) Where the Judicial Board invalidates the elections, fresh elections shall be conducted at a time stipulated by the Judicial Board for the specific position, and handing-over shall be held within seven (7) days after the declaration of the results.
 - c) Without prejudice to article 15 clause (2) (b), in cases where elections are not conducted before the end of the second trimester, the executive officer(s) shall hand over to the Judicial Board under the supervision of the Appeal Board.
 - d) Pursuing (c) above, such officers shall be known as the Interim Team and perform their respective roles.

- 3) The office of an Executive Officer referred to in this clause shall become vacant:
 - a) On the expiration of the period specified in clause (1) of this article;
 - b) When the incumbent resigns from office, provided that his resignation shall not be valid unless he writes a letter of resignation, signed by him, addressed to the Chairperson of the Judicial Board, and copied to the Speaker of the SRC Parliament, also provided that such resignation shall not be effective unless a seven-day notice is given;
 - c) On the death of an Executive Officer; or
 - d) On removal from office.
- 4) No student shall hold an Executive Office for more than two (2) consecutive terms.

ARTICLE 16

SRC PARLIAMENT

- 1) A student appointed/elected as Speaker, Deputy Speaker, or Clerk shall hold office for one (1) academic year. No student shall hold the Office of Speaker, Deputy Speaker or Clerk for more than two (2) consecutive terms.
- 2) The office of the Speaker, Deputy Speaker and/ or Clerk shall become vacant:
 - a) On the expiration of the period specified in clause (1) of this article;
 - b) When the incumbent resigns from office, provided that his resignation shall not be valid unless he writes a letter of resignation, signed by him, addressed to the

- Chairperson of the Judicial Board and copied to the President, also provided that such resignation shall not be effective unless a ten-day notice is given;
- c) On the death of the Speaker, Deputy Speaker and/ or Clerk; or
 - d) On removal from office.
- 3) A member of the SRC Parliament shall vacate his seat;
- a) Upon dissolution of the SRC Parliament;
 - b) If he is absent, without the permission in writing to the Speaker, and is unable to offer a reasonable explanation to the Clerk for two (2) consecutive sittings in a trimester;
 - c) If he is expelled from the SRC Parliament after having been found guilty of contempt of the SRC Parliament by the Judicial Board;
 - d) If he resigns from office as a member of the SRC Parliament by writing under his own hand addressed to the Speaker and copied to the Judicial Board and President, provided that a seven (7) day notice shall be given; or
 - e) If he is replaced by a resolution adequately passed by the body represented.

ARTICLE 17

DISSOLUTION OF THE SRC PARLIAMENT

The out-going Speaker shall dissolve the SRC Parliament on the eve of the handing over to the incoming Executive Officers.

ARTICLE 18

REMOVAL FROM OFFICE

1. An Executive Officer shall not be removed from office unless:
 - a) He acted in violation of the oath of office set out in Schedule 2 or violation of this Constitution;
 - b) He conducted himself in a manner which brings or is likely to bring the high office into disrepute, ridicule or contempt;
 - c) He acted in a manner prejudicial or inimical to the interest of students;
 - d) He is incapable of performing the functions of his office by reason of infirmity of body or mind;
 - e) He embezzled funds or recklessly handled the finances of the SRC;
 - f) He is inefficient or negligent in the discharge of his duties;
 - g) He has accepted a political partisan office;
 - h) He has been suspended/withdrawn/dismissed from the University.
- 2) In a case of an en-bloc resignation of the Executive Committee officers, they shall communicate their resignation in writing to the Speaker of the Parliamentary Council and copy same to the Dean of Student Affairs.
- 3) 3) A leader of the SRC Parliament shall not be removed from office unless:
 - a. He acted in violation of the oath of office set out in Schedule 2 or in violation of this Constitution;

- b. He conducted himself in a manner which brings or is likely to bring the high office into disrepute, ridicule or contempt;
 - c. He acted in a manner prejudicial or inimical to the interest of students;
 - d. He is incapable of performing the functions of his office by reason of infirmity of body or mind;
 - e. He embezzled funds or recklessly handled the finances of the SRC Parliament;
 - f. He is inefficient or negligent in the discharge of his duties;
 - g. He has accepted a political partisan office;
 - h. He has been suspended/withdrawn/dismissed from the University; or
 - i. He has absented himself for two (2) consecutive meetings of the SRC Parliament without acceptable reasons.
- 4) If a leader of the SRC Parliament is removed from office or resigns, the Deputy Speaker of the SRC Parliament shall become the Speaker of the House for the rest of the term of office.
- 5) Procedures for removal from office shall be as follows;

A MEMBER OF THE JUDICIAL BOARD

- i. A petition shall be submitted to the Chairman of the Judicial Board by any student or group of students.
- ii. For the avoidance of doubt in the case of the leadership of the Judicial Board, such petitions shall be submitted to the Appeals Board.

- iii. Such a petition in (i.) shall cause the Judicial Board Chairperson to set up a committee including himself from among board members to look into the petition to determine whether there is prima facie case.
- iv. The President shall act in accordance with the recommendations of the committee.
- v. Any member removed from office shall be replaced within seven (7) days.

A MEMBER OF THE ELECTORAL COMMISSION

- i. A petition submitted to the Judicial Board by any student or group of students.
- ii. The Chairperson of the Judicial Board shall set up a committee, including himself from among council members, to look into the petition to inquire whether there is prima facie case.
- iii. The President shall act in accordance with the recommendations of the committee.

A MEMBER OF THE SRC PARLIAMENT

- i. A member of the SRC Parliament shall be removed by two-thirds (2/3) majority approval from members of the SRC Parliament.
- ii. An Honourable member of the House shall be removed from office if he absents himself for two consecutive times without an acceptable reason.

A MEMBER OF THE EXECUTIVE COMMITTEE

- i. A notice in writing supported by not less than one-third (1/3) of members of the SRC Parliament that clearly state

the grounds or the reasons shall forward the notice through the Speaker of SRC Parliament to the President, who shall inform the Judicial Board Chairperson and deliver the notice to him copied to the Executive Officer.

- ii. The Judicial Board Chairperson, by constitutional instrument, shall immediately set up a committee consisting of himself and six (6) other members of the Judicial Board to inquire in camera whether there is a prima facie case for the executive officer's removal.
- iii. The SRC Parliament shall, within seven (7) days after the findings of the committee, move a resolution on whether the executive committee member is to be removed from office; such a resolution shall be by a secret ballot which shall not be held in camera supported by not less than two-thirds (2/3) of members of the SRC Parliament after a prior debate.
- iv. The executive committee member shall cease to hold office effective from the day of the decision by the SRC Parliament.

ARTICLE 19

VOTE OF NO CONFIDENCE

Without prejudice to any provisions in this Constitution, an Executive Officer(s) shall be removed from office on passing a Vote of NO confidence by at least 2/3 of Honourable Members of the SRC Parliament.

IMPEACHMENT

- 1) Any student or group of students with the support of at least ten per cent (10%) of eligible voters shall, by notice in writing addressed to the Chairperson of the Judicial Board, commence impeachment proceedings against an Executive Officer(s) or Leader(s) of the SRC Parliament provided that the officer(s) or leader(s) shall be served with a copy of the notice five (5) working days before the start of such proceedings.
- 2) Such notice shall contain the grounds for the impeachment and be accompanied by evidence(s).
 - a) The Chairperson of the Judicial Board shall, within seven (7) working days of receiving the notice for impeachment, convene a sitting of the Board for the determination of the request for the impeachment.
 - b) The decision of the Board shall be by a simple majority and shall be communicated to an emergency session of the SRC Parliament called for that purpose by the Speaker within forty-eight (48) hours after receipt of the decision of the Board.
 - c) The SRC Parliament shall debate and thereafter vote on the issue.
 - d) For impeachment purposes, the votes of at least two-thirds (2/3) of members of the SRC Parliament with at least 50% of the house present for or against shall be conclusive.
 - e) For the purposes of clause (1) of this article, a member of the Executive Committee, not an Executive Officer or Speaker of the SRC Parliament, shall be nominated by a

duly constituted meeting of the SRC Parliament to chair the emergency session of the SRC Parliament.

- f) The decision of the SRC Parliament shall be conveyed within forty-eight (48) hours to the Dean of Students.
- 3) Any Officer or Leader so impeached shall cease to be an Executive Officer or a member of the SRC Parliament.
- 4) Any vacancy created under any provision of this Constitution shall be filled within twenty-one (21) days after such vacancy is created while school is in session, provided that the unexpired term of the Officer or Leader is at least six (6) weeks to the end of the second trimester.
- 5) Without prejudice to the provisions of this article, an Executive Officer or Leader of the SRC Parliament against whom impeachment proceedings have been commenced shall be allowed to defend himself orally or in writing before the SRC Parliament votes on the issue.

ELECTORAL COMMISSION

ARTICLE 21

MEMBERSHIP

- a) There shall be an Electoral Commission which shall be responsible for conducting and supervising all SRC elections.
- b) The electoral commission of the SRC shall consist of:
 - 1. The Electoral Commissioner and two Deputy Commissioners who shall be appointed by the SRC Parliament after a vetting conducted by a nine (9) member committee set up by the SRC Parliament, which vetting shall be held in the presence of, but without the participation of the SRC Parliament, at its second sitting.
 - 2. At least one of the deputy commissioners shall be appointed from level 200, who shall act as the electoral commissioner in the event the outgoing electoral commissioner is a final year student.
 - 3. Secretary, who shall be appointed by the electoral commissioner in consultation with the two deputies.
 - 4. One Representative from each year group, appointed by the electoral commissioner in consultation with the two deputies.
- c) A person shall not be qualified to be a Chairperson or Deputy Chairperson, or Secretary of the Commission unless he/she

is qualified to be elected or appointed as a member of the Executive Committee.

APPOINTMENT OF THE ELECTORAL COMMISSION

- a) The Electoral Commissioner and the two deputies shall be appointed by the SRC Parliament upon application by qualified students.
- b) A person interested in the position of Electoral Commissioner must meet the same criteria as an executive officer of the SRC.
- c) The SRC Parliament shall, at its second sitting set up a nine-member committee which shall include the chief justice to consider the applications and make recommendations to the SRC Parliament for approval.
- d) The out-going Electoral Commissioner shall hand over to the incoming Electoral Commissioner within five days after the appointment of the new commissioners of the Electoral Commission.

