

THE CONSTITUTION

OF UPSA SRC



UNIVERSITY OF PROFESSIONAL
STUDIES, ACCRA

PREAMBLE:

IN THE NAME OF THE ALMIGHTY GOD

We the students of **UPSA**,

POISED for the uplift of the professional, moral, spiritual, political and intellectual standards of our society for the worthy emulation of posterity.

SEEKING to promote the welfare of students of the University as well as secure unbreakable solidarity and fraternity amongst ourselves and other sister institutions and the people of Ghana and all nations

IN A SPIRIT of professionalism and serenity with all students of the world:

INTENT on modelling a formidable student body with moral uprightnes and academic excellence to augment the legacy and uphold the refined principles of probity, accountability, impartiality and integrity;

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

CHAPTER ONE

THE SRC

ARTICLE ONE - ESTABLISHMENT OF THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

(1) **Name**

The organization shall be known and called the “**Students’ Representative Council**” of the University of Professional Studies, Accra (UPSA) hereinafter referred to as the “**SRC**”.

(2) **Status and Membership**

- a. The SRC shall be a non-partisan, non-sectarian association of registered students of the University of Professional Studies, Accra (UPSA).
- b. Every registered student of the University of Professional Studies, Accra (UPSA) is automatically a member of the SRC.

(3) **Supremacy of the Constitution**

- a. The sovereignty of the SRC resides in the members of the SRC in whose name and for whose welfare the powers, duties and responsibilities that are conferred under this constitution shall be exercised.
- b. Subject to the laws of Ghana, and the rules and regulations of the University of Professional Studies, Accra (UPSA), this Constitution shall be the supreme law governing the affairs of students in this University.
- c. Any enactment of any association, organisation, club or movement which is inconsistent with any provision of this Constitution shall, to the extent of the inconsistency, be null and void.

(4) Enforcement of the Constitution

- a. All members of the SRC shall adhere to all the provisions of this constitution.
- b. In view of achieving clause 4(a) of this article, any student who seeks to hold an office under this constitution must subscribe to an oath of allegiance to the SRC when being inducted into office.
- c. Any student who alleges that:
 - i. An act or omission of any student or group of students or
 - ii. A decision or resolution of any organ of the SRC,
 - iii. The doing of an act contravenes the provisions of this Constitution, may apply to the Judicial Council for a declaration to that effect.
- d. The Judicial Council shall for the purpose of giving effect to its declaration under clause 4(c) of this Article, make such orders and give such directions as it may consider appropriate.
- e. Failure to obey or carry out the terms of an order or direction made or given under clause 4(a) of this article shall constitute a violation of this constitution and shall in the case of:
 - i. a student, not be eligible for election or for appointment to any office of the SRC for a minimum of one (1) year and a maximum of three (3) years
 - ii. an executive officer, constitute valid grounds for the removal from office.

ARTICLE TWO (2) - AIMS AND OBJECTIVES OF THE SRC

- (1) The aims and objectives of the SRC shall include but not limited to:
 - (a) Seeking the interest and welfare of the students in this University.
 - (b) Pursuing such policies and programmes as are necessary for the attainment of academic, social and professional standards in this University.
 - (c) Serving as the mouthpiece of the student body of this University and a forum for the formulation of students' opinion on all matters of concern to this University with special reference to educational reforms.
 - (d) Fostering co-operation and solidarity between the students of this University and all student bodies and organisations in Ghana and elsewhere.
 - (e) Formulating such rules and regulations that will promote cordial relationship between students and /or group of students without discrimination on grounds of gender, creed, ethnic origin or course of study.
 - (f) Working towards the maintenance of good and healthy staff-student relations, based on mutual trust and respect.

CHAPTER TWO
ORGANS OF THE SRC

ARTICLE THREE (3) – ORGANS OF THE SRC

- (1) The SRC established under Article 1 of this Constitution shall be composed of the following organs:
- i. The General Assembly
 - ii. The Executive Council
 - iii. The Judicial Council

ARTICLE FOUR (4) - THE GENERAL ASSEMBLY (G.A)

- (1) (a) There shall be a General Assembly that shall be the supreme legislative and regulatory organ of the SRC and shall comprise:
- i. The Speaker
 - ii. A Deputy Speaker
 - iii. The Clerk
 - iv. Chairpersons of all Standing Committees
 - v. Chairpersons of the Christian and Islamic Union
 - vi. Presidents of each Department
 - vii. Presidents of each hall
 - viii. Chairman of COCR
 - ix. A representative from the Professional Students' Associations
 - x. All Executive Officers of the SRC
 - xi. Chairperson of Federation of Clubs & Associations
- (b) For the avoidance of doubt a person shall not be deemed to be a member of the General Assembly unless his/her name has been submitted in writing to the Clerk.
- (d) A member of the General Assembly shall, before taking his seat in the General Assembly, take and subscribe before the Speaker, the oath of a Member of the General Assembly at his first sitting.

- (e) Notwithstanding 1(d) above, a member of the General Assembly may before taking the Oath take part in the election of the speaker.

(2) Leadership of the General Assembly

- (a) There shall be a Speaker of the General Assembly who shall be appointed by the SRC President in consultation with the Executive Council and subject to the approval of the General Assembly at its first sitting.
- (b) The Speaker shall have a casting vote when there is a tie in decision making.
- (c) There shall be a Deputy Speaker who shall be elected by the General Assembly at its first sitting.
- (d) There shall be a Clerk who shall be appointed by the SRC President within five (5) days of election in consultation with the Executive Council provided that the clerk should have spent not less than one (1) academic year in the University.
- (e) The Clerk shall within three (3) days of appointment request in writing all such members as provided for in 1(a) above.
- (f) The Speaker shall chair and regulate all the affairs of the General Assembly.
- (g) The Speaker shall convene General Assembly meetings at specific times and schedules and upon the request of $\frac{1}{3}$ of members of the General Assembly.
- (h) The Deputy Speaker shall in the absence of the Speaker, perform the duties of the Speaker and when acting in that capacity shall assume all the rights of the Speaker under this constitution.
- (i) For avoidance of doubt, the Speaker shall not chair a sitting of the General Assembly in which matters concerning his ability to perform his duties for whatever reason, are under discussion. In this event, the Deputy Speaker shall act in his stead.
- (j) The Speaker of the General Assembly shall assume the office of the President as a result of death, resignation or the impeachment of the President and the Vice President. However, if the said vacancy arises in the earlier period of the first semester, fresh elections shall be conducted within fifteen (15) days after the occurrence of such vacancy.

- (k) Where the Speaker assumes the office of the SRC President as in 2(j) above, the Deputy Speaker shall act as such as in 2(i) above.

(3) Functions of the General Assembly

The General Assembly shall perform the following functions:

- (a) Approve all transactions, projects, programmes or activities proposed by the Executive Council or any other body for which SRC money or resources shall be used for its execution.
- (b) Approve all monies to be spent and resources to be used on any transactions, projects, programme or activities undertaken by the SRC.
- (c) Approve the establishment of Committees, Boards and other Bodies set up under this Constitution.
- (d) Approve nominees as members of Committees, Boards and other Bodies.
- (e) The General Assembly shall constitute amongst itself an Appointments Committee that shall before approval, vet nominees for the purposes stated in clause (3d) above.
- (f) Approve dues and other levies to be paid by students to the SRC subject to the approval of Management of the University.
- (g) Receive, deliberate and take a decision on audited financial statements submitted to it by the Audit Council.

(4) Powers of the General Assembly

The powers of the General Assembly shall include:

- (a) The General Assembly shall be the highest decision body of the SRC and all issues concerning students shall be decided at the General Assembly.
- (b) Invite any member of a Committee, Body or Organ of the SRC or any student to provide information on any task or assignment given to him under this Constitution.
- (c) Request for documents and information relevant to any issues from any Committee, Organ or Body of the SRC.

- (d) Recommend measures to be taken by any relevant body on matters deliberated by it.
- (e) Subject to the provision of this Constitution, exercise the authority to decide how to conduct its own proceedings.
- (f) The General Assembly shall have the power to set up a commission of enquiry into matters of student's interest whenever the need arises.
- (g) The General Assembly shall have the power to approve the nomination of the Speaker of the General Assembly at their first meeting.
- (h) The General Assembly shall have the power to elect from among themselves the Deputy Speaker at their first meeting.
- (i) Notwithstanding this Article, the General Assembly shall have no power to pass any law or resolution that contradicts any provision(s) in this Constitution.

(5) Meetings

The General Assembly shall conduct its meetings as follows:

- (a) The Clerk of the General Assembly shall by a notice in writing notify members of any scheduled meeting, specifying the agenda not less than two (2) clear days before the meeting.
- (b) Subject to this Constitution the first General Assembly meeting shall be convened by the President within fourteen (14) days after assumption of office of new Executive Members after which the members shall elect the Speaker and Deputy Speaker.
- (c) The election of the Speaker and the Deputy Speaker shall be by simple majority of all members of the General Assembly present.
- (d) The General Assembly shall meet at least two times in a semester.
 - i. At all meetings, One-third (1/3) of accredited members including the Speaker shall form a quorum.

- ii. For the avoidance of doubt, proceedings of the General Assembly shall be communicated by the Clerk to the general student body within seven (7) days after the close of such proceedings. Copies of the proceedings shall be pasted on all official notice boards

(6) Voting

- (a) All decisions except otherwise stated in this constitution shall be taken by a simple majority of members present through voting.
- (b) The speaker shall not exercise a casting vote except when there is a tie.
- (c) Voting in the house can either be popular acclamation or by head count (by show of hands) or secret balloting.
- (d) Subject to 6(c) above decisions of the following nature shall be reached strictly by headcount/secret balloting:
 - i. Removal from office of any person in this constitution.
 - ii. Approval of Budget Statement(s).
 - iii. Approval of Financial or Audit Report(s)
 - iv. Approval of Regulations seeking to regulate any structure in the SRC
 - v. Approval of Programs and Projects.

(7) Emergency Meetings

- (a) Notwithstanding clause 5(d) of this article $\frac{1}{3}$ of members of the General Assembly may request for an emergency meeting provided that notice of such request shall be given in writing and that the Agenda/Agendum shall be attached and delivered to the Clerk.
- (b) The Clerk shall in consultation with the Speaker summon members to the meeting within two (2) days upon the receipt of such request.

(8) Forfeiting of Right as General Assembly Member

A member of the General Assembly in Clause 4 (1) (a) above shall vacate his seat in the House:

- i. If he is absent without permission on two consecutive occasions without reasonable explanation.
- ii. If he is expelled from General Assembly after having been found guilty of contempt of the General Assembly by decision of the House.
- iii. If he is found to have been engaged in any act that relates to dishonesty or moral turpitude.
- iv. If he is removed from office in accordance with Article Twenty Five (25) of this Constitution or ceases to be a programme representative.

(9) Observers at General Assembly

A student who wishes to attend General Assembly as an observer may do so provided he is ready to be committed to all standing orders of the House and other conventions adopted by the House.