FUNCTIONS

- a) The Commission shall be responsible for conducting all SRC general elections and other SRC-sponsored elections in accordance with the provisions of this Constitution and/or any other resolution of the SRC Parliament.
- b) In pursuance to sub-clause **a)** above, the Electoral Commission shall compile and exhibit an electoral register a week before the conduct of such elections in sub-clause **a)** above.
- c) Without prejudice to **article 26 clause (1)** of this Constitution, the commission shall make rules and/or regulations for the

exercise and execution of its functions; to wit, the conduct of the elections.

- d) The Commissioner shall exercise supervisory jurisdiction over all SRC elections.
- e) Notwithstanding clause (d) of this article, the electoral commission shall have jurisdiction over all campus elections by endorsing/approving all electoral results before publications.
- f) The out-going Electoral Commissioner shall hand over to the Electoral Commissioner-designate within seven (7) days after his appointment.

ARTICLE 22

INDEPENDENCE OF THE ELECTORAL COMMISSION

- a) Except as provided in this Constitution, or in any other resolution of the SRC Parliament, in the performance of its functions, the Electoral Commission shall not be subject to the direction or control of any other person or authority.
- b) The electoral commission shall have the power to make rules and bye-laws for the conduct of elections, but must seek the approval or otherwise of the SRC Parliament.

ARTICLE 23

ELECTIONS

1. **The expenses of the Electoral Commission.**
 - a. The electoral commission shall present a budget through the finance committee to the SRC Parliament for approval

or otherwise within an appreciable time for the conduct of SRC elections.

- b. The proceeds from the conduct of elections, sales of forms, not excluding filing fee and among other activities shall be paid into the SRC account.
- c. For the avoidance of doubt, a report of such transaction in **c)**. above shall be made available to the finance committee and shall be made available to the Audit Committee for auditing purposes.

2. Conduct of Elections

- a. SRC/NUGS general elections shall take place within the first half of second trimester.
- b. All departments/associations under each faculty/college/school shall elect faculty/college/school executives before the SRC/NUGS elections.
- c. All faculty/college/school year level representatives' elections shall take place in the first trimester.
- d. Student who wishes to contest for any position must apply to the electoral commission by picking nomination forms upon notice of the electoral commission declaration of vacant offices or for the purpose of SRC general elections.
- e. Aspiring candidates must conform to all rules and regulations stated by the Electoral Commission.
- f. Every member of the SRC of this University shall be entitled to a single vote.
- g. The electoral commission shall before the vetting of aspirants, publish the list of qualified nominees.

- h. The electoral commission shall conduct series of vetting and screening exercise, to which all nominees shall submit themselves accordingly for clearance.
- i. The Electoral Register shall be the list of registered students of the University, released by the Registrar of the University.
- j. Election rallies and campaign shall commence after the declaration of the result of the screening and vetting and shall end at midnight (11:59pm) on the eve of the election.
- k. Voting shall commence at 7:00 AM and close at 5:00 PM.
- l. Notwithstanding clause 2 (k) of this article, all eligible voters in the queue at 5:00 PM shall be allowed to cast their votes.
- m. Any group of students who, by university regulations or schedules, will be absent on the day and period of elections shall by special arrangement be allowed to vote earlier by the Electoral Commission.
- n. A simple majority shall be required to win SRC/ NUGS elections.
- o. In the event that there is a tie between the leading candidates in an election, the Electoral Commission shall conduct fresh elections in not more than seven (7) working days for the candidates involved in the tie.
- p. Candidates who stand unopposed shall require endorsement of more than fifty percent (50%) of the valid votes cast to win the office thereof.
- q. The Electoral Commissioner shall submit all results and documents regarding the elections to the Chief Justice within Forty-Eight (48) hours after the close of elections.

- r. In a case where there is no candidate for a particular portfolio after the close of nominations, the position shall be vacant until the executive committee in consultation with the SRC parliament, nominate a person from the House (SRC Parliament) with proven moral character and high integrity to occupy the said position.

ARTICLE 24

INTERIM EXECUTIVE

1. In the event where elections are not conducted at the end of the second trimester, there shall be an Interim team which shall hold office until the completion of the academic year consisting of;
 - a) Interim President
 - b) Interim Vice President
 - c) Interim Secretary
 - d) Interim Financial Secretary
2. The hierarchy of the above portfolios shall drop down on the Judicial Board's hierarchy which shall follow from higher year levels to lower ones.
3. They shall appoint four other students to form the executive committee.
4. They shall perform duties subject to the functions of the executive committee spelt out in **Article eight (8)** and shall have the power to make appointments.
5. All finances, programmes and projects shall be subjected to the approval of the SRC Parliament.

ARTICLE 25

ESTABLISHMENT OF NEW CAMPUSES

- 1) Notwithstanding any provision of this article, a newly established campus shall have interim executive officers appointed by the Dean of Students upon application by interested students.
- 2) Without prejudice to this Constitution, the interim executive officers shall conduct and supervise general elections two (2) months after the assumption of office.
- 2) The Dean of Students shall determine the emoluments/ Benefits of such executive officers.

ARTICLE 26

QUALIFICATION OF EXECUTIVE OFFICERS

- a) A student shall not be qualified for election to any Executive Office if:
 - i. He/she has not been a member of the SRC of this University for at least one academic year;
 - ii. He/she has a Cumulative Grade Point Average (CGPA) of less than 3.5 for Presidency and 3.0 for other portfolios and shall not have more than one trail;
 - iii. He/she is not qualified to contest elections under Hall's Constitution;
 - iv. He/she is an Executive Officer of SRC/NUGS or Speaker/ Deputy Speakers/ Clerks of the SRC Parliament, or Chairperson/ Deputy Chairperson of a Committee, Council or Commission of the SRC or holds a political party office;

- v. He/she has been adjudged or otherwise declared to have conducted himself in contravention of the University and SRC regulations;
 - vi. He/she has been found by any committee of enquiry to be incompetent to hold any office or is a person in respect of whom a committee or commission of enquiry has found that while holding any office, he has misappropriated funds or acquired assets unlawfully or defrauded the SRC or any society, club, or wilfully acted in a manner prejudicial to the interest of students and the findings have not been set aside;
 - vii. He/she has once been removed from any student office in this University;
 - viii. He/she scores below 70% and 65% for Presidency and other portfolios respectively, of the total average marks allotted at the vetting by the Vetting Committee.
 - ix. Without prejudice to any provision of this Constitution, a student shall qualify to stand and contest election to any Executive Office provided he is not a final year student; a final year student means any student who has less than an academic year to complete his/her program of study
- b) All candidates for elections shall duly complete nomination forms in accordance with the provisions of this Constitution.
 - c) A student shall be qualified for the position of SRC president only if he designates a running mate.
 - d) All candidates for election to any Executive position shall have adequate knowledge of the SRC Constitution.
 - e) Candidates may be disqualified if their plans do not conform to the Ten-Year Development plan of the SRC.

ARTICLE 27

NOMINATION

- 1) Candidates shall complete nomination forms supported by not less than thirty (30) signatures of students with at least five (5) from each year group; provided, however, that each student signatory shall not support the nomination of more than one candidate for the same office; provided further that, should such a situation arise, the Electoral Commissioner shall allow the prospective candidates involved, to secure fresh signatories within forty-eight hours (48) or forfeit their candidature.
- 2) All nomination forms shall be obtained from the Electoral Commission.
- 3) Nomination forms shall be completed accordingly in respect of the office of the Executive Committee, Local NUGS, and Women's Commissioner to the SRC.
- 4) Such completed forms shall be returned to the Electoral Commission within the period fixed by the commission.
- 5) A person shall be considered a candidate only after the Electoral Commission has put him up.

ARTICLE 28

VETTING

- 1) There shall be a Vetting Committee which shall consist of:
 - a) A member of the Academic Committee (chairperson himself or a member appointed by the chairperson);
 - b) A Member of SRC Parliament (either the Speaker of the House or an appointee from the House);

- c) A member of the Judicial Board (either the Chief Justice or his appointee);
 - d) The Public Relations Officer.
 - e) The Women's Commissioner;
 - f) A representative of the Dean of Students (as an observer).
 - g) The Deputy Electoral Commissioner.
- 2) The Vetting Committee shall choose from amongst themselves the Chairperson and;
 - 3) Be responsible for ensuring that candidates for any elections under this Constitution satisfy the requirements provided for in this Constitution;
 - 4) Such vetting shall be held open.
 - 5) The committee shall report to the Electoral Commissioner.
 - 6) Any student who wishes to contest any election conducted by the SRC after completing nomination forms submitted to the commission shall submit himself to the Vetting Committee for a thorough screening in accordance with this Constitution.
 - 7) The Vetting Committee shall be required to give a full report of all candidates screened at least five (5) clear days before the Election Day to the general student body.
 - 8) The Vetting Committee shall have the power to disqualify any candidate for any election under this Constitution on the grounds stated only under Article 26. Notwithstanding clause (5) of this article, the vetting committee reserves the right to disqualify any candidate who did not perform satisfactorily at the vetting

- 9) The Committee shall have the power to disqualify any candidate (s) if:
 - a. They do not meet the minimum qualifications set for election.
 - b. There has been a ruling by court of competent jurisdiction which finds him or her guilty for any criminal or civil offence;
 - c. There has been any ruling:
 - i. So made by the Judicial Board/ Council or the SRC Parliament against such candidate, which finds him or her guilty for a wrongdoing or:
 - ii. Any other adverse finding (s) so made by a commission or committee of the SRC which confirms the criteria in **i.** above to that effect.
- 10) The vetting committee shall have power in consultation with the electoral commission to open fresh nominations for positions where no candidate makes the required pass marks during the vetting process.
- 11) In pursuance of **Article 28**, the Electoral Commission shall conduct a special forum for qualified Candidates to present manifestos to the student populace.

ARTICLE 29

POLLING AGENTS

1. Each candidate, fully certified by the Electoral Commission, shall:
2. Appoint one (1) polling agent for each polling station unless stated otherwise by the Electoral Commission; and

3. Present the names of his polling agents to the Electoral Commission at least seventy- two (72) hours before the election date.
4. A person shall not be qualified to be a polling agent unless he is a member of the SRC.
5. The polling agents of all candidates shall observe all proceedings on the day of the election:
 - i. The Electoral commission shall empty the ballot boxes (including digital ballot boxes) in front of all polling agents before the commencement of the voting.
 - ii. All ballot papers (including digital ballots) and their serial numbers shall be verified by all polling agents before the commencement of the voting process.