- (a) Observers shall have the right to file a motion seconded by three accredited members.
- (b) Observers can participate fully in all discussions of the House except voting.
- (c) All documents under discussion at the General Assembly should be made available to General Assembly members.

(10) Privileges

- (i) There shall be freedom of speech during debate and proceedings in the General Assembly and that freedom shall not be impaired or questioned by any organ of the Judicial Council or any place outside General Assembly any way how so ever.
- (ii) Save that such privilege shall not be used in an abusive manner that impugns the integrity of members of the General Assembly and any other person outside the General Assembly.

- (iii) Nothing in this Constitution shall prevent a member from being candid with his opinion during deliberations at the General Assembly.
- (iv) Notwithstanding the privileges above where a member makes derogatory/defamatory remarks about another and the Speaker's attention is drawn to same, such member shall be made to withdraw and apologise, where the member refuses to apologise, his privilege shall be withdrawn by the Speaker and a person who is defamed may if he so wishes seek redress in the appropriate forum.

(11) Misconduct at General Assembly Meetings

- (a) Misconduct at General Assembly meetings shall call for strict measures as may be determined by the Speaker
- (b) Without prejudice to any provision in this Constitution, misconduct herein shall refer but not limited to the following:
 - i. Failure to comply with Article 4 (10) above
 - ii. Holding meetings when the General Assembly is in session.
 - iii. Making noise when meeting is in progress.
 - iv. Failure to comply with the Speaker's orders.
 - v. Failure to comply with the standing orders and conventions adopted by the House.

(12) Commission of Inquiry

- (a) The General Assembly shall set up a commission of inquiry into any matter of interest to students whenever:
 - i. Members of General Assembly are satisfied that a Commission of Inquiry should be set up.
- (b) A commission appointed under Clause (a) of this Article may consist of at least three (3) and at most five persons, one of whom shall be the Chairperson of the commission. A person shall not be appointed as chairperson of a commission of inquiry under this Article unless he is:

- i. A person of considerable experience in students' affairs; and/
- ii. Possess special qualifications or knowledge in respect to the matter being inquired into.

(13) Duties of the Commission of Inquiry

- (a) A commission of inquiry shall:
 - i. Make a full, faithful and impartial inquiry into any matter specified in the instrument of appointment
 - ii. Report in writing its findings to the house addressed to the Speaker; and
 - iii. Provide reason(s) for the conclusions so reached.
- (b) A person whose conduct is the subject of inquiry by the commission, or who may in any way be implicated or concerned in any matter under inquiry, is entitled to be assisted by an expert as may reasonably be necessary for the purpose of protecting his interest at the inquiry.
- (c) Where a commission of inquiry makes an adverse finding against any person, an appeal to the High Chamber of Judicial Council, shall be as of right after that finding is announced at General Assembly.

(14) Dissolution of the General Assembly

The Speaker of the General Assembly shall before the inauguration of a new Executive Council dissolve the General Assembly accordingly.

ARTICLE FIVE (5) - THE EXECUTIVE COUNCIL

(1) COMPOSITION

There shall be an Executive Council which shall be the Executive arm of the SRC comprising:

- (a) The President
- (b) The Vice President
- (c) The Secretary
- (d) The Treasurer
- (e) The Financial Controller
- (f) The External Affairs President

- (g) The Women's Commissioner
- (h) The Public Relations Officer

(2) FUNCTIONS OF THE EXECUTIVE COUNCIL

- i. Be responsible for the formulation and execution of programmes that shall ensure the smooth administration of the SRC and shall generally carry into effect the provisions of this constitution.
- ii. Determine the dues and levies to be paid by students subject to the approval of the General Assembly and Management of the University.
- iii. Have the authority, in times of emergency to act promptly without prejudice to any provision of this Constitution; provided that the General Assembly shall be informed of such an emergency action at an emergency meeting of the General Assembly, within three (3) days after so acting where the University is in session; but where the University is not in session, within seven (7) days after resumption.
- iv. Endeavour to establish permanent communication link between the Ministry of Education, sister institutions and all bodies connected with education in this country in accordance with the rules and regulations of this University.
- v. Issue press statements and hold conferences on behalf of the SRC in accordance with the rules and regulations of the University. The theme of the statement or conference must have been decided at a General Assembly meeting.
- vi. Represent and nominate delegates in consultation with the External Affairs Secretariat to represent the University at all conferences and seminars including those organized by the National Union of Ghana Students (NUGS) or the Ghana Union of Professional Students (GUPS), except that such delegation shall not consist of more than five (5) Executive Council members.
- vii. Represent or designate students to represent the student body on all management committees that require students' representation.

ARTICLE SIX (6) - THE PRESIDENT

- a. There shall be a President popularly elected by the entire student body who shall preside over all activities of the SRC and shall perform the following functions.
- i) Sign documents on behalf of the SRC.
 - ii) Be the Chief spokesperson of the SRC at all times.
 - iii) Be the Commander-in-Chief of the UPSA Cadet Corps
 - iv) The President shall at the beginning of the each semester and before the dissolution of the General Assembly deliver to the House an address on the state of affairs of the SRC.
 - v) Convene meetings of the Executive Council and the general student body.
 - vi) Represent students on the University's Council and other Committees where student representation is required.
 - vii) Direct and manage in a disciplined manner the day-to-day activities of the SRC and generally see to the implementation of the provisions of this Constitution.
 - viii) Be a mandatory/principal signatory to the SRC account
 - ix) Perform such tasks as may be assigned to him by General Assembly or any other organ under this Constitution.

b. **QUALIFICATIONS**

No person shall be **qualified** as **President** unless:

- i) He / She has been registered to pursue a tertiary programme run by this University.
- ii) He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.

- iii)* He / She has two (2) more semesters to complete his course of study at the time of the election.
- iv)* He / She has at the time of elections, attained the knowledge, level, part or stage two of his course of study and with regard to degree students, he must have attained a cumulative grade point average of at least 2.5.
- v)* He /She has no record of violating the rules and regulations of the University.
- vi)* He/She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself/ herself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has abused his office, or willfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through judicial review.
- viii)* He / She has not been removed from any student office.

ARTICLE SEVEN (7) - THE VICE PRESIDENT

- a. There shall be a Vice President who shall perform the following functions:
- i) Assist the President in the performance of his duties and shall perform such functions as may be assigned to him by the President.
 - ii) Act as an Ex-Officio member of all committees of the SRC and shall coordinate the activities of such committees except on matters in relation to finance, provided for in this constitution under a resolution of the General Assembly.
 - iii) In the absence of the President, act as such and when so acting shall be vested with all the powers of the President subject to the provisions of this constitution.

- iv) Whenever the position of the President becomes vacant by reason of incapacity, death, resignation, impeachment or removal, the Vice President shall assume office as President to complete the unexpired term of the President when the said vacancy arises.
- v) The Vice President who becomes President under clause (V) shall appoint a new Vice-President within fifteen days (15) who shall be subject to vetting from the Appointments Committee of the General Assembly.
- vi) The Vice President shall before commencing to perform the functions of the President under Clause (v) of this Article take and subscribe the oath set out in relation to the office of President in Schedule Four of this Constitution.
- vii) When the President and the Vice President are both unable to perform the functions of the President, the Speaker of the General Assembly shall perform those functions until the President or the Vice President are able to perform those functions or a new President assumes office as the case may be.

b. **QUALIFICATIONS**

No person shall be *qualified* as *Vice President* unless:

- i) He / She has been registered to pursue a tertiary programme run by this University.
- ii) He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii) He / She has two (2) more semesters to complete his course of study at the time of the election.
- iv) He / She has at the time of elections, attained the knowledge, level, part or stage two of his course of study and with regard to degree students, he must have attained a cumulative grade point average of at least 2.5
- v) He /She has no record of violating the rules and regulations of the University.

- vi)* He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- viii)* He / She has not been removed from any student office.

ARTICLE EIGHT (8) - THE SECRETARY

- a. There shall be an elected Secretary who shall perform the following functions:
 - i)* Keep and maintain true and accurate minutes and records of all proceedings of the general students and Executive Council meetings.
 - ii)* Publish decisions of the Executive Committee at a forum not more than forty-eight (48) hours after such decisions are made.
 - iii)* In consultation with the Executive Council handle all correspondence of the SRC.
 - iv)* Be responsible for the day-to-day running of the SRC office and shall have custody of all documents of the SRC.
 - v)* Compile an official list of all members of the SRC including sub-committees established by the SRC under this Constitution.
 - vi)* Perform any other duty as may be detailed to him by the Executive Council and/or the General Assembly.
 - vii)* Be the administrative head of the SRC.
 - viii)* Be a signatory to the SRC account.

ix) Be the Secretary to the Strategic Planning Committee of the SRC

b. Before assuming office, the Secretary shall take and subscribe to before the general student body at a public gathering, the oath of Allegiance and the Executive Officers' oath set out in the Fourth schedule of this constitution

c. **QUALIFICATIONS**

No person shall be *qualified* as *Secretary* unless:

- i)* He / She has been registered to pursue a tertiary programme run by this University.
- ii)* He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii)* He / She has two (2) more semesters to complete his course of study at the time of the election.
- iv)* He / She has at the time of elections, attained the foundation, level, part or stage one of his/her course of study and with regard to degree students, he/she must have attained a cumulative grade point average of 2.5
- v)* He /She has no record of violating the rules and regulations of the University.
- vi)* He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through judicial review.
- viii)* He / She has not been removed from any student office.

ARTICLE NINE (9) –THE TREASURER

- a. There shall be a Treasurer who shall be elected to perform the following functions:
- i) Lodge all monies with the bankers of the SRC.
 - ii) Keep and maintain proper records of the SRC imprest.
 - iii) Keep an imprest with the approval of the Executive Council for petty cash disbursement.
 - iv) Assist the Financial Controller to prepare financial statements for auditing by the Audit Council at the end of each semester.
 - v) Be a signatory to the SRC account
 - vi) Perform any other functions assigned to him/her by the Executive Council and/or the General Assembly.

b. QUALIFICATIONS

No person shall be *qualified* as *Treasurer* unless:

- i) He / She has been registered to pursue a tertiary programme run by this University.
- ii) He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii) He / She has two (2) more semesters to complete his course of study at the time of the election.
- iv) He / She has at the time of elections, attained the foundation, level, part or stage one of his/her course of study and with regard to degree students, he/she must have attained a cumulative grade point average of at least 2.5.
- v) He /She has no record of violating the rules and regulations of the University.
- vi) He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.

- vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- viii)* He / She has not been removed from any student office.
- ix)* He or she must be pursuing an accounting programme or show evidence of having an accounting background.

ARTICLE TEN (10) – THE FINANCIAL CONTROLLER

a. There shall be a Financial Controller who shall be elected to perform the following functions:

- i)* Collect all subscriptions and other revenues accruing to the SRC.
- ii)* Prepare financial statement at the end of each semester and present same to the Audit Council for audit.
- iii)* Lodge all monies belonging to the SRC with the Treasurer upon receipt of all such monies.
- iv)* Keep all SRC cheque and cash books.
- v)* Keep and maintain proper books of accounts of all dues and any other income accruing to the SRC.
- vi)* Perform any other functions assigned to him by the Executive Council and/or the General Assembly.

b. QUALIFICATIONS

No person shall be *qualified* as *Financial Controller* unless:

- i)* He / She has been registered to pursue a tertiary programme run by this University.

- ii)* He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
 - iii)* He / She has two (2) more semesters to complete his course of study at the time of the election.
 - iv)* He / She has at the time of elections, attained the knowledge, level, part or stage two of his course of study and with regard to degree students, he/she must have attained a cumulative grade point average of 2.5
 - v)* He /She has no record of violating the rules and regulations of the University.
 - vi)* He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
 - vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
 - viii)* He / She has not been removed from any student office.
 - ix)* He or she must be pursuing an accounting programme or show evidence of having an accounting background.
- c) Before assuming office, the Financial Controller shall take and subscribe before the general student body at a public gathering, the oath of Allegiance and the executive officers' oath set out in the Fourth schedule of this constitution.

ARTICLE ELEVEN (11) - THE WOMEN'S COMMISSIONER

- a. There shall be a Women's Commissioner elected to perform the following functions:
 - i. In collaboration with the commission, find solutions to problems that are related to women related issues.

- ii. Present a proposal of activities to the Executive Council for consideration at the beginning of each semester which shall be approved by the General Assembly.
- iii. Serve as the head of the SRC's Women's Commission.
- iv. Aid female students in realizing themselves as important resources so as to contribute to the advancement of society.
- v. Organize seminars and symposia to sensitize women on gender issues.
- vi. Serve as the mouthpiece of female students of the University.
- vii. Perform any other duty as may be detailed to her by the President, Executive Council or General Assembly.

b. **QUALIFICATIONS**

No person shall be *qualified* as *Women's Commissioner* unless:

- i) She has been registered to pursue a tertiary programme run by this University.
- ii) She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii) She has two (2) more semesters to complete her course of study at the time of the election.
- iv) She has at the time of elections, attained the foundation, level, part or stage one of his course of study and with regard to degree students, she must have attained a cumulative grade point average of 2.5
- v) She has no record of violating the rules and regulations of the University.
- vi) She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted herself in such a manner as to cause loss or otherwise, of any cash or property entrusted to her.

vii) She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office she has not abused her office, or willfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.

viii) She has not been removed from any student office.

c) Before assuming office, the Women's Commissioner shall take and subscribe before the general student body at a public gathering, the oath of Allegiance and the executive officers' oath set out in the Fourth schedule of this constitution

ARTICLE TWELVE (12) - THE EXTERNAL AFFAIRS PRESIDENT

a. There shall be an External Affairs President popularly elected by the entire student body to perform the following functions:

- i. Preside over meetings and proceedings of the secretariat.
- ii. Act as the official spokesperson of the secretariat.
- iii. Be the chief spokesperson on NUGS and GUPS affairs on campus.
- iv. Be the principal signatory to the External Affairs Account.
- v. Shall attend all General Assembly meetings
- vi. Perform any other duty as may be assigned to him by the Executive Council and /or the General Assembly.

b. *QUALIFICATIONS*

No person shall be *qualified* as *External Affairs President* unless:

- i) He / She has been registered to pursue a tertiary programme run by this University.
- ii) He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii) She has two (2) more semesters to complete his course of study at the time of the election.

- iv)* He / She has at the time of elections, attained the foundation, level, part or stage one of his course of study and with regard to degree students, he must have attained a cumulative grade point average of 2.5
- v)* He /She has no record of violating the rules and regulations of the University.
- vi)* He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vii)* He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- viii)* He / She has not been removed from any student office.
- c) Before assuming office, the External Affairs President shall take and subscribe before the general student body at a public gathering, the oath of Allegiance and the executive officers' oath set out in the Fourth schedule of this constitution

ARTICLE THIRTEEN (13) – THE PUBLIC RELATIONS OFFICER

- a. There shall be a Public Relations Officer, nominated by the President subject to the approval of the General Assembly.
- i. In consultation with the Executive Council, package information about the SRC and its programmes and communicate same to organizations, interest groups, bodies or individuals who may require such information.
- ii. In consultation with the Executive Council, design publicity programmes for the purpose of marketing and publishing the SRC and its programme of activities.
- iii. In the absence of the Vice President, co-ordinate all activities of Committees and Bodies set up or registered under this Constitution.
- iv. Co-ordinate all activities of any committee designated for the management of information and anything in relation to information of the SRC.
- v. Provide information on student activities to the Dean of Students/Management.

- vi. Perform any other duty as may be assigned to him by the Executive Council and /or the General Assembly.

b. QUALIFICATIONS

No person shall be *qualified* as *Public Relations Officer* unless:

- i) He / She has been registered to pursue a tertiary programme run by this University.
- ii) He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii) He / She has at the time of elections, attained the foundation, level, part or stage one of his/her course of study and with regard to degree students, he/she must have attained a cumulative grade point average of 2.5
- iv) He /She has no record of violating the rules and regulations of the University.
- v) He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vi) He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- vii) He / She has not been removed from any student office.

ARTICLE THIRTEEN (14) - THE JUDICIAL COUNCIL

There shall be a Judicial Council consisting of two (2) Chambers namely the High Chamber and the Supreme Chamber.

(1) Composition

- a) The High Chamber shall comprise five (5) members who shall be called Justices.
- b) Four members shall be nominated and approved by the General Assembly provided the members nominated shall not be General Assembly members and hold no other positions.
- c) There shall be a Chairman of the High Chamber, appointed by the SRC President subject to the approval of General Assembly members, provided that such appointment shall first be made from the Law Faculty. Safe that such a person may be nominated from the larger student body if there is no available option from the Law Faculty.
- d) The supreme chamber shall comprise the following:
 - i. A chairman of the Supreme Chamber who shall be known and called the Chief Justice and shall be appointed by the President and approved by the General Assembly.
 - ii. There shall be other Four (4) members chosen in compliance with clause (b) supra.
 - iii. The Chief Justice shall, subject to this constitution be the head of the Judicial Council and shall be responsible for the administration and supervision of the Judiciary.
 - iv. There shall be a Judicial Secretary nominated by the Chief Justice and approved by the General Assembly to provide Secretarial support to both the High and the Supreme Chamber.

(2) Qualification

No person shall be *qualified* as a *Justice* unless:

- i. He / She has been registered to pursue a tertiary programme run by this University.
- ii. He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii. He / She has two (2) more semesters to complete his course of study at the time of the election.

- iv. He /She has no record of violating the rules and regulations of the University.
- v. He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vi. He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- vii. He / She has not been removed from any student office.

(3) Independence of the Judicial Council

- a) In the exercise of its administrative and judicial functions, the Judicial Council shall only be subject to the laws of Ghana, the University Statutes and Regulations and this Constitution.
- b) Subject to this constitution neither the President nor the General Assembly nor any person acting under the authority of the President or the General Assembly nor any other person whatsoever shall interfere with Justices or Judicial Officers, in the exercise of their Judicial functions; and all organs of the SRC shall accord the Judicial Council such assistance as the Judicial Council may reasonably require to protect its independence, dignity and ensure its effectiveness.
- c) A Justice of the Judicial Council, or any person exercising Judicial Power, shall not be liable to any action or suit for any act or omission by him in the exercise of his judicial function.

(4) Functions of the High Chamber

The High chamber shall perform the following function:

- a) To determine whether any conduct of a student or group of students is consistent with the spirit and letter of the constitution.
- b) To determine whether any decision or a resolution of a Committee or Organ created under the SRC constitution is consistent with the spirit and letter of this constitution.
- c) To determine whether the conduct of students or group of students is consistent with the spirit and letter of the constitutions of the associations and Unions registered under the SRC constitution.

(5) Functions of the Supreme Chamber

The Supreme Chamber shall perform the following functions:

- a) To interpret and enforce the SRC Constitution.
- b) To determine appeals from decisions, orders or directives of the High Chamber.
- c) The supreme Chamber shall be the final court of appeal and shall have appellate, supervisory and review jurisdiction as conferred on it by this Constitution.

(6) Powers of the High Chamber

The High Chamber shall have the power to.

- a) Order any student or group of students elected under this constitution to produce any document or provide information that the high chamber deems necessary or requires for the performance of its functions.
- b) Order any officer elected under this constitution or a member of a committee or body established under this Constitution to appear before it and testify or otherwise assist the Ordinary Chamber perform its functions under this constitution; provided that such order shall only be made if the testimony of the officer or individual concerned is relevant to the performance of the functions of the high Chamber.
- c) The Judicial Council shall make recommendations that it considers appropriate to the disciplinary committee of the University on any student.
- d) Determine petitions relating to elections conducted under this Constitution.

(7) Powers of the Supreme Chamber

The Supreme Chamber shall have the following powers:

- a) The same powers that the High Chamber has as provided for in the Clause (5) of this Article.
- b) The Supreme Chamber shall not be bound to follow the decisions of any High Chamber.
- c) The Supreme Chamber shall have supervisory jurisdiction over the High Chamber and may in the exercise of that supervisory jurisdiction, issue orders and directions for the purpose of enforcing or securing the enforcement of this Constitution.
- d) Without prejudice to any provision of this Constitution, the Supreme Chamber may review any decision made or given by it on such grounds and subject to such conditions as may be prescribed by rules of the Chamber.
- e) The Supreme Chamber shall have the power to review its own decisions which shall be binding on the High Chamber.

(8) Proceedings of the Judicial Council

a) The High Chamber

For the purpose of determining a petition, the High Chamber shall be duly constituted by all five (5) members of the Chamber, including the Chairman.

- i. The Chairman of the Chamber shall preside over all proceedings of the Chamber; but where the Chairman for any reason is unable to preside over the proceedings, the members may choose any member to act for him.
- ii. Decisions by the high Chamber shall be taken by a majority of the votes of the members.
- iii. Proceedings shall be recorded in writing by the Judicial Secretary and signed by the Chairman subject to the confirmation of members who took part in the proceedings.

b) The Supreme Chamber

- i. For the purpose of an appeal, the Supreme Chamber shall be duly constituted to hear the Appeal and the Chief Justice shall nominate two (2) other members.
- ii. The Chief Justice of the Supreme Chamber shall preside over all proceedings of the Chamber; but where the Chairman for any reason is unable to preside over the proceedings, the four (4) other Justices may choose any one of them to act in his stead.
- iii. Decisions of the Supreme Chamber shall be by majority decision.

- iv. For the purpose of a review, the Supreme Chamber shall be duly constituted by all five (5) members Justices of the chamber.
- v. The proceedings of the Supreme Chamber shall be recorded in writing by the Judicial Secretary and signed by the Chairman subject to the confirmation of members who took part in the proceedings.