ARTICLE 30

WITHDRAWAL OF CANDIDATURE

A candidate may withdraw his candidature at least twenty-four (24) hours before the presentation of manifestos by a withdrawal letter signed by him and addressed to the Electoral Commissioner.

ARTICLE 31

OTHER RULES AND REGULATIONS ON ELECTIONS

- a. A person can be deemed a candidate only after he/she has been vetted and put up by the electoral commission as eligible for election.
- b. A person put up as a candidate may withdraw his/her candidature not later than five (5) days before the elections.

- c. A candidate who wishes to withdraw his candidature may do so by formerly writing letter to the electoral commission to that effect.
- d. Complaints of electoral fraud and allegations of electoral malpractices, as well as petitions challenging the legalities of an election should be lodged with the Judicial Board and copied to the Electoral commission within Forty-Eight (48) Hours after voting.
 - i. The Judicial Board shall sit on the case within Seventy-two (72) Hours after the receipt of the complaint to decide on its merits or otherwise.
 - ii. Without prejudices, the ruling of the Judicial Board shall be final and binding on all parties involved, or all parties as may be so affected.

CONDUCT OF ELECTIONS

- a) The Executive Committee Officers of the SRC with the exception of the Vice President shall be elected through secret ballot by the students governed by the SRC.
- b) For the avoidance of doubt the Electoral Commission shall ensure that only transparent ballot boxes are used during voting.
- c) Notwithstanding any provision in this Constitution the Electoral Commission may adopt the compilation of a biometric voters' register and the electronic voting system as well as any IT compliant means if it appears prudent to do so in the conduct of any elections.
- d) The commission shall appoint presiding officers to supervise voting at various polling stations.

- e) Notwithstanding clause (1) of this article and subject to the provisions of this Constitution, voting by proxy shall be lawful provided that prior approval has been given by the Electoral Commission at least forty-eight (48) hours before the election.
- f) In accordance with clause (2) of this article, any student who wants another student to vote on his behalf shall submit to the Electoral Commission his Student Identity Card and a written request duly signed by him stating his reason and the Identity of the student who is to vote on his behalf, the written request shall be copied to the student who shall vote on behalf of the applicant.
- g) No student shall be entitled to more than one proxy vote.
- h) For the avoidance of doubt in clause (4), the presiding officer after the close of polls shall proceed to count the votes cast at each polling station in the presence of the candidates' polling agents and the public.
- i) And thereafter, the presiding officer and the polling agent shall sign a declaration stating the polling station, the total number of voters, number of votes cast and rejected.
- j) The presiding officer shall then announce the result of the voting at that polling station and later communicate them to the returning officer.
- k) The Electoral Commissioner shall within Forty-Eight (48) hours submit to the Judicial Board Chairperson all results and document regarding the election after close of elections.
- l) The Electoral Commissioner shall immediately declare all provisional results, and until such results are challenged, shall declare the final results within Seventy-Two (2) hours after elections.

ELECTORAL OFFENCES

- a. A person who commits an electoral offence shall be summoned before the Judicial Board, and if found guilty, shall be given the appropriate punishment so prescribed by the Judicial Board.
- b. A person who:
 - i. Forges, fraudulently defaces, destroys a nomination paper, systems of voting or any other documents relating to an election or delivers to a returning officer or the electoral commission any forged nomination paper.
 - ii. Forges or counterfeits or fraudulently destroys ballots or the official mark on ballots.
 - iii. Without authorities supplies a ballot to any person.
 - iv. Sells or offers to sell a ballot to any person or purchases or offer to purchase a ballot from any person.
 - v. Having no authority arising from this constitution whatsoever, is found to be in possession of a ballot, which has been marked with the official mark of the Electoral Commission.
 - vi. Knowingly and intentionally puts into a ballot box anything either than the ballot paper which he is authorized by this Constitution.
 - vii. Without authority, destroys, takes, opens or otherwise interferes with ballots, ballots box, or packets of ballots intended to be used for the purpose of an election.
 - viii. Votes more than one in an election.
 - ix. Knowingly votes at an election of which he is not entitled a vote.

- c) Commits an Electoral Offence.
- d) A person commits an act of impersonation if he/she:
 - i. Votes as another person whether that other person is living or dead or is a fictitious person or:
 - ii. Vote for a person whom he knows or has reasonable ground to believe to be dead or to be a fictitious person.

OFFENCES BY ELECTORAL OFFICERS

- a. An electoral officer or any other person who has a duty to perform, whether under this or otherwise, in relation to an election, who;
 - i. Makes any record or enters any data which is required by this constitution to be made has reasonable cause to believe to be false.
 - ii. Permits a person whom he/she knows or has a reasonable cause to believe is not visually impaired or challenged in any way to vote in any manner provided for such persons.
 - iii. Wilfully prevents a person from voting at a polling station at which he/ she knows the person is entitled to vote at.
 - iv. Wilfully counts ballots as being cast for a candidate which he/she knows was not validly cast for the said candidate.
 - v. Without reasonable cause, act or fail to act in breach of his/her official duty(ies).
- b. Commits an electoral offence.

ARTICLE 32

DECLARATION OF RESULTS

- 1) The Electoral Commission shall, immediately after the counting of ballots, declare provisional results and, unless such results are challenged, in accordance with **article 33** of this Constitution, shall declare the final results within seventy-two (72) hours after the close of polls.
- 2) An instrument which is executed under the hand of the Electoral Commissioner and the seal of the commission and states that the person named in the instrument was declared elected as an Executive Officer at the election in accordance with the provisions of this Constitution shall be **PRIMA FACIE** evidence that the person named was so elected.

ARTICLE 33

CHALLENGING OF ELECTION RESULTS

- a) The validity of the election of an Executive Officer may be challenged by a student of this University who shall present a petition for that purpose to the Judicial Board within forty-eight (48) hours after the declaration of the provisional results of the office in respect of which the petition is presented.
- b) The Judicial Board shall, without prejudice to any provision in this Constitution, decide on the validity of an election within seven (7) days after a petition challenging the results has been received by the Chairperson of the Board.
- c) Where the Judicial Board invalidates an election, fresh elections shall be organized as directed by the Council.
- d) An election procedure on which the Constitution is silent shall be referred to the Judicial Board for determination.

THE JUDICIARY COUNCIL

ARTICLE 34

ESTABLISHMENT

- a) There shall be established a Judicial Council under the SRC in whom the Judicial power of all bodies under the SRC shall be vested and exercise by the appropriate Judicial Council in accordance of the provisions of this constitution and neither the President nor the SRC Parliament under the SRC shall be clothe with final Judicial Power.
- b) The Judicial Council Shall be an independent body under the SRC and shall be subjected only to the provisions of this constitution, the 1992 constitution of the Republic of Ghana, SDD-UBIDS ACT 1001, 2019 The University Statute, and the General Rules and Regulations of the University.
- c) The Judicial Council shall be the only Judicial Body of the SRC.
- d) No person, body, or organization shall have the right to establish a Judicial system without due permission of the Judicial Council and which such permission, the Judicial Council shall grant upon a formal application written to the Judicial Council or otherwise.

COMPOSITION

- a) The judiciary shall consist of;
 - i. The Judicial Board;

- ii. The Appeal's Board:
- a) Courts of adjudication
 - i. The Judicial Board (The Supreme Court of SRC)
 - ii. The Faculty/School Courts
 - iii. The Residential Hall Courts

THE JUDICIAL BOARD

- 1) There shall be a Judicial Board of the SRC composed of:
 - a. The Chief Justice, who shall be a law student with a CGPA of not less than 3.0;
 - b. One (1) representative from each year group except level 300, which shall have two (2) representatives;
 - c. The members of the Board shall be individuals who have served on any judiciary body on campus or have shown an interest in judicial affairs on campus
 - d. The Judicial Board/Board/Committee chairpersons of JCRs;
 - e. The Chairperson shall appoint the Court Registrar; and
- 2) The Chairperson shall be nominated by the President in consultation with the Executive Committee subject to the approval of the Judicial Board; such a person might have served/served on any judicial body on campus.
- 3) The Judicial Board chairperson shall have supervisory jurisdiction over all other judicial Committees/Boards/Councils on campus over any adjudicating authority and may, in the exercise of that supervisory jurisdiction, issue orders and directions to enforce or secure its supervisory power.

- 4) The Board shall propose for consideration by the executive committee judicial reforms to improve the level of administration of justice and efficiency in the judiciary.
- 5) The Chairperson shall empanel not less than five (5) members to sit on adjudications and, in case of an impeachment proceeding, not less than seven (7).
- 6) The Council shall have jurisdiction in every matter relating to the enforcement or interpretation of any provision of this Constitution. In addition, matters on which this Constitution is silent shall be referred to the Judicial Board, and its ruling shall be precedent until a provision is enacted.
- 7) The Council shall be mandated to resolve conflicts between students and/ or groups of students.
- 8) The Judicial Board shall have jurisdiction in all election matters.
- 9) There shall be a body of students who will be trained and certified by the Board as Student Counsels; such students will be permitted to represent other students in a matter before the Board.
- 10) A person appearing before the Judicial Board shall have the right to counsel.

ARTICLE 35

POWERS OF THE JUDICIAL BOARD

- a. For the smooth exercise of its functions, the Judicial Board shall have the power to do such things as may be reasonably necessary, including issuing writs or orders in the form of mandamus, certiorari, prohibition and injunctions.
- b. The Judicial Board shall have the power to review its decisions upon a petition signed by the petitioner(s) and stating the

grounds for the review after it has been received within seven (7) days after the said decision.

- c) The Judicial Board shall have the power to co-opt members without voting rights on an ad-hoc basis and to summon a student, group of students or any member of the SRC to appear before it to give evidence.

ARTICLE 36

RECORD OF PROCEEDINGS

The Judicial Board shall accurately record its proceedings.