(9) Procedure for Commencing Action in the Judicial Council

- a) Only students in good standing of this University are entitled to bring a matter to the Judicial Council for determination or initiate an impeachment process.
- b) A student who alleges that a ground (s) exists to justify the commencement of an action shall commence such action by means of a petition in writing and signed by him or the petitioners as the case may be delivered to the Judicial Secretary.
- c) The petition shall be accompanied by written statement setting out in detail the facts that establish the ground (s) for the action.
- d) On receipt of the petition and the written statement, the Secretary to the Judicial Council shall make copies of the documents and serve same on the person against whom the action is being commenced within three (3) working days from the date of the receipt of the documents.
- e) A person against whom a petition has been instituted shall within five (5) working days from the date of receipt of the petition and the accompanying written statement, respond in writing and his response shall be signed and same delivered to the Judicial Secretary.
- f) A Chamber of the Judicial Council shall by written notice to the parties concerning the date, venue and time for determining the petition.
- g) The Judicial Council may proceed to determine a matter in the absence of a party who has been duly notified of the date, venue and time of the proceedings and yet refuses to appear the Judicial Council.
- h) The decision of the Judicial Council shall be copied to General Assembly, Executive Council and to the student body.
- i) Parties to the case shall apply to the Judicial Secretary for a certified copy of Judgment.
- j) Unless the procedure specified under the Constitution relating to resolution of disputes are duly exhausted by any aggrieved student, he cannot seek resolution or redress outside jurisdiction of this Constitution.

(10) Procedural Order of Judicial Chamber

- a) All petitions shall first be lodged with the High Chamber for determination.
- b) Any person or group of persons aggrieved by the outcome or Judgement of the High Chamber have the right to appeal against the decision of the High Chamber at the Appellate level within the Supreme Chamber.
- c) Further, a person or a group of persons aggrieved by the decision of the Supreme Chamber shall have the right to appeal for a review.
- d) Without prejudice to any provision of this Constitution the decision of the Supreme Chamber on matters of interpretation and petition of this constitution shall be final and conclusive subject to the National Constitution and the rules and regulations of this University.

(11) Right to Counsel

Any person appearing before the Judicial Council shall have the right to counsel.

(12) Finance

The Judicial Council shall maintain an imprest account determined by the Chief Justice in consultation with the Executive Council which shall be charged on the SRC accounts for its administrative purposes.

CHAPTER THREE

COMMITTEES, COMMISSIONS AND BOARDS OF THE SRC

ARTICLE FIFTEEN (15) - THE EXTERNAL AFFAIR'S SECRETARIAT

There shall be a Secretariat under this constitution which shall be known and called the External Affairs Secretariat and shall locally represent the National Union of Ghana Students (NUGS) and the Ghana Union of Professional Students (GUPS) and other related organizations

(1) **Composition**

The External Affairs Secretariat shall consist of three (3) members constituted as follows:

- a) The External Affairs President
- b) The External Affairs Secretary
- c) The External Affairs Treasurer

(2) **Functions of the External Affairs Secretariat**

The Functions of the External Affairs Secretariat shall be to:

- i. Maintain a consistent and permanent communication link between the students' front of this University and the National Union of Ghana Students (NUGS) and Ghana Union of Professional Students (GUPS).
- ii. Inform students on current progress and development in NUGS and GUPS.
- iii. Organize and prepare students for all NUGS and GUPS programmes and activities.
- iv. Convene emergency meetings of the General Assembly in consultation with the Executive Council for the purpose of providing information for NUGS and GUPS activities.
- v. Participate in all General Assembly meetings and students meetings to inform students of NUGS and GUPS matters.
- vi. Mediate between students and relevant authorities on the issue of loans and refunds.
- vii. Facilitate student travel outside of Ghana.
- viii. The External Affairs Secretariat shall raise students from this University to lead the various unions.

(3) Functions of the External Affairs Secretary

There shall be an External Affairs Secretary who shall be appointed by the External Affairs President and subject to the approval of the General Assembly.

The External Affairs Secretary shall perform the following functions:

- i. Take custody of all records and documents of the External Affairs Secretariat.
- ii. Issue notice of External Affairs activities to students, in consultation with the External Affairs President.
- iii. Keep and maintain accurate records and minutes of all External Affairs meetings.
- iv. Act as President in the absence of the External Affairs President.
- v. Perform any other duties as may be assigned to him by the External Affairs President, the General Assembly and the External Affairs Secretariat.
- vi. Be a signatory to the External Affairs account.
- vii. Shall attend all General Assembly meetings as a non-voting member.

(4) Functions of the External Affairs Treasurer

There shall be an External Affairs Treasurer who shall be appointed by the External Affairs Secretariat and subject to the approval of General Assembly.

The External Affairs Treasurer shall perform the following functions:

- i. Collect all monies belonging to the External Affairs Secretariat and make deposits into the account of the secretariat within 24 hours upon receipt of the money and 72 hours in the case of weekends.
- ii. Pay all respective subscriptions to the NUGS (National) and GUPS Secretariats upon the receipt of such monies from the SRC.
- iii. Prepare periodic financial statements in accordance with the provisions of this constitution.
- iv. Perform any other duty as may be assigned to him by the External Affairs President, the General Assembly and the External Affairs Secretariat.
- v. Be a signatory to the External Affairs accounts.

(5) Qualifications

The qualification for the SRC Secretary as stated in Article 8(b) shall apply to the External Affairs Secretary and Treasurer.

(6) Finance

The sources of funds for the External Affairs Secretariat shall include;

- i.** Dues as may be determined by the Executive Council with the approval of the General Assembly.
- ii.** Proceeds accruing from activities undertaken by, on behalf of and in the name of, the External Affairs Secretariat.
- iii.** Donations and grants with no strings attached.
- iv.** The External Affairs Secretariat shall have no power to enter in to an agreement for raising loans either from the University's administration or any other source.
- v.** The External Affairs Secretariat shall have no power to approve any proposed loan agreement between the Secretariat and any other body or organization.
- vi.** The External Affairs Secretariat shall operate a current account with a registered bank.
- vii.** The External Affairs President and either the Treasurer or Secretary shall be signatories to all accounts of the Secretariat; provided that the Finance Officer of the University or any person who for the time being is acting as such, shall be a mandatory signatory to any account of the Secretariat.
- viii.** No money can be withdrawn from any accounts of the External Affairs Secretariat without the signature of the Finance Officer or any person who for the time being is acting as such.
- ix.** Monies shall not be withdrawn from any accounts of the External Affairs Secretariat or spent without the prior approval by the General Assembly, of the expenditure to which the money so withdrawn is to be applied.
- x.** The General Assembly shall approve all transactions, projects, programmes or activities proposed by the Executive Council or any other body for which External Affairs funds or resources shall be used for its execution. Accordingly, External Affairs funds or resources shall not be spent on any transaction, projects, programmes or activities undertaken without the prior approval of the General Assembly.
- xi.** Without prejudice to clause (x) above, the General Assembly shall not approve any expenditure for which there are no funds in any of the accounts of the External Affairs Secretariat to finance it.

ARTICLE SIXTEEN (16)-WOMEN'S COMMISSION

There shall be a Women's Commission established under this constitution.

(1) Composition

- a) The Women's Commission shall comprise five (5) female members.
- b) There shall be Women's Commissioner who shall be elected by the entire students' body.
- c) Candidate for the office of the Deputy Women's Commissioner of the SRC shall be designated by the candidate of the Office of Women's Commissioner before the election of the Women's Commissioner and shall be deemed to be duly elected as the Deputy Women's Commissioner if the candidate who designated her as candidate for the election to the of Office of Deputy Women's Commissioner has been duly elected as Women's Commissioner.
- d) The Women's Commissioner and her deputy shall together be elected; the remaining three (3) shall be appointed by the Women's Commissioner in consultation with her deputy and subject to the approval of the General Assembly.
- e) The Women's Commissioner shall be the Chairperson of the commission.
- f) There shall be a Secretary and Treasurer of the Women's Commission chosen from among their members.
- g) The qualification for the SRC Secretary as indicated in Article 8(b) shall apply to the Deputy Commissioner and the other members of the commission.

(2) Functions

The Women's Commission shall perform the following functions:

- a) Organize female students of this University to participate in all activities and programmes of the SRC.
- b) In consultation with the Executive Council, organize programmes and activities to address the interest, concerns and welfare of female students in this University.

- c) Serve as the mouthpiece of the female students of this university.
- d) Serve as a link between the female students and other female groups both inside and outside the University with the view to share ideas and strategies on Women's issues.
- e) Aid female students in realizing their potential as important resources **as to** contribute to the advancement of the society.

ARTICLE SEVENTEEN (17) - THE AUDIT COUNCIL

(1) Composition

There shall be established under the constitution an Audit Council for the purpose of auditing accounts of the SRC.

- (a) The Audit Council shall comprise five (5) members.
- (b) The Chairman who shall be known as the Auditor shall be elected by the general student body.
- (c) The Deputy Chair of the Audit Council and three (3) other members shall be nominated by the Chairman and approved by the General Assembly.

(2) Qualification

No person shall be *qualified* as *Auditor* unless:

- i. He / She has been registered to pursue a tertiary programme run by this University.
- ii. He / She has spent not less than two (2) semesters at the time of the election and one (1) semester in the case of students given two years admission.
- iii. He / She has two (2) more semesters to complete his course of study at the time of the election.
- iv. He / She as at the time of elections, attained the Knowledge, level, part or stage one of his course of study and with regard to degree students, he must have attained a cumulative grade point average of 2.5

- v. He /She has no record of violating the rules and regulations of the University.
- vi. He /She has not been adjudged or otherwise declared or found to have misappropriated funds or conducted himself in such a manner as to cause loss or otherwise, of any cash or property entrusted to him.
- vii. He / She has not been found by any committee of enquiry to be incompetent to hold office or is a person in respect of whom a committee or a commission of enquiry has found that whilst holding office he has not abused his office, or wilfully acted in a manner prejudicial to the interest of the students and the findings have not been set aside on appeal or through the judicial review.
- viii. He / She has not been removed from any student office.
- ix. He or she must be pursuing an accounting programme or show evidence of having an accounting background

(3) Independence of the Audit Council

The Audit Council shall conduct its activities and perform its functions in accordance with the provisions of this constitution and shall not be subject to the control and direction of the Executive Council, the General Assembly or any other group of persons or organs of the SRC.

(4) Functions

The function of the Audit Council shall include:

- a) Audit all the accounts of the SRC
- b) Audit the account of committees, commission and councils.
- c) Audit such other accounts as and when the Council is called upon to do so.

(5) Powers of the Audit Council

For the purpose of discharging its functions under this constitution, the Audit Council shall have the following powers.

- a) Order any officer elected under this constitution or a member of a committee or body established under this constitution to produce any document or provide information that the Audit Council deems necessary or requires for the performance of its functions.
- b) Order any officer elected under this constitution or a member of a committee or body established under this constitution to appear before it and testify or otherwise assist the Audit Council perform its functions under this constitution; provided that such order shall only be made if the testimony of the officer or individual concerned is relevant to the performance of the functions of the Audit Council.
- c) Order any officer elected under this constitution registered under the SRC constitution, or a committee member or body registered under this constitution to produce any document or provide information that the Audit Council deems necessary or requires for the performance of its functions.
- d) Order any officer elected under the SRC constitution, or a member of a committee or body registered under this constitution to appear before it and testify or otherwise assist the Audit Council perform its functions under this constitution; provided that such order shall only be made if the testimony of the officer or individual concerned is relevant to the performance of the functions of the Audit Council.
- e) Order any student or group of students to produce any document or provide information that the audit council deems necessarily or requires for the performance of its functions.

5) Conduct of Audit

The Audit Council shall conduct its activities in the following manner:

- a) Audit all SRC activities during the first and second semester.
- b) The audit report of the first semester shall be submitted to the General Assembly at its first meeting during the second semester for discussion and approval.
- c) The audit report of the second semester shall first be submitted to the General Assembly at its last meeting during the second semester for discussion and approval.
- d) Any person who appears before the Audit Council shall provide honest and true information as required by the Council.

- e) A person who provides false information or otherwise conceals information from the Council commits an offence; and any student may institute an action at the Judicial Council for a declaration to the effect.
- f) A student found guilty by the Judicial Council of having provided false information or concealed information from the Audit council shall be liable to appropriate disciplinary action by the disciplinary mechanism of this University.
- g) Without prejudice to paragraph (f) above, a student who holds an office under this constitution or any constitution registered under the SRC Constitution and who is found guilty by the Judicial Council of providing false information or concealing information from the Audit Council shall be removed from office.
- h) All audit reports shall first be made available to the Executive Council for its comments before final submission to the General Assembly.
- i) Where the General Assembly is not satisfied with the content(s) of the audit report, it shall ask for an independent committee to be established aside the one that produced the report to investigate the basis for the dissatisfaction.
- j) The Independent Committee shall produce its report within 7 working days and request for a General Assembly meeting immediately to submit its findings.
- k) The General Assembly is still not satisfied, it shall request for an external audit of the whole account for the period under review.
- l) The Report of the External Audit shall be deemed to be Final.

(6) **Finance**

The administrative, operational and miscellaneous expenses of the Audit Council shall be charged to the SRC Fund

ARTICLE EIGHTEEN (18)-THE ELECTORAL COMMISSION

1) Composition

- a) The Electoral Commission shall comprise a chairman who shall be elected by the entire students and four (4) members nominated and approved by the General Assembly.
- b) The Chairman shall be known and called the Commissioner.
- c) No member serving on the Executive Council or the General Assembly or Judicial Council shall qualify to be a member of the Electoral Commission.
- d) No person shall be qualified for the position of Electoral Commissioner unless he qualifies to contest for the position of the SRC Secretary.

2) Functions

The Electoral Commission shall perform the following functions:

- a) Register candidates to be elected under this Constitution.
- b) Conduct investigations and determine eligibility of candidates for election.
- c) Publish a list of registered candidates.
- d) Receive complaints or objections to the candidature of persons registered to contest an election.
- e) All such complaints or objections, if any, shall be referred to the Judicial Council for determination.
- f) Compile and publish the final list of eligible candidates.
- g) Determine and publish a date for holding the elections.
- h) Ensure that facilities and logistics needed for free, fair and transparent elections are available.
- i) Supervise the orderly conduct of elections.
- j) With an instrument executed under the hand of the Chairman of the Commission and under seal of the Commission state the names of persons elected for specific positions under this Constitution, which shall be prima facie evidence that the persons named were so elected.
- k) Publish provisional and final results.
- l) Receive and refer complaints and objections to election results to the Judicial Council for determination.
- m) Be responsible for conducting all the SRC elections, departmental association elections, referenda, opinion polls and bye-elections.
- n) Keep and maintain register of eligible student voters.
- o) Give out application forms to persons wishing to contest for executive positions at a reasonable fee.

- p) Supervise Departmental Associations elections.
- 3) Notwithstanding any provision(s) in this constitution, the Electoral Commission shall have the power to make such rules and regulations as it deems fit for the efficient conduct and supervision of all elections.

4) **Independence of the Electoral Commission**

The electoral commission shall conduct its activities and perform its functions in accordance with the provisions of this Constitution and shall not be subject to the control and direction of the Executive Council, the General Assembly, the Students' Body or any other group of persons or organs of the SRC.

5) **Expenses of the Commission**

The administrative, operational and miscellaneous expenses of the Electoral Commission shall be charged to the SRC Fund.

ARTICLE NINETEEN (19) - VETTING COMMITTEE

1. Without prejudice to any provision in this constitution, any student aspiring for any position shall be subject to Vetting by a seven (7) member committee.
- a. The Electoral Commission shall appoint the members of the Vetting Committee.
 - b. The Vetting Committee shall not be subject to the instruction of any person or body in the performance of its duties.
 - c. It shall be responsible for ensuring that candidate(s) for any election under this constitution satisfy the requirement provided for in this constitution and other conditions as may be set out by the Electoral Commission.
 - d. Subject to this constitution, the Vetting Committee shall have the power(s) to recommend or nullify a person's candidature after vetting based on relevant provisions of the Constitution.

- e. The Vetting Committee shall ensure that all candidates meet the requirements to contest elections as laid out in this constitution.
2. The Vetting Committee shall submit its report to the Electoral Commission to publish the list of eligible candidates.

ARTICLE TWENTY (20)-STANDING COMMITTEES

- 1) The following Standing Committees are hereby established under this Constitution:
 - a) Welfare Committee
 - b) Sports Committee
 - c) Entertainment Committee
 - d) Weekend Committee
- 2) **Composition**
 - a) Each Standing Committee shall be composed of five (5) members nominated by the Executive Council and approved by the General Assembly
 - b) Without prejudice to (a) above, chairpersons of all Committees shall be appointed by the President.
- 3) **Membership**

Membership of the various Standing Committees established under this Constitution shall be composed in the following manner:

 - a) The Executive Council shall nominate persons as members for the various committees and submit to the General Assembly for approval.
 - b) No single programme shall have more than two members on any Standing Committee.
 - c) Chairpersons for all Committees shall be chosen from among the membership.
- 4) **Functions**

The Standing Committees shall each perform functions specific to each area of its activities as follows:

 - a) **Welfare Committee**
 - i. Formulate welfare policies of the SRC.

- ii. Draw up programmes for implementing the welfare policies of the SRC.
- iii. Policies formulated and programmes drawn shall be submitted to the Executive Council for approval.
- iv. Advise the SRC on all academic matters affecting students such as nature of teaching, research and content of course, conduct of examination, vacation training, the availability of books and equipment.
- v. Determine in consultation with the Executive Council honorarium to be given to executive members, and students that work for the SRC during vacation as residence fees including cost of meals and other living expenses, and the sitting allowances of the members of the Judicial Council and other SRC Committees.
- vi. Perform other duties as may be assigned to it by the Executive Council and General Assembly.

b) Sports Committee

- i. Formulate sports policies of the SRC.
- ii. Draw up programmes for implementing the sports policies of the SRC.
- iii. Policies formulated and programmes drawn shall be submitted to the Executive Council for approval.
- iv. Ensure the provision of incentives to sports men and women.
- v. The Committee shall within seventy-two hours after performance of its duties submit a statement of account of all proceeds accruing to it to the Financial Officer.
- vi. The Sports Committee Chairman shall double as the Sports Secretary and serve on GUSA-UPSA Chapter.
- vii. The Sports Committee Chairman shall lead the contingent to GUSA and report back to the General Assembly.
- viii. Perform other duties as may be assigned to it by the Executive Council.

c) Entertainment Committee

- i. Formulate entertainment policies of the SRC.
- ii. Draw up programmes for implementing the entertainment policies of the SRC.
- iii. Submit policies to the Executive Council for approval.
- iv. The Committee shall within seventy-two hours after performance of its duties submit a statement of account of all proceeds accruing to it to the Financial Officer.
- v. Perform other duties as may be assigned to it by the Executive Council.

d) Weekend Committee

- i. Be a liaison between the SRC and the Membership of the Weekend School.
- ii. The Committee shall represent the SRC at the Weekend School.
- iii. The Chairman of the Committee shall communicate all issues concerning the welfare of the weekend students to the Executive Council.

5) Proceedings of the Standing Committees

There shall be a Chairman for each Standing Committee chosen from among the members of that Committee.

- a. The Chairman of each Standing Committee shall preside over all meetings and in his absence any member of the Standing Committee may be chosen to chair its proceedings.
- b. Decisions of the Standing Committee shall be taken on the basis of majority votes; but where there is a tie, the Chairman shall have a casting vote.
- c. Any three (3) members of each standing Committee, including the Chairman, shall constitute a quorum.
- d. Subject to the foregoing, each Committee may determine its own procedure for meetings.
- e. All committees shall be subject to the direction of the Executive Council.

ARTICLE TWENTY ONE (21) - AD-HOC COMMITTEES

- a. Subject to the approval of the General Assembly, the Executive Council may set up such ad-hoc committees as may be deemed necessary to deal with specific situations.
- b. All provisions relating to Standing Committees shall apply to ad-hoc committees set up under this Constitution; except that an ad-hoc committee shall be dissolved upon completion of the task for which it has been established.

CHAPTER FOUR

BODIES, UNIONS, CLUBS, SOCIETIES AND ASSOCIATIONS

ARTICLE TWENTY TWO (22) - REGISTRATION OF BODIES, UNIONS, CLUBS, SOCIETIES AND ASSOCIATIONS

1. Bodies, Unions, Clubs, Societies and Associations formed by students of the University shall register with the SRC which shall then register same with the Office of the Dean of Students.
 - a. No Bodies, Unions, Clubs, Societies and Associations shall operate without receiving permission from the Office of the Dean of Students.
 - b. A format for the registration of Bodies, Unions, Clubs, Societies and Associations and a Code of Conduct shall be designed by the Office of the Dean of Students in consultation with the SRC.
 - c. All Bodies, Unions, Clubs, Societies and Associations wishing to register with the SRC shall pay a registration fee which shall be determined by the Executive Council subject to the approval of the General Assembly and Management of the University.

2. **Professional Christian Union (PCU)**
 - a. The PCU shall comprise all Presidents of Christian denominations registered under this Constitution.
 - b. Members of the Union shall choose a Chairman and a Secretary from among their members.
 - c. The Chairman shall give due consideration to all Christian denominations within the Union.
 - d. The Chairman shall represent the Union in the General Assembly.
 - e. The Union may choose officers for various positions when the need arises.