ARTICLE 37

INDEPENDENCE OF THE JUDICIAL BOARD

- a) In the exercise of its functions, the Judicial Board shall be subject only to this Constitution and shall not be subject to the control or direction of any persons, group of persons or authority.
- b) Neither the Executive Committee nor the SRC Parliament nor any other person shall interfere with the Board in its functions.
- c) All students, JCR's Committees of the SRC Parliament, Faculty Associations, and any other Association, Clubs and Unions of the University shall accord the Board such assistance as the Board may reasonably require to protect the independence, dignity and effectiveness of the Board.
- d) A member of the Board shall not be liable for any action or be sued for any act or omission by him in the exercise of judicial power.

ARTICLE 38

JURISDICTION

- 1) Without prejudice to the provisions of this Constitution, the Board shall have jurisdiction relating to:
 - a. Impeachment proceedings against any Executive Officer or Leader of the SRC Parliament.
 - b. An appeal against the Judicial Committee/Board of a JCR, provided that the Chairperson of the Committee/Board of the said JCR shall not be empanelled to hear such an appeal; and
 - c. Dispute between or amongst any JCRs, group of students or Faculty Association in the University.
- 2) In its function, the Board shall have the power to give advisory opinions to the Executive Committee or Committees of the SRC Parliament on any issue on request.
- 3) Without prejudice to any provision of this Constitution, the decisions of the Board on matters of interpretations of this Constitution shall be final and conclusive.
- 4) The Board shall have the power to prescribe any appropriate punishment regarding the provision of the Constitution, provided that the prescribed punishment shall be capable of being enforced by the SRC.
- 5) Notwithstanding any provision in this Constitution to the contrary, the Board, through the SRC, shall recommend any decision to the appropriate University authority for implementation.
- 6) In proven cases of misconduct by a member of/or the Judicial Board, the SRC Parliament shall institute disciplinary actions or proceedings against that member or the Board.

- 7) The Judicial Board shall not have jurisdiction over sexual Harassment cases.
- 8) For the avoidance of doubt, in instances where the Board receives recommendations to take disciplinary action, they shall act accordingly.

ARTICLE 39

PROCEEDINGS

- 1) Except as may be otherwise ordered by the Chairperson of the Judicial Board in the interest of public morality, public safety, or public order, the proceedings of the Judicial Board shall be held in public.
- 2) The decision of a properly constituted sitting of the Board in all matters shall be by a simple majority.
- 3) The Chairperson of the Board shall preside at its sittings and, in his absence, the Vice-Chairperson.
- 4) The Board shall be bound to give a written reason for its decisions.
- 5) A person aggrieved by the decision of the Judicial Board may appeal to the Appeals Board for consideration within fourteen (14) days after the decision, but where there is a petition for review, within seven (7) days after the review decision has been published.
- 6) The Chairperson and the other members of the Judicial Board shall, before assuming office, take and subscribe to the Judicial Oath, as provided for in schedule 2(g) of this Constitution.

ARTICLE 40

TERMINATION OF OFFICE

- 1) A member of the Judicial Board shall cease to hold office:
 - a. If he resigned by a letter signed by him and addressed to the President, through the Board; provided that he has given fourteen (14) days' notice of his intention.
 - b. If he cannot perform his duties due to the infirmity of the body or mind; and
 - c. For stated misbehaviour or incompetence.
- 2) In cases under clauses 1(b) and (c) of this article, the member against whom a petition is made is entitled to be heard in his defence by him or an expert of his choice before the appeal board.

ARTICLE 41

THE APPEAL'S BOARD

- 1) Without prejudice to any provision of this Constitution, there shall be an Appeal's Board consisting of:
 - a. The Dean/Vice Dean of students' Affairs;
 - b. Senior Hall Tutors;
 - c. The Court Registrar shall be the secretary to the Board. The registrar shall not sit on adjudications/hearings;
 - d. The Judicial Board chairperson;
 - e. The Anti-Sexual Harassment committee chairperson; and
 - f. One appointee by the President to the Board, and such a person shall not be either an executive officer/member.

- 2) Where a member of the Board is a party to an appeal, he shall be disqualified from sitting in respect of that case.
- 3) Notwithstanding clause (1) of this article, the Board shall have the power to co-opt members without voting rights on an ad-hoc basis and to summon a student, group of students or any Executive Officer or Leader of the SRC Parliament to appear before it.
- 4) The Board shall be duly constituted for its work by at least five (5) members, including the Dean/Vice Dean of Students.
- 5) The decision of the Board shall be by a simple majority, and in the exercise of its functions, the Board shall be bound to give written reason for its decision.
- 6) Any person appearing before the Appeal Board shall have a right to counsel.

SRC COMMITTEES

ARTICLE 42

FINANCE COMMITTEE

- 1) There shall be a Finance Committee consisting of:
 - a) The financial secretary who shall be the chairperson;
 - b) One representative from each year group; and
 - c) Two persons nominated by the SRC Parliament at its first sitting.
 - d) Without prejudice to b) above such appointees must exhibit a very good finance and or accounting background;
- 2) The Chairperson shall be a signatory to the SRC account (s).
- 3) The quorum for the Committee meeting shall be five (5) members.
- 4) The Committee shall:
 - a. Pre-audit all financial transactions of the Executive Officers, Commissions, Boards and Committees of the SRC;
 - b. Present before the SRC Parliament estimates of revenue and expenditure of the SRC for the academic year on a trimester basis at the beginning of each trimester for approval through the Financial Secretary;

- c. Notwithstanding clause 5 (b) of this Article, such estimates of expenses shall exclude the SRC Parliament and the Judicial Board of the SRC.
- d. Within three (3) weeks after the beginning of each trimester and within two weeks before the end of each trimester, inform the general student body by publishing on all notice boards, details of all financial transactions of the SRC or Commissions, Boards and Committees of the SRC Parliament in the preceding trimester;
- e. Encourage and promote efficient utilization of the resources of the SRC through effective and efficient financial measures;
- f. Be responsible for monitoring the receipts into and payment out of the Student Fund and shall report to SRC Parliament at least once every trimester;
- g. Not later than six (6) weeks before the end of each trimester and three weeks after the beginning of each trimester, submit to the Audit Council for audit, a statement of receipts and payments into and from the Student Fund; and
- h. Do all other as may be prescribed by a resolution of the SRC Parliament.
- i. Submit all financial documents, financial statements Etc. for auditing as and when needed.

ARTICLE 43

ACADEMIC COMMITTEE

MEMBERSHIP

There shall be an Academic Committee which shall consist of:

- a. A representative from each year group;
- b. The SRC Vice President (who shall not be the Chairperson);
- c. The President, in consultation with the Executive Committee, shall appoint a Chairperson for the Committee, who shall be approved or otherwise during the first meeting of the Committee.

FUNCTIONS OF THE ACADEMIC COMMITTEE

- a. Shall ensure the academic wellbeing of all students.
- b. Ensure the maintenance and safety of SRC-sponsored academic facilities.
- c. Work with all relevant bodies to ensure the highest level of academic standards in the University.
- d. Perform any other duties assigned by the President, Executive Committee or the SRC Parliament.

ARTICLE 44

ENTERTAINMENT COMMITTEE

MEMBERSHIP

There shall be an Entertainment Committee consisting of:

- a. A representative from each year group; and
- b. Three appointees of the President in consultation with the Executive Committee, including the Chairperson.

FUNCTIONS OF THE ENTERTAINMENT COMMITTEE

The Committee shall:

- a. Oversee the organization of all SRC-sponsored entertainment activities;
- b. At the beginning of the first and second trimester, draw up a programme of activities and present it to the SRC Parliament for approval, which shall be published on all notice boards;
- c. Coordinate entertainment activities of various Halls, Classes, Societies et cetera;
- d. Do other things as the Executive Committee or the SRC Parliament may be assigned to.
- e. Organize the SRC week celebrations in the second trimester of an academic year before examinations
- f. The Entertainment Committee shall endorse and approve all entertainment-related programs on Campus before its undertaking.

ARTICLE 45

PUBLIC RELATIONS COMMITTEE

- a. There shall be established a Public Relations Committee under the SRC which shall comprise the:
 - i. Public Relations Officer of the SRC who shall be the chairperson.
 - ii. Representative from each year group.
- b. The Public Relations Committee shall:
 - i. be responsible for publicizing all activities of the SRC in consultation with the particular Committee concerned.
 - ii. strategize as to how to disseminate information and make information accessible to all students under the SRC.

- iii. be responsible for the organisation of all meetings of the SRC and shall do this upon authorization by the General Secretary of the SRC.
 - iv. monitor and maintain all SRC notice boards and authorize the usage of same by any other body.
 - v. publish all SRC sponsored publications including students' newspapers and journals.
 - vi. act as a liaison between the SRC and any organisation desiring to publish information concerning activities on campus and Halls.
 - vii. at the beginning of every semester, notify members of the Parliamentary Council of all vacancies on all committees as provided for in this Constitution including committees.
 - viii. perform any other functions that may be assigned to it by the Executive Council and or Parliamentary Council in relation to its office.
- c. The Public Relations Officer shall be the sole officer responsible for presenting the report on the state of information dissemination of the SRC to the SRC Parliament and may delegate any member of the office to represent him.

ARTICLE 46

AMALGAMATED CLUBS COMMITTEE

MEMBERSHIP

There shall be an Amalgamated Clubs Committee which shall consist of:

- a. A Chairperson appointed by the President in consultation with the Executive Committee; and

- b. Presidents of all approved and recognized religious and social bodies on Campus.

FUNCTIONS OF THE AMALGAMATED CLUBS COMMITTEE.

The committee shall perform the following functions;

- a. For the purposes of clause 1(b) of this Article, a religious or social body shall be deemed approved and recognized by the SRC when it is duly registered in accordance with the University regulations.
- b. For the avoidance of doubt in clause 2(a.), the Committee shall take reference from the Junior Member Regulation of the University.
- c. The Committee shall coordinate the activities of all approved and recognized religious and social bodies of the SRC.
- d. The Chairman shall cause the various bodies referred to in clause 1 (b) of this Article to present trimester programmes of activities for approval by the Executive Committee of the SRC.

ARTICLE 47

SPORTS COMMITTEE

MEMBERSHIP

There shall be a Sports Committee which shall consist of:

- a. A representative from each sports committee of the various JCRs;
- b. Two (2) sportspeople and a chairperson or Coordinator appointed by the President in consultation with the Executive Committee subject to the approval of the SRC Parliament.