3. **The Islamic Union**
 - a. The Islamic Union shall be the Ghana Muslim Students' Association (GMSA)
 - b. The Islamic Union shall consist of all Presidents of Islamic sects registered under this Constitution.
 - c. Members of the Union shall choose one of their members to be the Chairman.
 - d. The Chairman shall give due consideration to all Islamic sects within the Union.

- e. The Chairman shall represent the Union at the General Assembly.
- f. The Union may choose officers for various positions when the need arises.

5. Other Registered Groups

- a. Other Registered Groups shall consist of all associations which are not religious based but include regional based associations registered under this Constitution.
- b. Without prejudice to any provisions in this constitution, the Chairman of other registered groups shall not emanate from a politically based association.
- c. Members of these groups shall choose one of their members to be the Chairman.
- d. The Chairman shall give due consideration to all regional based associations within the Group.

6. Halls

- a. Each hall shall have an Executive Committee comprising
 - i. President
 - ii. Secretary
 - iii. Financial Controller
 - iv. Organising Secretary
- b. At the first and last General Assembly meeting of each semester, each hall President shall present a financial report and a report of activities to the house.
- c. They *shall not* independently charge dues.

8. Departmental Associations

- a. There shall be departmental associations for every program offered in this University.
- b. They shall protect the interest of students under that program.
- c. They *shall not* independently charge dues.
- d. They shall receive monetary allocation from the SRC.
- e. They shall elect executive officers from them.
- f. At the first and last General Assembly meeting of each semester, each association President shall present a financial report and a report of activities to the house.

9. Council of Class Representatives

- a. There shall be a Council of class representatives.

- b. They shall be responsible for collating the grievances of students for onward forwarding to General Assembly.
- c. They shall at the beginning and end of every semester present a report to the General Assembly.
- d. They shall choose five members as executives including a Chairman.
- e. The Chairman shall represent them at General Assembly.
- f. Their administrative expenses shall be charged to the SRC account.

THIRD & FINAL DRAFT

CHAPTER FOUR

ELECTIONS

ARTICLE TWENTY-THREE (23)-CONDUCT OF ELECTIONS

1. Students who wish to stand for positions shall apply to the Electoral Commission by completing an application form referred to Article 18, clause 2(p) prescribed by the Electoral Commission for such purposes.
2. Any student who wishes to stand to be elected for any position under this constitution shall resign any other position being held in this University.
3. A person shall not be a candidate unless he has duly filed and lodged with the Electoral Commission, an application form signed by him and his designated running mate in the case of candidate contesting jointly and signed individually in case of candidate contesting independently.
4. Elections shall be held on the third Friday in April, except that circumstances determine otherwise. Such circumstances must be determined by the General Assembly.
5. Twenty Eight days before elections, the Electoral Commission shall issue notice inviting nominations from interested and qualified candidates.
6. Within the next seven (7) days after the close of nominations the Electoral Commission shall commence a series of screening and vetting exercise, during which time all nominated candidates shall submit themselves for vetting and clearance;
7. Within the next seven (7) days after the screening and vetting exercise campaigning shall commence until 6: 00 pm on day before elections.
8. Polls shall open at 7:00am and close at 9:00pm on the day of elections.
9. All candidates shall be deemed elected by a simple majority.
10. Voting by proxy is prohibited.

11. Where at the close of nominations, only one candidate is nominated, there shall still be elections and that candidate (or group) running unopposed shall pull not less than fifty percent (50%) plus one (1) of the valid vote cast. Where he does not obtain 50% plus one, the Electoral Commission shall call for fresh nominations for that particular position.
12. The Electoral Commissioner shall, immediately after the election declare provisional results and unless and until such results are challenged, shall declare the final result within seventy-two (72) hours after the election.
13. For avoidance of doubt, the results of any election cannot be challenged after the declaration of the final results by the Electoral Commission.
14. A person elected as Executive shall hold office for an academic year in relation to the University calendar beginning from the date on which he is sworn in as Executive.
15. A candidate contesting for any position under this constitution may, by writing under his hand, withdraw his candidature at any time before the elections.
16. A person shall not qualify to vote unless;
 - i. He is duly registered student of this university.
 - ii. He is of sound mind.
17. **Challenging the Validity of Elections**
 - a) A candidate or registered student may challenge the validity of the election by presenting a petition to the High Chamber of the Judicial Council within seventy two (72) hours after the declaration of the provisional results.
 - b) Election results cannot be challenged after the declaration of final results.
 - c) The petition shall indicate the position in respect of which the challenge is being made, stating the grounds for the challenge.
 - d) The High Chamber of the Judicial Council shall without prejudice to any provision of this constitution, decide on the validity of the election within three (3) days after receiving the petition.

- e) Decisions of the High Chamber may be appealed to the Supreme Chamber for a final decision within forty eight (48) hours.
- f) The appeal shall be determined within seven (7) days.
- g) The decision of the Supreme Chamber shall be deemed final and non-appealable unless a candidate who is dissatisfied petitions the Students Affairs Committee of the University for a review.
- h) Where the Judicial Council annuls an election, fresh elections for the portfolio in contention shall be conducted within the next seven (7) days.

17) Appointment of Polling Agents

- (I) Each candidate shall appoint one (1) polling agent who shall be a registered student of the University for each polling station and the name of the agent shall reach the Electoral Commission three (3) clear days before voting.
- (11) A polling agent appearing at a polling station on behalf a candidate shall be given a tag which shall be boldly displayed on his /her body.

ARTICLE TWENTY FOUR (24) -DUTIES OF STUDENTS WHO HOLD OFFICE

- 1) Any student who is a member of an organ or committee established under this Constitution shall have the following duties:
 - a. Attend all meetings and proceedings and participate in all activities and events of such organ or committee where his attendance and participation as a member is required.
 - b. Notify the leadership of such organ or committee of his absence or non-participation three (3) working days prior to the meeting, proceeding, event or activity in question; provided that the notice shall be in writing.
 - c. Produce written report of meetings and proceedings attended by him, and activities and events participated by him on behalf of or in the name of the organ or committee of which he is member; provided that the report shall be comprehensive and shall be submitted to the leadership of the organ or committee in question not later than seven (7) working days after attending or participating in the meeting, proceeding, event or activity respectively.

- d. Disclose to the organ or committee of which he is a member any money or asset given to him or otherwise acquired by him by virtue of he being a member of such organ or committee or by virtue of he representing such organ or committee at a meeting, proceeding, event or activity organized by any person, body, organization, institution or association other than the organ or committee of which he is a member; provided that such disclosure shall be made at a meeting of the organ or committee.
 - e. Shall give to the SRC twenty five percent (25%) of the amount of any money given to him by organizers of events or activities or the conveners of meetings or proceedings in which he has participated as a member of an organ or committee of the SRC.
 - f. Subject to paragraph (e) shall not, without the expressed consent of the organ of which he is a member keep for his personal use any money, property or information acquired by him in the course of acting as a member of such organ or committee.
 - g. Shall not personally profit or seek to personally profit from his work as a member of an organ or committee of the SRC.
 - h. Shall not be personally interested in any transaction in which the SRC has an interest.
 - i. Notwithstanding paragraph (h), shall declare to the SRC any personal interest of whatever description that he may have in any transaction or contract in which the SRC has an interest; provided that the declaration shall indicate in full the nature and extent of such interest.
 - j. Shall not place himself in a position in which his duty to the SRC conflicts or may conflict with his personal interest.
 - k. Shall exercise reasonable care and due diligence in the discharge of his functions as a member of an organ or committee of the SRC so as to avoid causing loss of any kind to the SRC.
- (2) Without prejudice to any provision of this Constitution, a student who is a member of an organ or committee of the SRC shall:
- a. Compensate the SRC for any loss suffered by it by reason of his failure to perform any of the duties specified above.
 - b. Refund to the SRC any property including money which he is not entitled to keep without the express consent of the SRC.
 - c. Account to the SRC any profit made by him contrary to the duties and obligations specified above.

ARTICLE TWENTY FIVE (25) -REMOVAL OF STUDENTS WHO HOLD OFFICE

(1) A student who holds office under this Constitution shall be removed from office on the following grounds:

- i. Having been found guilty of misappropriating or embezzling funds belonging to the SRC.
- ii. Having been found guilty by any disciplinary body set up by this University for violating its disciplinary rules.
- iii. Violating any provision of this Constitution relating to the duties of student office holders as specified in Article 24.
- iv. Being incapable of performing the functions relating to his duties as a result of infirmity of the mind and or body or any other cause.
- v. Failing to comply with an order of the Judicial Council established under this constitution.
- vi. Violating the provisions of this Constitution relating to accounts and finance as provided for under Article 24.
- vii. Causing loss to the SRC as a result of a failure to comply with the requirements of this constitution.
- viii. Violating the requirements of a resolution lawfully passed by the General Assembly established under this constitution.

(2) Procedures for removing students from office

- i. A person who alleges that grounds exist for the removal of a student office holder from office shall lodge a petition in writing to the High Chamber of the Judicial Council; provided that such petition shall set out in detail the facts constituting the grounds for the removal.
- ii. The petition submitted thereof must be endorsed by five (5) representatives from each level.
- iii. On receipt of a petition for the removal of a student office holder, the Secretary to the Judicial Council shall serve a copy of the petition on the officer whose removal is the subject matter of the petition.
- iv. On receipt of the petition, the affected officer shall within five (5) working days respond in writing setting out in detail any defence that he may have to the petition and any other facts that he thinks are relevant to his response.
- v. Upon receipt of a response to a petition the Judicial Secretary in consultation with the Chairman of the High Chamber of the Judicial Council, shall within five working days fix a date for determining the petition.

- vi. The Judicial Council may proceed to determine the petition in the absence of the affected student on condition that he has been duly notified of the date, venue and time for the hearing of the petition.
- vii. The Judicial Council shall be bound to give written reasons for its decisions. Copied to all the parties involved and the General Assembly at any given time.
- viii. Where the student affected is found guilty of having committed the offence in respect of which the petition has been instituted, he shall stand removed from office after the decision of the Judicial Council receives approval of 2/3 support at a General Assembly meeting called for that purpose in the case of the President/ Vice President.
- ix. Subject to Article 4 clause 6 (d) Voting shall be by headcount (by show of hands/secret balloting) and Voting by proxy shall not be permitted.

(3) Resignation and Suspension

- a) Any SRC member shall communicate his resignation to the respective head of the three working organs of the SRC in writing five working days before the date of the resignation.
- b) The Executive Council shall make such resignation or vacancies known to the general student body within 4 days on the receipt of this letter of resignation.
- c) In the case of Positions that were vied for, the Executive Council shall appoint persons from the Executive Council to act accordingly subject to the provisions of this constitution until fresh elections are held, if such resignation or vacancies should occur in the first semester of the academic year.
- d) Where this occurs in the second semester, persons shall be appointed to fill such vacancies according to the provisions of this constitution.
- e) Any officer relinquishing his post shall hand over all documents and property of the SRC in his possession to the Judicial Council 3 days before the official date of resignation is due.
- f) Any officer of the SRC shall relinquish his position before vying for any other political positions, NUGS or SRC sponsored office.
- g) A student who holds office under this constitution may cease to hold such office in the following circumstances:
 - i. By removal in accordance with the provisions of Article 25.
 - ii. By ceasing to be a student of the University.

(4) Vote of No Confidence

- a. Without prejudice to any provision of this constitution, an executive member(s) shall be removed from office on the passing of a vote of no confidence by at least 2/3 of the membership of the General Assembly at a special meeting called for that purpose.
- b. For the purpose of this article, it shall be the duty of the Speaker or in his absence, the Deputy Speaker to convene such special meetings for such purpose.
- c. No petition for vote of no confidence shall be entertained by the General Assembly unless it follows the provisions in Article 23 Clause 2.
- d. The group of persons seeking to pass vote of no confidence shall first furnish the Speaker with the allegations in writing not less than five clear days before such a meeting is summoned.
- e. The Speaker upon receipt of the petition shall furnish the affected persons with copies of the petition.
- f. The Speaker convening a meeting for such a purpose shall serve the parties concerned with copies of the grounds for the vote of no confidence at least seventy-two hours before such a meeting is convened.
- g. The affected person(s) shall have the right to reply within twenty-four hours upon the receipt of the petition.
- h. The Executive officer referred to in clause (a) of this this article shall have the right to attend any meeting convened for the purpose of passing such a vote.
- i. The General Assembly shall then debate and thereafter, vote on the issue.
- j. The Clerk shall record minutes of such a meeting and shall within twenty-four hours after the said meeting notify the Chairperson of the Judicial Council, the Executive Council and the Officer of the outcome of the vote.
- k. In the event of the Executive member(s) being removed from the office or resigning shall forthwith cease to be a member of the Executive Council/Committee or the General Assembly.
- l. Any vacancies created by virtue of any provision of this constitution shall be filled within twenty-one days after such vacancies are created only within the first semester.
- m. A review lies as of Right to the Supreme Chamber of the Judicial Council from any office so removed.
- n. An application for review in (m) above shall be made within 72 hours.

CHAPTER FIVE

FINANCE AND MISCELLANEOUS

ARTICLE TWENTY SIX (26) -FINANCE

- (1) The sources of funds for the SRC shall include the following:
 - a. Dues as may be determined by the Executive Council with the approval of the General Assembly in consultation with Management of the University.
 - b. Proceeds accruing from activities undertaken by, on behalf of and in the name of the SRC.
 - c. Donations and grants.
- (2) The Executive Council shall have no power to enter into an agreement for raising loans from the University's Administration and any other source.
- (3) The General Assembly shall have no power to approve any proposed loan agreement between the SRC and any establishment(s).
- (4) The SRC shall operate a current account(s) with a registered Bank(s).
- (5) The Finance Director of the University, SRC President and either the Treasurer or Secretary shall be the signatories to any accounts of the SRC.
- (6) Monies shall not be withdrawn from any SRC accounts without the signature of the Finance Director or any person designated by the Finance Director.
- (7) Monies shall not be withdrawn from any SRC account or spent without the prior approval of the General Assembly.
- (8) The General Assembly shall approve all transactions, projects, programmes or activities proposed by the Executive Council or any other body for which SRC money or resources shall be used for its execution. Accordingly, SRC money or resources shall not be spent on any transactions, projects, programmes or activities undertaken without the prior approval of the General Assembly.
- (9) Without prejudice to Clause 8, the General Assembly shall not approve any expenditure for which there is no money in any of the SRC accounts to finance it.
- (10) Without prejudice to any clause in this constitution, the SRC shall within fourteen (14) days after the beginning of the second semester transfer to the following entities the following percentages of the dues taken from registered students;

- i) Departmental Associations, ten percent (10%) of the SRC dues per student in the department.
- ii) Halls, seven percent (7%) of the dues shared equally.

ARTICLE TWENTY SEVEN (27) –TENDER BOARD

There shall be a Tender board that shall see to the award of all contracts for which funds from the SRC would be used for its execution.

(1) Composition

- i. Dean of Students/ a representative shall be the Chairperson
- ii. Legal Officer of the University/Representative shall be the Vice- Chairperson
- iii. Vice-President of the SRC.
- iv. Auditor of the SRC
- v. Treasurer

(2) Tendering Procedures

- i. The Board shall publicly call upon suppliers or contractors to submit their proposals with a tender price.
- ii. The Board shall meet all bidders for deliberations.
- iii. The Board shall submit a report of their work to the General Assembly and the Executive Council.
- iv. The Board may adopt procedures in the public procurement Act in furtherance of its objectives.

ARTICLE TWENTY EIGHT (28) -AMENDMENTS AND REVIEWS

Any provision(s) of the Constitution shall be amended in the following manner:

- (1) A person who seeks to amend any provision of this Constitution shall indicate in writing the reasons for the amendments in memoranda.
- (2) Copies of the proposed amendments shall be delivered to the Clerk of the General Assembly for deliberation.

- (3) Two thirds of the members of the General Assembly present and voting shall approve the proposed amendments provided that there shall be no such voting unless there is a quorum of the members of the General Assembly.
- (4) In the case of entrenched provisions in this constitution, each of the courses shall deliberate on the proposed amendments and shall be deemed to have been effected if two-thirds of the members of each course vote in favour of it.
- (5) The amendment shall come into effect seventy two (72) hours after the publication of the results.
- (6) The approval of amended entrenched provisions and an absolute review of this constitution shall be conducted by the electoral commission.
- (7) For the avoidance of doubt, entrenched provisions in this constitution refers to Chapters One and Two and Article 25.

ARTICLE TWENTY NINE (29) - MISCELLANEOUS

- (1) The SRC shall bear all expenses to be incurred by a student who undertakes a task of whatever kind on behalf of the SRC.
- (2) The SRC shall pay such allowances as approved by the General Assembly to any student who does any work on behalf of the SRC during times when the University is on recess.
- (3) The SRC shall pay such commission as may be approved by the General Assembly for any student who undertakes any assignment that brings in revenue to the SRC.
- (4) No student or organ or committee of the SRC shall take or implement a decision that has the effect of disrupting lectures and other ordinary activities of students without the approval of two thirds majority of each of all courses present and voting: provided that such members shall constitute at least one third of registered students of that course.
- (5) Committees, Organs and other bodies set up under this constitution may invite such persons whose presence at the proceedings of such committees, organs and other bodies may be required.
- (6) The Executive Council, subject to the approval of the General Assembly shall set aside a week during the second semester to be designated as SRC week.

- (7) Any person wishing to address the General Assembly may apply to the clerk of the General Assembly for consideration and approval.
- (8) General Assembly, Executive Council and Committee meetings shall be guided by the SRC's standing orders as provided for in schedule two(2) of this constitution.
- (9) The SRC shall indemnify its officers and committees against any loss or damage suffered in the legitimate execution of their duties.
- (10) The constitution shall be binding on all students of the University.

(11) **Collective Responsibility**

- a. All members of the General Assembly, Executive Council and all other Committees and Commissions shall be jointly and severally responsible for any decision(s) they take.
- b. Notwithstanding Clause 11(a) above, satisfactory reasons(s) may be accepted and member(s) exonerated from the consequence(s) arising out of a decision, action or omission on their part.

(12) **Residual Powers of the Executive Council**

Where on any matter or issue, no provision has been made for it in this constitution, the Executive Council in consultation with the General Assembly shall issue directives and provide for that matter or issue as it may deem fit.

(13) **Unrecognized Structures & Portfolios**

- a. The SRC shall not recognize any leadership structure or designation erected within its fold by any establishment or authority within or outside its confines unless by due amendment of this Constitution.
- b. Any person who attempts to raise any unrecognized structure or portfolio shall be referred to the Judicial Council.

(14) **General Students' Meeting**

- a. The Executive Council shall convene General Students' Meeting at least two times in a semester. The first of which shall be held within three weeks after re-opening.
- b. Notwithstanding anything to the contrary in (a) of this section, a General Students' Meeting shall be held upon a written request addressed to the President, copied to the

Chairman of the Judicial Council and signed by not less than ten(10) students from each programme.

- c. The Executive Council shall convene Emergency Students' Meetings as and when deem necessary for the purpose of deliberating on matters of urgent importance.
- d. At all meetings, at least one hundred students shall form a quorum.
- e. In the event where the number required for forming a quorum is unattainable the members present may have the power to move for the meeting to take place.

(15) Interpretation of this Constitution:

- a. Any matter of interpretation arising out of this constitution shall be referred to the Supreme Chamber of the Judicial Council for clarification and shall be interpreted to reflect the spirit and letter of the provisions herein contained.
- b. Any reference made to male (he/his) shall be deemed to apply to female (she/her)
- c. Except otherwise provided, any reference to a singular pronoun shall include plural.
- d. The 'University' means the University of Professional Studies, Accra
- e. The 'Council of the University' means the Governing Body of the University of Professional Studies, Accra.
- f. The 'SRC' means the Student Representative Council
- g. A registered student means a student registered to pursue an undergraduate programme.
- h. "G. A" means General Assembly
- i. "Delegation" includes participants and representatives.
- j. "Article" means an article of this Constitution
- k. "Resolution" means a Resolution or decision passed or made by a structure of the union
- l. "NUGS" means National Union of Ghana Students
- m. "GUPS" means Ghana Union of Professional Students
- n. "Function" includes powers and duties.
- o. "President" refers to the SRC President except otherwise stated
- p. "GUSA" means Ghana Universities Sports Association
- q. "UPSA" means University of Professional Studies, Accra
- r. "Unions" means NUGS and GUPS

SCHEDULES

SCHEDULE ONE (1) - HANDING OVER

(1) Transition

The transition period shall be twenty-one (21) days during and after the handing over ceremony.

- a) Change of signatories to the incoming executives shall be done at least seven (7) days before handing over.
- b) The incumbent SRC Auditor and Chairman of the Judicial Council shall take the incoming SRC President, Financial Officer and Auditor around to see all movable and immovable assets of the SRC, at least three(3) days before handing over.
- c) Outgoing Executives shall be responsible to give the needed orientation to the incoming executives before handing over.
- d) All necessary office keys and documents shall be handed over to the incoming executives at least three days before handing over.
- e) Without prejudice to any provision in this constitution, within three weeks of his election the SRC President shall take stock of all assets of the SRC and report to the General Assembly forthwith.

(2) Handing Over

- a) The SRC shall hand over to the newly elected SRC fourteen (14) days after the declaration of final election results, by which time all Departments, Associations, Clubs, Halls and Unions should have handed over.
- b) Final results shall be deemed to have been declared where it is actually declared by the Electoral Commission, at the lapse of time after the judgment of the High Chamber or final judgment by the Supreme Chamber.
- c) The incumbent SRC shall arrange and organize handing over ceremony in collaboration with the incoming Executives.
- d) The mandate of the outgoing Executive Council and General Assembly shall be deemed to have come to an end at 3:00pm on the fourteenth day after the declaration of final results. By which time handing over should begin to prevent a governmental vacuum.
- e) The handing over shall be done in the presence of the General Assembly, entire student body and the University Authorities.
- f) No student shall be deemed to be an officer of the SRC unless he has subscribed to the oath relating to his office.