FUNCTIONS OF SPORTS COMMITTEE

The Committee shall perform the following functions:

- a. Coordinate and organize SRC-sponsored sporting activities on the various Campuses;
- b. Advise SRC on the procurement of sports equipment;
- c. Assist the Sports Coach in performing his duties; and
- d. Perform any other duties as the Executive Committee or the SRC Parliament may assign to it.

ARTICLE 48

WELFARE, ACCOMMODATION AND HOSTEL COMMITTEE

MEMBERSHIP

- a. There shall be a Welfare Committee Chairperson appointed by the President in consultation with the Executive Committee, and
- b. Four (4) other members appointed by the Executive Committee from each year group or JCR.

FUNCTIONS OF THE WELFARE COMMITTEE

The Committee shall be responsible for:

- a. The Welfare of all Students;
- b. The overall, Health and Sanitation matters on and around Campus;
- c. They shall also take pragmatic measures to ensure proper sanitation and hygiene in the University community.

- d. Any other duties as may be assigned to the committee by the Executive Committee or the SRC Parliament.

ARTICLE 49

TRANSPORT, SAFETY AND SECURITY COMMITTEE

MEMBERSHIP

There shall be a Transport, Safety and Security Committee of the SRC consisting of:

- a. A representative of each year group;
- b. The President shall appoint a Deputy Chairperson in charge of Transport in consultation with the Executive Committee.
- c. The Cadet Commander shall be the Deputy Chairperson In-charge of Safety and Security.
- d. The Committee shall elect their Chairperson on the first sitting of the Committee. He shall thereafter ensure the proper functioning of this Committee.

THE DEPUTY IN CHARGE OF TRANSPORT;

- a) Shall receive all applications for the use of all transport facilities of the SRC.
- b) Shall be responsible for the arrangement of student transport services outside Campus.
- c) Shall coordinate all transport arrangements of groups travelling under SRC sponsorship.
- d) Shall be responsible for the operation of commercial vehicle activities on Campus.
- e) The Committee shall prepare by-laws governing the use of transport facilities of the SRC.

THE DEPUTY IN CHARGE OF SAFETY AND SECURITY;

- a) Shall be responsible for students' safety and security on Campus.
- b) For the avoidance of doubt, they shall ensure proper traffic regulations during SRC floats, processions Etc. and programs.
- c) They shall ensure that commercial vehicles organized by Students groups are safe and secure for Students.
- d) Any other functions the Executive Committee and the SRC Parliament assign to them.

ARTICLE 50

PROJECT PLANNING, AND DEVELOPMENT COMMITTEE

The SRC shall have a Development Framework which shall guide any person in the implementation and policy decisions for the development of the SRC.

MEMBERSHIP

- a) The President
- b) The Speaker of the SRC Parliament.
- c) The Chief Justice of the Judicial Board.
- d) The Financial Secretary of the SRC.
- e) The Dean or the Vice Dean of Students who shall be the Chairperson of the Committee.
- f) Two non-executive members of this Constitution, preferably students with a Planning and Development background.
- g) The director of procurement for the University.

- h) Two Senior Members with planning background of the University, appointed by the registrar.

FUNCTIONS OF THE PROJECT PLANNING, AND DEVELOPMENT COMMITTEE

- a. The Committee shall appoint a secretary from among themselves.
- b. Shall be responsible for the 10-year development plan of the SRC.
- c. Shall develop a befitting framework for Clause **b)** of this Article.
- d. Shall plan and oversee all the planning activities in Clause c) of this Article.
- e. Shall review the framework upon request from the SRC parliament to meet the current and future demands of the SRC.
- f. For the avoidance of doubt, a mandatory 20% of the SRC gross dues shall be reserved by every administrative year for implementing the Ten-year Development Plan.
- g. In pursuance of sub-clause **f)** unless there is advice on alternative source funds for the implementation of the plan, where the consent of 2/3 of the SRC Parliament shall be required for the approval of the advice.
- h. For the avoidance of doubt, the 10-year development plan shall be submitted to the SRC Parliament for approval or otherwise.
- i. They shall provide a progress report of the ten-year plan to the SRC Parliament.

- j. For the avoidance of doubt in **h)** the Committee shall report to the SRC Parliament for final approval or otherwise.
- k. Without prejudice to this Article, the functions of procurement of this committee shall be subjected to the University Procurement Regulations and the public procurement Act 2003 (ACT 669).

ARTICLE 51

AUDIT COMMITTEE

1. An Audit Committee shall be established under the SRC, which shall be composed of four (4) members whom the SRC Parliament shall appoint and one (1) person from the Judicial Board of the SRC.
2. The members shall be composed of:
3. Four members who are not members of the SRC Executive Officer and possess ample knowledge in auditing or have served on a previous audit committee in any hall of residence or college.
4. One (1) member from the Judicial Board shall be appointed by the Judicial Board Chairman of the SRC.
5. The Committee, at its first meeting, shall appoint from among its members a chairperson and a secretary.
6. Auditing of the SRC account(s) shall be done at the end of every trimester, and in the case of the second trimester, it shall be done before handing over.
7. The audit committee shall work under the University auditor's guidance and supervision and submit their report to the SRC Parliament.

8. To perform their duties under this Constitution, the audit committee shall have the power to subpoena any SRC officer and/or any SRC member for clarification and explanations.
9. All SRC financial transactions shall be pre-audited by the university directorate of internal audit after the request has been made through the dean of students.
10. Copies of the Audit Report shall be made available to the University Finance Officer and the Dean of students at least five (5) days before a General Students' Body meeting specifically convened by the General Secretary for a formal presentation of the audit report by the Chairman and copies shall be published on all notice boards.
11. The Audit report shall include:
 12. Income and Expenditure Accounts of the SRC
 13. Statement of accounts shall contain the cash at hand, cash at bank at last transaction dates and fixed assets, returns from dues, liabilities, and creditors, among others.
 14. A detailed statement of financial administration.
 15. A detailed statement of creditors and debtors.
 16. Audit Committee's assessment of the financial position of the SRC.
 17. Audit Committee's comments and suggestions.
18. The audit report shall provide guidelines for the implementation of its reports.
19. Any person aggrieved by the audit committee's decision shall appeal to the Judicial Board.
20. The SRC Parliament by Resolution may request the Registrar of the University to withhold the results and awards of any

such students who refuse to comply with the provisions of this Article.

ARTICLE 52

INDEPENDENCE OF THE AUDIT COMMITTEE

In the performance of its functions under this Constitution or any resolution of the SRC Parliament, the Audit Committee shall not be subject to the direction or control of any other person or authority.

ARTICLE 53

MISCONDUCT OF EXECUTIVE MEMBERS

1. A person appointed/elected to any Committee, Commission or Board of the SRC who:
2. Misappropriates funds; or
3. Conducts himself in such a manner as to cause depreciation whether in respect of loss or otherwise in any cash or property entrusted to his care; shall be liable to make good the loss or be liable to any punishment prescribed by the SRC Parliament.
4. Where the Judicial Board finds such default due to the wilful neglect or refusal to comply with any part of this Constitution, the Judicial Board shall recommend sanctions against such a person.
5. Where the default is found to have been caused either wholly or partly by any Executive Officer, such a member shall suffer any penalty as may be determined by the SRC Parliament.

MEETINGS

ARTICLE 54

SRC PARLIAMENT

- a) The SRC Parliament shall meet at least two times in a trimester.
- b) The Clerk of the SRC Parliament shall, in writing, notify members of such meetings, specifying the venue and agenda not less than five (5) clear working days before the said sitting.
- c) Without prejudice to any provision of this Constitution, the First sitting of the SRC Parliament shall be within fourteen (14) days after the assumption of office of new Executive Members, after which the Honourable members of the SRC Parliament shall elect its Speaker and Deputy Speakers.

EXECUTIVE COUNCIL

- a) The Executive Council shall meet at least three (3) times in a Trimester.
- b) The SRC Secretary shall, in writing, notify members of such meetings, specifying the venue and agenda not less than five (5) clear working days before the said meeting.
- c) Without prejudice to any provision of this Constitution, the First sitting of the Executive Committee shall be within

seven (7) days after the assumption of office of the New Executive Officers.

EXECUTIVE COMMITTEE

- a) The Executive Committee shall meet at least four (4) times a trimester.
- b) The SRC Secretary shall, in writing, notify members of such meetings, specifying the venue and agenda not less than five (5) clear working days before the said meeting.
- c) Without prejudice to any provision of this Constitution, the first sitting of the Executive Committee shall be within three (3) days after the assumption of office of the New Executive Officers.

ARTICLE 55

EMERGENCY

- 1) An emergency meeting of the SRC Parliament shall be convened by the Speaker in consultation with the Executive Committee or on the written request of at least twelve (12) members of the SRC Parliament.
- 2) Members of the SRC Parliament who request the convening of an emergency meeting shall subscribe their signatures to the written request stating the business to be considered.
- 3) The Clerk shall convene the meeting within three (3) days of receipt of such request in consultation with the Speaker of the SRC Parliament and Executive Committee.
- 4) An emergency meeting of the Executive Committee shall be convened within forty-eight (48) hours by the Executive Committee, or on the written request of six members of

the Executive Committee who shall subscribe their names and signatures to the request stating the business to be considered.

- 5) An emergency meeting of the Executive Committee shall be convened within twenty- four (24) hours by the President or on the written request of three members of the Executive Committee who shall subscribe their names and signatures to the request stating the business to be considered.
- 6) Serve the business for which an emergency meeting is convened; no other business shall be considered.

ARTICLE 56

ATTENDANCE OF OBSERVERS

- 1) Any student or group of students wishing to attend and participate in the deliberation of the SRC Parliament shall be addressed in writing to the Clerk of the SRC Parliament, a request to that effect at least twenty-four (24) hours prior to the meeting.
- 2) The Clerk, in consultation with the Speaker, may approve such request or otherwise.
- 3) Such an accredited person shall be entitled to participate in the proceedings of the SRC Parliament and shall be accorded all the privileges of a sitting member of the SRC Parliament except that he is not entitled to vote.
- 4) Accredited observers wishing to table a motion for consideration shall require the support of at least seven (7) sitting members of the SRC Parliament.
- 5) Notwithstanding the generality of clause (1) of this article, not more than ten (10) people can be accredited with observer status at a sitting.