(3) Order of Proceedings

- a) The outgoing Chief Justice shall swear in the new Chief Justice and immediately relinquish his post.
- b) The Chief Justice shall swear in the clerk who shall then preside over the approval of the Speaker by the new General Assembly members according to the list he has.
- c) The Chief Justice shall swear in the Speaker who shall take over the Chairmanship of the House.
- d) The Speaker shall swear in General Assembly Members.
- e) The Speaker shall preside over the nomination/election of the Deputy Speaker.
- f) The Chief Justice shall swear in the Deputy Speaker.
- g) The Chief Justice shall preside over the swearing in of the President, Vice President, all other Executive Council Members and the Chairman of the Audit Council.
- h) All other persons to be appointed for any other positions or duties shall take an oath of office in the presence of the General Assembly.

(4) Certificates or Awards

- a. Certificate of honour or awards shall be presented to members of the Executive Council, members of the General Assembly, and the Judicial Council upon the successful completion of their tenure of office at a handing over ceremony to be held in public.
- b. All committee members and individuals who have contributed to the cause of students shall be entitled to certificates or awards.

SCHEDULE TWO (2) - TRANSITIONAL PROVISIONS

- (1) Notwithstanding anything contained in this Constitution, all persons elected or appointed into any position or portfolio of the SRC before the coming into force of this Constitution, in anticipation of meeting the requirements of this Constitution shall be deemed to have acted for the purpose of this Constitution and shall be deemed to have been duly elected or appointed for the purpose of this Constitution.
- (2) Notwithstanding anything contained in this Constitution, all activities and meetings of the SRC carried out before the coming into force of this Constitution, in anticipation of meetings the provisions of this Constitution shall be deemed to have been duly done for the purpose of this Constitution.
- (3) Any Executive Council, General Assembly and Judicial Council in existence before this constitution shall remain same. However, all working procedures and structures of the Executive Council, General Assembly, Judicial Council, commissions, committees, and boards, established under the previous constitution shall conform to the dictates of this Constitution immediately.
- (4) Where controversy arises as to the application of the working procedures outlined in this new Constitution versus the previous Constitution, the procedures herein contained in this document shall take precedence over the existing structures and procedures.
- (5) Where it is noted that some provision(s) conflict with the University's statutes and regulations, the laws of the University shall take precedence over the provision(s) set out in this Constitution.

This Constitution shall come into force on the 5th *day of May 2018*.

SCHEDULE THREE (3) - STANDING ORDERS

VOTING

1. Voting shall be by accredited members only. Each accredited member shall be entitled to one vote.
2. Voting privileges shall include the right of members to make or second motions or nominations.
3. In voting, motions shall be carried by a simple majority unless otherwise provided for by the Constitution or the standing orders. The casting of votes shall be in the following order: Vote for, against and abstentions. If the votes for/against an issue are equal in number, the Speaker shall exercise the casting vote. Members abstaining shall be considered as non-voting.
4. Voting shall be by a secret balloting in the case of appointment, impeachment and all matters which are politically inclined.
5. Notwithstanding Clause four (4) above, all other voting shall be by show of hands or as otherwise determined by the Speaker of the General Assembly.
6. Observers shall have no voting rights.
7. There shall be no voting by proxy.
8. A working paper shall be adopted before work begins on it. However, a motion can introduce any relevant item for the agenda for discussion.
9. All accredited members have the right to file motions/proposals. However, non-accredited members may file motions/proposals only when such motions/proposals are seconded by three accredited members.
10. All motions must be submitted in writing and must be handed over to the Speaker. They must at all times be heard.
11. No motion or amendment shall be opened for discussion until it has been seconded, but the proposer shall have the right to speak on the motion in order to find a seconder.

12. After the mover and seconder of the motion have spoken, the Speaker shall invite supporting speakers in the following order:

i) For the motion

ii) Against the motion

13. The mover of the motion shall then have his right of reply which closes debate on the subject matter.

14. No motion or amendments, which have been accepted by the meeting, shall be withdrawn without the consent of the meeting; neither shall any addendum be made to a motion once accepted without such consent.

15. Discussion of a motion (or amendment) may be curtailed in time by a procedural motion from the floor or by the chair, with the approval of the meeting. If the chair intends to curtail discussion, however, he shall make it clear how much time shall be allowed provided that the mover and one speaker against such motion shall in all cases have the right to speak if wishing to do so.

AMENDMENTS

16. An amendment, like a main motion, must be moved, seconded and discussed in accordance with the procedure for motions outlined above.
17. No amendments shall be moved which by the Speaker's ruling rescinds, negates, or destroys the original motion.
18. The mover and seconder of a substantive motion shall have the right to accept an amendment and if accepted shall become part of the substantive motion. A rejected amendment shall be discussed until the amendment under consideration has been disposed off. It is, however, permissible for notice of further amendment to be given during discussion of the original amendment.
19. If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall become the motion, and shall be the question to which any further discussion may be addressed, or upon which the final vote is taken.

PROCEDURAL MOTIONS

20. The Speaker shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence.
 - a. Motion to withdraw motion
 - b. Motion to recess
 - c. Motion to reverse the decision of the chair
 - d. Motion that a question or a proposal not be now put
 - e. Motion to limit or expand debate to a certain specified period.
 - f. The motion to refer the matter to a committee or sub-committee for investigation and for report.
 - g. Motion to postpone or adjourn the matter to a later specific meeting or time.
 - h. Motion to close debate.
 - i. Motion that the motion be now voted upon.
21. The motion ‘that the motion be now voted’ has been seconded, no further discussion of the original question shall be allowed, but a member may give notice of his desire to speak further on the original question. If the motion is carried, only the proposer of the original question under discussion shall be allowed to speak before the original question is put to vote.
22. If the motion to ‘limit debate to a certain specific period of time’ is carried, the Chairman shall draw up a list of those wishing to make their first speech on the subject and allow each one an equal proportion of the specified period. The proposer shall be allowed a maximum of 5 minutes to sum up before the original motion is put to vote.
23. Should any procedural motion be defeated, 20 minutes shall elapse before such a motion can be accepted again by the chair; unless the chair is of the opinion that the circumstances have materially altered in the meantime.
24. In addition to discussion on an issue, the Chairman shall organize those requesting the floor by the following order of precedence:
 - a) Point of Order
 - b) Point of Correction
 - c) Point of Information
25. A point of Order which must be heard at all times except during the act of voting must deal with the conduct of the meeting and concern only such matters as indecorum, transgressions

of the constitution, calling attention to the introduction of a matter not relevant to the question under consideration and, the use of improper language.

26. A point of correction seeks to provide accurate facts/correct a statement of error made by the last speaker. A point of correction supersedes a point of information.
27. If information is desired from or offered to a person holding the floor, he may decide whether or not he wishes to be interrupted or at that time.

Conduct at Meetings

28. A Speaker shall direct his speech to the issue under discussion.
29. Every member shall address himself solely to the Chair.
30. No member shall be allowed to speak more than once on a motion, as long as a member who has not spoken desires the floor. No member shall speak for longer than 10 minutes at one time without permission from the Chair.
31. The Speaker shall interpret the standing orders subject to the approval of the House. He shall be free to take part in all discussions but not participate in the debate.
32. A standing order may in case of an emergency be changed safe that notice of such change should have been duly communicated to members and two-thirds of the General Assembly approving same.
33. No member shall leave the meeting without the permission of the Speaker.
34. All members during meetings of the House shall dress officially as specified in the dress code for students of UPSA.

SCHEDULE FOUR (4) - FORMS OF OATH

THE OATH OF ALLEGIANCE

I,.....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 established; that I will uphold the sovereignty and integrity of the SRC; and that I will preserve, protect and defend the Constitution of the SRC. (So help me God).

[To be administered by the Chief Justice before General Assembly.]

THE PRESIDENTIAL OATH

I,.....having been elected to the high office of President of the SRC do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to the SRC; that I will at all times preserve, protect and defend the Constitution of the SRC; and that I dedicate myself to the service and well-being of the students of UPSA and to do right to all manner of persons.

I further (solemnly swear) (solemnly affirm) that should I at any time break this oath of office I shall submit myself to the laws of the SRC and suffer the penalty for it. (So help me God.)

[To be administered by the Chief Justice before General Assembly.]

THE OATH OF THE VICE-PRESIDENT

I,.....having been elected to the office of Vice-President of the SRC, do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to the SRC; that I will at all times preserve, protect and defend the Constitution of the SRC; and I dedicate myself to the service and well-being of the students of UPSA and to do right to all manner of persons.

I further (solemnly swear) (solemnly affirm) that should I at any time break this oath of office, I shall submit myself to the laws of the SRC and suffer the penalty for it. (So help me God).

[To be administered by the Chief Justice before General Assembly.]

THE JUDICIAL OATH

I,.....having been appointed (Chief Justice/a Justice of the Supreme Chamber/a Justice of the High Chamber) 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 established; 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 favor, 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 administered by the outgoing Chief Justice before General Assembly.]

THE OATH OF SECRECY

I,.....holding the office of.....do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by law. (So help me God)

[To be sworn before the President, the Chief Justice or General Assembly.]

THE OFFICIAL OATH

I,.....do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times well and truly serve the SRC in the office ofand that I will uphold, preserve, protect and defend the Constitution of the SRC as by law established. (So help me God).

[To be sworn before the General Assembly.]

THE SPEAKER'S OATH

I,.....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 established; that I will uphold the integrity of the SRC; that I will faithfully and conscientiously discharge my duties as Speaker of the General Assembly of the UPSA SRC; and that I will uphold, preserve, protect and defend the Constitution of the SRC; and that I will do right to all manner of persons in accordance with the Constitution of the SRC and the laws and conventions of General Assembly without fear or favor, affection or ill-will. (So help me God.)

[To be administered by the Chief Justice before General Assembly.]

THE OATH OF A MEMBER OF GENERAL ASSEMBLY

I,.....having been (elected) (appointed) a member of General Assembly do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SRC of UPSA as by law established; that I will uphold, preserve, protect and defend the Constitution of the SRC; and that I will faithfully and conscientiously discharge the duties of a member of the General Assembly. (So help me God)

[To be administered by the Speaker of the General Assembly.]

THE OATH OF MEMBER OF THE EXECUTIVE COUNCIL

Ibeing a member of the Executive Council by virtue of being elected as..... of the SRC do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SRC; that I will uphold, preserve, protect and defend the Constitution of the SRC; and that I will truly and faithfully perform the functions of my office without fear or favor, affection or ill-will. (So help me God).

[To be administered by the Chief Justice before General Assembly.]

.....

DOGBATSEY EMMANUEL YAW

(CHAIRMAN)

UPSA-SRC