ARTICLE 57

FORUMS AND PRESS CONFERENCES

- 1) The SRC Executive Committee/Council shall, at any time the need arises, convene a formal general meeting of the student body at designated places or campuses for the sole purpose of discussing or announcing matters that affect the general welfare of the student body provided the business to be discussed shall be made known at least forty-eight (48) hours to the meeting.
- 2) One-third (1/3) of the student body shall form a quorum.
- 3) The President, acting on the advice of the P.R.O. and in consultation with the Executive Committee, subject to the approval of the SRC Parliament, shall have the prerogative to hold press conferences as and when the need arises.
- 4) The theme for the press conference shall be discussed at the SRC Parliament before the date fixed for the press conference.
- 5) Without prejudice to the Statutes of this University, they shall conduct such activities mentioned in this article in consonance with the University Junior Member Regulation procedures.

ARTICLE 58

SPECIAL FORUM

- a) The Executive Committee shall call a special forum of the student body on the request of not less than 20% of university students, who shall append their names and signatures to the written request stating the business to be considered.

- b) No other business shall be transacted at such a special forum, which shall be convened within seventy-two (72) hours upon receipt of the request.
- c) Without prejudice to the Statutes of this University, they shall conduct such activities mentioned in this article in consonance with the University Junior Member Regulation procedures.
- d) Matters of impeachment shall not form the basis for such a forum, such matters being the proper domain of the Judicial Board.

ARTICLE 59

ABSENCE

Any member of the SRC Parliament, Executive Committee, Executive Council or a member of any Commission, Committee or Board of the SRC who absents himself wilfully from meetings for two times without any acceptable reasons shall be suspended from the body on which he is entitled to sit and shall form the grounds for removal from office.

MISCELLANEOUS

ARTICLE 60

FINANCES

- 1) Expenses of the SRC/NUGS and Committees, Councils and Commissions shall be charged on the Student Fund.
- 2) The Student Fund shall be accumulated from:
 - a) Dues;
 - b) Donations;
 - c) Gifts;
 - d) Loans;
 - e) Grants;
 - f) Funding opportunity (ies) Etc.
- 3) SRC/NUGS dues or any levy to be paid by the student body shall be debated and approved by the SRC Parliament.
- 4) Elected executives shall present through the Finance committee to SRC Parliament estimates of dues or any levy to be paid by the student body for approval before dissolution.
- 5) Notwithstanding clause 4 of this Article, the executive committee elect shall take part in deliberations as ex officio members.

- 6) Revenue referred to in clause (2) of this Article shall not include revenue or money:
 - a) That is payable by or under a resolution of the SRC Parliament into some other fund established for a specific purpose; or
 - b) That may, under a resolution of the SRC Parliament, be retained by a Committee, Council or Commission of the SRC to defray the expenses of that Committee, Council or Commission.
- 7) Members of Committees, Councils, Local NUGS and Commissions of the SRC shall within forty-eight (48) hours of raising or receiving any revenue or money on behalf of the SRC; unless the SRC Parliament by a resolution state otherwise, pay through the Financial Secretary such revenue or money into the Student Fund.
- 8) A Committee, Council, Local NUGS and Commissions of the SRC may, with the prior approval of the SRC Parliament, retain a percentage of revenue or money raised or received as the case may be.
- 9) Records covering payments into the Student Fund shall be documented by the Financial Secretary and copied to the Finance Committee.
- 10) The UBIDS SRC shall open and operate a savings or current bank account with any recognised banks in Ghana as may be determined by a resolution of the SRC Parliament.
- 11) The SRC shall maintain not less than 25% of its annual income in the account before handing-over.
- 12) The authorization for opening of any SRC savings or current or investment account shall be approved by the Vice-Chancellor.

- 13) The SRC may invest surplus funds in approved investment vehicles in Ghana. The decision for such investment shall be taken at the SRC Parliament and approved by the Dean of Students and the Vice Chancellor.
- 14) The SRC may use very legal means available to retrieve any funds misappropriated by any member(s) and to cause the removal of such person(s) from office if he/she is an Officer of SRC.
- 15) The SRC Procurement of goods, services and works shall follow the University's procurement procedure.

ARTICLE 61

WITHDRAWAL FROM THE STUDENT FUND

- a) No Withdrawal shall be made from the Student Fund except to meet expenditure charged on the Fund by this Constitution or by a Resolution of the SRC Parliament.
- b) The SRC shall operate an account with any recognized Bank as may be determined by a resolution of the SRC Parliament.
- c) Any request for withdrawal of funds from the student fund shall be made through the Dean of Students. The accountant at the Dean of Students office shall check the availability of cash flows with the University Directorate of Finance.
- d) The Dean of Students shall then minute the request to the University Internal Audit for pre-audit, authenticate and recommend its approval to either the Dean of Students, Director of Finance/Registrar/Pro-Vice Chancellor/Vice Chancellor depending on the threshold.
- e) Any withdrawal from the Student Fund by any document (including Bank Cheques) shall be approved by the Dean of Students who shall be a principal signatory; The President

and the financial secretary shall be alternate signatories to all SRC accounts.

- f) Pursuant to clause (c) above, the bank shall consider any cheque(s) signed by the Dean of Students and any other signatory to the account valid.

ARTICLE 62

BUDGETS

1. The President shall cause to be prepared and presented to the SRC Parliament an administrative estimate of revenue and expenditure of the various organs of the SRC
2. The SRC Parliament shall prescribe the procedure for the presentation of such estimates.
3. Without prejudice to clause (1), the Executive Committee, the SRC Parliament and the Judicial Board shall prepare separate estimates of expenses.
4. Such expenses shall include proposed programmes and projects to be undertaken and allowance/per diems payable to these organs of the SRC
5. The President shall cause the Finance Committee to consolidate estimates of revenue and expenditure of Committees, Councils, Commissions and Boards and present them to the SRC Parliament at the beginning of the first trimester for approval.
6. The proposed estimates of expenditure of any Committee or Commission and the Board shall be classified under programmes or activities of the SRC and shall be presented at the SRC Parliament to authorize the issue from the Student Fund or such other appropriate source, the sums of money

necessary to meet that expenditure and the appropriation of those sums for the purposes specified.

7. Where in respect of a trimester, it is found that the amount of money appropriated for any purpose is insufficient or that the need has arisen for expenditure for a purpose for which a sum of money has been appropriated, a supplementary estimate showing the sum of money required, shall be presented to the SRC Parliament.
8. Where it appears to the President that the estimates in respect of any trimester will not immediately come into operation at the beginning of a trimester, he/she may, with the approval from SRC Parliament, authorize the withdrawal of any amount from the Student Fund to meet expenditure necessary to carry on the activities of the SRC

ARTICLE 63

LOANS

- 1) No loan shall be raised for or on behalf of the SRC or any Committee, Board or Commission unless by or under the authority of a resolution of the SRC Parliament.
- 2) A resolution of the SRC Parliament passed in accordance with clause (1) of this Article shall provide the terms and conditions of the loan.
- 3) Without prejudice to Article 63, such contracting loans shall be done in consultation with the University Management and subject to the approval of Management.

ARTICLE 64

MAJOR DECISIONS

- 1) Subject to the provisions of this Constitution, all major decisions such as the boycott of lectures or vacation of campuses or any decision that may disrupt the normal academic activities of the University shall be determined by a simple majority of the students voting by a secret ballot.
- 2) Each year group shall constitute a constituency.
- 3) In the event of a tie, sixty (60) percent of the aggregate valid votes cast shall be conclusive.

ARTICLE 65

FOREIGN STUDENTS

- 1) A student who is not a Ghanaian shall be a foreign student.
- 2) There shall be a foreign students association which shall be charged with the responsibility of:
 - a) Assisting in finding solutions to problems faced by foreign students in the University;
 - b) Seeking the welfare of foreign students and ensuring that their interest is protected;
 - c) Aiding foreign students in realizing themselves as an essential source and contributing to the advancement of the SRC and the University as a whole;
 - d) Inculcating in foreign students a sense of inclusion, solidarity and active participation in the university and SRC activities; and
 - e) Performing any other function that is consistent with the provisions of this Constitution.

- 3) The Executive members of the Foreign Students Association shall be elected in accordance with their local Constitution, provided such election shall be conducted and supervised by the Electoral Commission created by this Constitution.
- 4) The Secretary of the Foreign Students Association shall compile and keep records of all students provided in clause (1) of this Article.

ARTICLE 66

HONORARIUM

- 1) Members of the Executive Committee, NUGS Executives, The Speaker of the SRC Parliament, and The Chairperson of the Judicial Board shall be residential students.
- 2) Where there are designated halls of residence in the school for the SRC leadership, referred to in Clause (1) of this Article, they shall be provided accommodation in these halls of residence.
- 3) In the absence of these halls of residence, they shall be entitled to decent accommodation facilities or accommodation allowance proposed by the executive council, subject to the approval of the SRC Parliament and the final approval of the Dean of Students in consultation with the Board of Students affairs. Such accommodation allowance shall not be above the bed rate in the Halls of Residence.
- 4) The allowances/per diems payable and accommodation facilities shall be charged on the students' funds with approval by the Dean of Students in consultation with the Board of Students affairs.
- 5) Certificates of honour and/or Awards shall be presented to members of the Executive Council, the Executive Committee,

the SRC Parliament and the Judicial Board after their tenure of office.

- 6) All Committees, Boards or Commissions members and individuals who have distinguished themselves towards the cause of students may be considered for awards upon the approval of the SRC Parliament.
- 7) Vacation residence fees, including the cost of meals and allowances at student rates of any member of the SRC executing an assignment for the SRC, shall be borne out of the Students Fund upon the approval of the SRC Parliament.
- 8) Within four (4) weeks of the coming into force of this Constitution, there shall be a Council of Honour erected in the SRC office on which shall be embossed the names of successive Presidents who completed their tenure of office.
- 9) The Council of Honour shall be updated every year.
- 10) A person who has completed his tenure as a member of the Executive Committee shall be an "Elder Statesman".
- 11) A Certificate of Honour of an "Elder Statesman" may be awarded to any five (5) other persons in a particular year, provided he has contributed significantly to the welfare of students.
- 12) Without prejudice to any provision of this Constitution, no special privilege shall go with the status of an "Elder Statesman" except that recognition, audience, and honour shall be accorded such a person at any function of the SRC that he is present.
- 13) A Book of Honour of "Elder Statesmen" shall be kept in the office of the SRC in which the names and other particulars together with citations of "Elder Statesmen" shall be recorded and preserved.

ARTICLE 67

INDEMNITY

- 1) An Executive Officer or Leader of the SRC Parliament shall not be personally liable for his acts while performing his lawful duties.
- 2) Members of the SRC Parliament, Executive Committee, Commissions, Boards or Committees of the SRC shall be indemnified from the funds of the SRC against any legal action or other liabilities as may be incurred on behalf of the SRC provided that such liability shall have been incurred in the course of lawful execution of duties assigned to them under this Constitution or by a resolution of the SRC Parliament.
- 3) Notwithstanding clause (2) of this Article, the Judicial Board shall determine whether such legal actions or liabilities were lawfully incurred in accordance with this Constitution and determine whether such an action qualifies to be indemnified on the SRC accounts.

ARTICLE 68

INVITATION TO PROGRAMMES

- 1) The Executive Committee, in consultation with the Speaker of the SRC Parliament, shall have the power to nominate delegates, representatives or participants to attend conferences, congresses, seminar Etc. to which the SRC have been invited.
- 2) The delegates, representatives or participants shall present a written report to the SRC Parliament through the Speaker of the SRC Parliament after such conference, seminar, Etc. before the next sitting of the SRC Parliament.

- 3) The report may be published by the Public Relations Officer on all notice boards as directed by the SRC Parliament.
- 4) All invitations to SRC programmes shall be subject to the approval of the SRC Parliament and/or the Executive Committee.
- 5) For the avoidance of doubt, programmes directed to the University, unless it is a programme aimed at the SRC, bills of such programmes referred here shall not be charged from the Student Fund.

ARTICLE 69

TRANSITION

- a) Without prejudice to the provisions of this Constitution, the term of office of members of the Judicial Board shall expire five (5) days after the first sitting of the SRC Parliament.
- b) Any transaction, project or programme that is deemed viable and may exceed the tenure of the Executive Committee shall be terminated except with the prior approval of at least eighty (80) per cent of all members of the SRC Parliament present.
- c) The SRC Parliament shall have the power to modify the terms of or rescind any transaction or contract which, in the opinion of at least eighty (80) per cent of members present, is not in the best interest of the students.
- d) A person who immediately before the coming into force of this Constitution held or was acting in an office in existence shall be deemed to have been appointed/elected as far as is consistent with the provisions of this Constitution; and shall hold or act in the equivalent office under this Constitution.
- e) A person who before the coming into force of this Constitution would have been required under the law in

force to vacate his office at the expiration of a period of service shall, notwithstanding the provision of clause (d) of this Article, vacate his office at the expiration of the period.

- f) Notwithstanding any provision of this Constitution to the contrary, all matters pending before or being executed by a Committee, Council or Commission of the SRC in existence before the coming into force of this Constitution may be proceeded with and completed by that Commission, Board or Committee, unless it is otherwise dissolved by law, and it shall not be necessary to commence the matter afresh.
- g) This Constitution shall come into effect seven (7) days after its adoption.

TRANSITION OF OFFICE

1. There shall be a transition team consisting of;
2. The outgoing Speaker of the SRC Parliament;
3. The Judicial Board chairperson;
4. The Finance committee chairperson;
5. The SRC President;
6. The SRC Financial Secretary;
7. The SRC Secretary; `
8. The Women's commissioner;
9. The NUGS President; and
10. All Executives-elect.

FUNCTIONS OF THE TRANSITION TEAM

1. The team shall be chaired by the outgoing Speaker of the SRC Parliament.

2. The team shall cross-examine all documents of the SRC during their first sitting.
3. The team's quorum for meetings shall be not less than seven (7) members.
4. The team shall make full, faithful and impartial enquiry into any matter specified in the Constitution.
5. Report in writing to the SRC Parliament the results of the enquiry.
6. Furnish in the report the reasons for their conclusions.

HANDING OVER

1. An ad hoc Handing Over committee shall be set up and chaired by the Judicial Council Chairman to facilitate the proper and legal transfer of power from the outgoing SRC to the incoming SRC
2. The committee shall comprise a) The Judicial Council Chairman, b) two persons appointed by the outgoing-president c) two persons appointed by the president-elect
3. The transition period shall begin three days after the declaration of the results of the general election and end immediately after a new SRC is sworn into office.
4. The committee shall ensure that an outgoing SRC properly accounts for all SRC assets.
5. The committee shall see that the outgoing SRC hands over power to the newly elected SRC within the time stipulated in this Constitution.
6. The committee shall have the mandate to review the audit report and the transactions of the previous administration.

7. The committee shall have the power to issue subpoena orders to compel anybody to appear before it for the adequate performance of its functions.
8. The committee shall, for the adequate performance of its functions, liaise with the office of the Dean of Students.
9. The committee shall, within forty-eight hours after the expiration of the transitional period, present a report on the SRC administration to the Dean of Students.

ARTICLE 70

REVIEW OF CONSTITUTION

1. Any Student of the University shall petition the Chief Justice for a total revision of this Constitution.
2. Any notice for the total revision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of twenty (20) students from each School/Faculty.
3. The Judicial Board shall sit within forty-eight (48) hours on the receipt of such a petition to consider its merits or otherwise.
4. In the event where merit is found in such a petition, a Constitution Review Committee shall be set up by the Chief Justice to solicit and collate views of students and to review the Constitution. The committee shall consist of:
 - a) The Chief Justice shall be the Chairperson of the Review Committee.
 - b) Two Judicial Board members, including the Court Registrar who shall be a Secretary to Review Committee.
 - c) Two representatives from the Executive Committee

- d) A representative from the NUGS Executive.
 - e) Two representatives from the SRC Parliament, including the Speaker.
 - f) A representative from the Women Commissioner.
 - g) Two representatives from non-SRC Parliament.
5. The Constitution Review Committee shall prepare a draft constitution and a report and forward same to the Executive Council which shall within three (3) days of receipt of such draft constitution and report, submit it to the SRC Parliament for debate.
 6. A sitting of the SRC Parliament for the purposes of the debate shall be decided by two thirds (2/3) of the Members present and voting.
 7. The decision of the Parliamentary Council for the revision shall be served on the President in the form of a resolution bill for him to assent.
 8. A total revision of this constitution may be done at least every five (5) years as deem necessary and relevant.

AMENDMENT

ARTICLE 71

PROCEDURE

- 1) No amendments to this Constitution shall be proposed unless notice of such amendment has been given, in writing to the Judicial Board signed by at least one hundred and twenty (120) supporters from among the student body, provided that at least twenty (20) signatories to the proposal shall be from each year group.
- 2) There shall be a preliminary hearing on the proposal for amendment by the Judicial Board, and where it is satisfied that conditions require an amendment of any provision of this Constitution, it shall make recommendations for the amendment to the Executive Committee through the Speaker of the SRC Parliament.
- 3) The Executive Committee shall submit the recommendation of the Judicial Board to the SRC Parliament for consideration.
- 4) Where necessary, the SRC Parliament shall appoint a committee to present a draft proposal to that effect.
- 5) The committee referred to in clause (4) of this article shall publish the proposal for amendment with the draft provisions on all notice boards for at least fourteen (14) days; there shall be a student forum to debate the proposals.

- 6) After publishing the draft provisions for fourteen (14) days, the draft provision shall be referred to the SRC Parliament for approval.
- 7) No amendments shall be deemed to have been made unless after the vote of the SRC Parliament.
- 8) The Clerk of the SRC Parliament shall convey to the students the decisions of the SRC Parliament within forty-eight (48) hours.
- 9) Where the proposed amendment is approved under clause (7) of this article, the amended provision shall come into effect within seven (7) clear days after the last SRC Parliament has voted in favour of the amendment.
- 10) Amendments to any provision of this Constitution shall be listed and annexed to the Constitution like amendments and numbered in the order of creation and dated.

ARTICLE 72

PROMULGATION

- 1) This Constitution shall be promulgated within 21 days after it has been approved, as explained under clause (7).
- 2) This Constitution shall not be reviewed unless deemed necessary and relevant after a decade.

STANDING ORDERS

BEGINNING A MEETING

- a) A meeting starts with the chairman calling the House to order for proceeding. Members shall be reminded of the standing orders governing the conduct of the meeting.
- b) The agenda for the meeting is presented.
- c) The agenda shall be accepted or rejected by the House after amendments where necessary.
- d) A motion must be moved and seconded to accept or reject the agenda.

MOTION

A motion shall be in a written form as below.

Title: Motion

"I move that the house"

Mover

Signature:

Seconded:

Signature:

Date: Time:

TYPES OF MOTION

ORDINARY MOTION (SUBSTANTIVE MOTION)

- a) A motion can be moved on an issue under discussion.
- b) At least one person shall second a motion.
- c) If the mover does not get a seconder, he shall be allowed two (2) minutes to convince members of the House to get a seconder.
- d) A motion that is not seconded shall be rejected.
- e) If a motion is moved, the Speaker shall leave any other discussion and attend to the motion.
- f) The motion shall be debated on the order of:
 - 1) Mover
 - 2) Secunder
 - 3) For the motion
 - 4) Against the motion
 - 5) A right of reply by mover.
- e) After debating a motion, such a motion shall be voted.

COUNTER MOTION

- a) A counter-motion rejects the substance or relevance of a substance motion.
- b) A counter-motion shall need the exact requirements as in an ordinary motion.
- c) A counter-motion shall be allowed only if there is no vote on the substance motion.
- d) The Speaker shall suspend debate on the substance motion and attend to the counter-motion.

- e) If the counter motion is carried, the substance motion is defeated automatically.
- f) However, if a counter-motion is defeated, the substantive motion shall be voted on. Two (2) people will be required to comment on the substance motion before the vote. (i.e., one for or one against).

PROCEDURAL MOTION

- a) This motion questions the procedure by which a substantive motion is moved. It may seek to clarify a substance motion by inserting or removing a word or statement.
- b) A procedural motion does not cancel a substantive motion, unlike a counter-motion. Instead, it defers the substantive motion.
- c) A procedural motion shall follow the essential requirement of an ordinary motion.
- d) If a procedural motion is carried, the substantive motion shall be deferred until the requirements of the procedural motion are fulfilled or satisfied.
- e) If defeated, the substantive motion continued in order of the debate and voted on.
- f) If the procedural motion is carried and the substantive motion is deferred, the requirements of the procedural motion satisfied, another procedural motion is required to bring the substantive motion back to the floor of the House.
- g) A procedural motion shall be moved as follows:
 - i. "I move that the motion be now put " (i.e., to defer a substantive motion)

- ii. "I move that the motion be now put" (i.e., to bring the substantive motion back to the floor).

NOTE:

- i. When a motion is carried, it becomes a resolution and can be turned into law or policy.
- ii. When a motion is carried or defeated, the submission may be allowed but not a debate. These are the suggestion of ways to facilitate the execution of a resolution, expression of frustration for the defeat of the motion Etc.
- iii. When a motion is carried or defeated, the mover shall have the right of reply if he wills. That opportunity is not transferable.

ORDER OF A MEETING

These regulations in the form of interventions and/or interruptions shall be adopted for the smooth conduct of meetings. They are strong according to the order written and arranged.

POINT OF ORDER

This comes when a person contributing to a debate or discussion on the floor is out of order. A speaker is out of order if:

- a) He talks on a topic not related to the topic under discussion.
- b) He is drawing the House back to what has been agreed on, likely to delay proceedings.
- c) He is not doing what the chairperson asks him to do.
- d) He uses unparliamentary language.

CONVENTIONS

- a) The Speaker shall hear a point of order at all times.
- b) A person alleged to be out of order shall take his seat until a ruling is made on the order.
- c) The Speaker shall accept a point of order (point of order upheld) or reject it (point of order over-ruled). He shall give reasons although not obliged.
- d) If a point of order is over-ruled, the person alleged to be out of order shall continue his speech.
- e) If a point of order is upheld, the person out of order shall not be allowed to continue his speech.
- f) No point of order can be raised against the Speaker.
- g) No point of order can be raised against another point of order.

Note: Speaker's attention is drawn to the point of order with "a closed fist in a raised palm".

POINT OF CORRECTION

This is to correct a mistake made in the process of a debate or discussion.

Note: Speaker's attention is drawn to the point of correction with "two (2) fingers in a raised palm".

POINT OF INFORMATION

This is to seek information or clarification or supply information relevant to the debate or discussion on the floor.

Note: Speaker's attention is drawn with "a finger in a raised palm".

POWERS OF THE SPEAKER

The Speaker for a meeting shall be vested with the following powers:

- a) Consideration of motions
- b) Control of the meeting
- c) Decide who speaks
- d) Walk out any member who shows gross disrespect to the Chair or any other member of the House and refuses to comply with directions to remedy the situation. However, such a person may be called back into the meeting provided he makes a written request to comply with the terms of the directives.

NOTE:

- i. The Speaker shall remain as impartial as possible and demonstrate fairness to all members of the House.
- ii. The Speaker shall not be entitled to vote in a meeting; he may use the casting vote to break a tie.

■ SECOND SCHEDULE (SCHEDULE 2) OATH

PRESIDENTIAL OATH

I, having been elected to the high office of

President/Vice President of the SRC, do hereby in the name of God swear (solemnly affirm) that, I will be faithful and true to the SRC, that I shall strive at all times to preserve, protect and defend the Constitution of the SRC and: I hereby dedicate myself wholly, without fear of favour, to the service and welfare of the students of the Simon Diedong Dombo University of Business and Integrated Development Studies.

I further solemnly swear (affirm) that, I will conform to the principles of strict accountability financially and otherwise; and that should I at any time break this Oath of Office, I shall submit myself to the dictates of the SRC Constitution and suffer the penalty for it. (So, help me God).

To be sworn before the Chairperson of the Judicial Board at a public ceremony at which the officials of the University and the student body shall be present.

EXECUTIVE OFFICERS OATH

I, having been elected to the office ofof the SRC/NUGS, do hereby in the name of the Almighty

God swear (solemnly affirm) that, I will at all times faithfully and truly serve the SRC/NUGS in my capacity as, but I will support and uphold the

principles of meticulous accountability financially and otherwise, and that I will seek the welfare of the students of the Simon Diedong Dombo University of Business and Integrated Development Studies. I further swear (affirm) that should I at any time break this Oath of Office, I shall submit myself to the penalty prescribed by the SRC Constitution. (So, help me God).

To be sworn before the Chairperson of the Judicial Board at a public ceremony at which the officials of the University and the student body shall be present.

THE EXECUTIVE COMMITTEE OATH

I,on assuming office as a member of the Executive Committee of the SRC, do hereby in the name of God swear (solemnly affirm), that I will strive at all times to preserve, protect and defend the Constitution of the SRC, especially the principles of meticulous accountability and that, I hereby wholly dedicate myself to the service and welfare of the students of the Simon Diedong Dombo University of Business and Integrated Development Studies.

I further solemnly swear (affirm) that I shall not be wanting in the discharge of my responsibilities as a member of the Executive committee, nor place myself in such a position as to frustrate the efficient functioning of the Executive Committee and the SRC. (So, help me God).

To be sworn at the first general meeting of the Executive Committee and administered by the Chairperson of the Judicial Board.

THE EXECUTIVE COUNCIL OATH

I, on assuming office as a member of the Executive

Council of the SRC, do hereby in the name of God swear (solemnly affirm), that I will strive at all times to preserve, protect and defend the Constitution of the SRC, especially the principles of meticulous accountability and that, I hereby wholly dedicate myself to the service and welfare of the students of the Simon Diedong Dombo University of Business and Integrated Development Studies.

I further solemnly swear (affirm) that I shall not be wanting in the discharge of my responsibilities as a member of the Executive Committee, nor place myself in such a position as to frustrate the efficient functioning of the Executive Committee and the SRC. (So, help me God).

To be sworn at the first general meeting of the SRC Parliament and administered by the Chairperson of the Judicial Board.

THE SPEAKERS' OATH

I,having been Elected as the Speaker/ Deputy Speaker

of the SRC Parliament, do in the name of the Almighty God swear (solemnly affirm) that I will bear true faith and allegiance to the SRC as by law establish; that I will uphold the sovereignty and integrity of the SRC; and that I will truly and faithfully perform the functions of my office without fear or favour, affection or ill-will; and that I will at all times uphold, preserve, protect and defend the Constitution and laws of the SRC.

I further solemnly swear (affirm) that I shall not be wanting in the discharge of my responsibilities as Speaker/ Deputy Speaker nor place myself in such a position as to frustrate the efficient functioning of the SRC Parliament and the SRC. (So, help me God).

To be sworn at the first general meeting of the SRC Parliament and administered by the Chairperson of the Judicial Board.

EXECUTIVE MEMBERS OATH

I having been elected/appointed to the office..... of the SRC do hereby in the name of Almighty God swear that I will at all times faithfully and truly serve the SRC in my capacity as, and I will support and uphold the principles of meticulous accountability financially. I will seek the welfare of students of the Simon Diedong Dombo University of Business and Integrated Development Studies; I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the SRC constitution. (So, help me God).

To be sworn before the SRC President.

OATH FOR MEMBERS OF THE SRC PARLIAMENT

I, having been elected/appointed as a member of the SRC Parliament of the SRC, do hereby in the name of Almighty God swear (solemnly affirm), that I will bear true faith and allegiance to the SRC, and uphold, preserve, protect and defend the Constitution of the SRC; and expose with faithful zeal any act or omission or any other matter that would undermine the said SRC Constitution. (So, help me God).

To be sworn at the first general meeting of the SRC Parliament and administered by the Speaker of the SRC Parliament.

JUDICIAL OATH

I,having been appointed/elected as a member of the Judicial Board, do in the name of the Almighty God swear (solemnly affirm) that I will bear true faith and allegiance to the SRC as by law establish; that I will uphold the sovereignty and integrity of the SRC; and that I will truly and

faithfully perform the functions of my office without fear or favour, affection or ill-will; and that I will at all times uphold, preserve, protect and defend the Constitution and laws of the SRC. (So, help me God).

To be sworn at the first meeting of the Judicial Board and administered by the President of the SRC or Judicial Board Chairperson.

ADDENDUM

At the handing over ceremony, the Judicial Board Chairperson presides and the people that are sworn in are:

- 1. Executive Officers (elected).*
- 2. SRC President and Vice President.*

The following are sworn in at SRC Parliament meeting that may be organized immediately after the Handing Over Ceremony. The Outgoing Speaker of the SRC Parliament Presides at this meeting.

- 1. Members of the SRC Parliament*
- 2. Speaker of the SRC Parliament (after ratification by members of the SRC Parliament)*
- 3. Executive Committee Members including PRO and Vice Secretary, NUGS Executives and*

WOCOM

- 4. Executive Council Members*
- 5. Committee Chairs and other Appointees (after ratification by members of the SRC Parliament)*

All members of the Judicial Board are to be sworn in at their first meeting, after which they are to select from amongst themselves the chairperson.

CERTIFICATE OF AUTHENTICATION OF CONSTITUTION

I, **David Azangbiok**, Chairman of the Constitutional Draft Committee, certify that the Committee has read and approved this Constitution.

Dated this:

MEMBERS OF THE DRAFTING COMMITTEE OF THE SRC CONSTITUTION

NAME	STUDENT POSITION	ROLE
David Azangbiok	SRC Judicial Board Chairperson	Chairman
Agumah Sebastian Mbabugri	SRC Judicial Board Secretary	Secretary
Prince Afram	SRC Parliament Speaker	Member
Alhassan Najat Naabee	Deputy Judicial Board Chairperson	Member
Nuhu Siita Sungumo	GRASSAG Judicial Board Chairperson	Member
Abdulai W. Abidatu	Deputy Clark Youth Parliament	Member
Evans Frimpong	Member of SRC General Assembly	Member
Anambe Tophor Falila	Non-General Assembly Member	Member
Ebenezer Arthur	Non-General Assembly Member	Member
Patricia Nuako	Non-General Assembly Member	Member
Ali David	Non-General Assembly Member	Member

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David Azangbiok

Drafting Committee Chairman.

.....

Agumah Sebastian Mbabugri

Drafting Committee Secretary

CERTIFICATE OF ACCEPTANCE

We, the under listed student leaders of the SDD-UBIDS, certify that this document has been scrutinized and approved as the constitution of the Students' Representative Council (SRC) of the SDD-UBIDS.

Dated this:

NAME	POSITION	SIGN
Iddrisu Hafiz	SRC President	
Abubakari Alhassan Wumpini	SRC Parliament Speaker	
Emmanuel Gmakaan	Judicial Board Chair	