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**PROMULGATION**

This Constitution is reviewed on this ..... day of .....  
in the year of our Lord, Two Thousand and Twenty-One (2,021) within  
the Authority of the University’s Students’ Representative Council  
(SRC)

SIGNED FOR AND ON BEHALF OF DR. HILLA LIMANN  
TECHNICAL UNVERSTY SRC.

THE VICE CHANCELLOR .....

DEAN OF STUDENTS AFFAIRS .....

SRC PRESIDENT .....

SRC CHIEF JUSTICE .....

WITNESSED BY THE REGISTRAR .....

## **PREAMBLE**

With faith in God from whom all things emanate and to whom all things are referable.

**DETERMINED** to secure the welfare of students, foster solidarity and fraternity between students and management of Dr. Hilla Limann Technical University.

Desirous of fostering a chosen bond of friendship and realizing the need to attain the highest excellence in our moral, social, political and intellectual endeavours and in SOLEMN declaration of affirmation of our faith in the principle that all sovereignty of governance comes from the collective will of the people.

**INTEND** to establish an accountable student governance to enrich our heritage and safeguard the requisite principles of probity, veracity, impartiality and scrupulosity. We the students of Dr. Hilla Liman Technical University do hereby adopt, enact and give to ourselves this Constitution as the foundational law of our student body and the Students' Representative Council (SRC) this ..... day of ....., 2021.

## **CHAPTER ONE**

### **ARTICLE 1 - NAME**

The name of the body shall be the Students' Representative Council of Dr. Hilla Limann Technical University, herein after referred to as "SRC".

### **ARTICLE 2 - SUPREMACY OF THE CONSTITUTION**

This Constitution shall be the supreme law governing the student's body of Dr. Hilla Limann Technical University and subject to:

- a. The Constitution and laws of the Republic of Ghana
- b. GNUTS Constitution
- c. The Statutes of Dr. Hilla Limann Technical University
- d. Other rules and regulations that exists in the University which are not inconsistent with the welfare of students of the Dr. Hilla Limann Technical University.
- e. An act or enactment of omission that is inconsistent with any provision of this Constitution shall be declared null and void.

### **ARTICLE 3 - ENFORCEMENT OF THE CONSTITUTION**

1. Any student who allege(s);
  - a. An act or omission of any person or group of persons;
2. The Judicial Committee shall for the purpose of such declaration under clause 1 of this article, make such order(s) and give such direction(s) as it may consider appropriate.
3. Failure to observe or carry out the terms of an order of direction made or given under clause 2 of this article constitutes a violation of this Constitution and contempt of the Judicial Committee.
  - a. This shall in the case of Executive Officer(s) of SRC, constitute a ground for removal from office.

- b. And shall in the case of Executive Officer(s) of clubs or organizations constitute a ground for removal from office and;
- c. In the case of student(s) without any official position, they shall be referred to the disciplinary committee of the University for appropriate action.

#### **ARTICLE 4 - RECOGNITION AND AFFILIATION**

- a. The SRC shall be legitimate representative organ of the student body as a whole to the University Authorities and outside bodies, and shall be recognised as such by the students of the University, the University Authorities, and outside bodies and;
- b. The SRC shall be a member of the GHANA NATIONAL UNION OF TECHNICAL STUDENTS (GNUTS) and any other student or youth organization in so far as the aims and objectives of such organizations do not conflict with those of the SRC.
- c. The SRC shall not be seen to be affiliated to any political party or organization, locally or internationally.

## CHAPTER TWO

### ARTICLE 5 - COMPOSITION

The composition of the SRC shall be;

- a. The Executive Committee
- b. The General Assembly And
- c. The General Student Body

### ARTICLE 6 - AIMS AND OBJECTIVES

The aims and objectives of the SRC shall be;

- a. To seek the general welfare of the students and to advise in relation to such matters concerning student's welfare.
- b. To work in all deliberations and aims in close harmony with the authorities of the University in all matters affecting the interest of students.
- c. To organize lectures, symposia's, debates, voluntary work and other social activities in the interest of the students.
- d. To be responsible for the organization of orientation courses for fresh students at the beginning of every academic year.
- e. To be responsible for all planning of major students' functions including the promotion of sports, games and entertainment.
- f. To be responsible for all meetings incidental to presenting the interest of students.
- g. To co-operate with the Representatives Student bodies of other Universities and Institutions of higher learning for the promotion of peace and unity in the country and to keep contact with the past students of the University by constructing a database and other means
- h. To formulate such rules and regulations as well as promote cordial relations between students and groups on sex, creed, ethnic origin or course of study.

- i. To foster maintenance of the right academic atmosphere for the students of the University to pursue their studies and encourage the organization of seminars by halls, faculties and societies.
- j. To co-operate with the authorities and other agencies deemed necessary, in pursuance of these objectives; and
- k. To appeal against the University regulations, which have been tested to be at variance with the interest of the students.

## **CHAPTER THREE**

### **ARTICLE 7 - THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee whose members shall be democratically elected by the students of the University through a secret ballot. The Vice President, the Chief Justice, the Speaker, Clerk, the Chaplain, the Chief Imam and two Representatives from the Non-Tertiary programmes shall not be elected. The following shall constitute the Executive Committee:

- a. The Executive Officers
- b. Elected Hall Presidents and
- c. Elected School Representatives

### **ARTICLE 8 - FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall;
  - i. Assist the SRC President to steer the affairs of the SRC
  - ii. Have the authority to issue Executive instruments and
  - iii. Have the authority to act promptly in times of emergency without prejudice to any provision of this Constitution provided that the General Assembly shall be informed within forty-eight (48) hours (two working days) of the use of such emergency sovereignty.
- b. The Executive Committee meetings shall be summoned by the President who shall preside over all meetings. The Vice President shall act in the absence of the President.

## **ARTICLE 9 - THE EXECUTIVE OFFICERS**

The Executive Officers shall consist of:

- a. The six (6) Central Committee members and other Executive Committee members
- b. The Central Committee members shall be made up of five (5) democratically elected members and the appointed Vice President of the SRC. The said Central Committee members shall be;
  - i. The President
  - ii. The Vice President
  - iii. The Secretary
  - iv. The Finance Officer
  - v. The GNUTS Representative
  - vi. The Women's Commissioner
- c. The other Executive Committee members shall be:
  - i. The Chief Justice
  - ii. The Finance Secretary
  - iii. The Public Relations Officer (Pro)
  - iv. The Organizing Secretary
  - v. The Welfare/Health Secretary
  - vi. The Sports Secretary
  - vii. Two Non-HND Representatives
  - viii. The Library Secretary
  - ix. The Entertainment Secretary
  - x. The Chaplain
  - xi. The Chief Imam
  - xii. The Security Coordinator

## **ARTICLE 10 - AUTHORITY OF THE PRESIDENT**

- a. The President shall have the authority to nominate a candidate each in consultation with his Executives Committee for the following positions, for approval by the General Assembly which shall be by a simple majority of vote count:
  - i. Speaker of General Assembly
  - ii. Chief Justice
  - iii. Electoral Commissioner
- b. Appoint the Chairperson and/other members of the Standing Committees of the SRC unless otherwise stated in the Constitution in consultation with the General Assembly.
- c. The President shall have the authority to revoke the appointment(s) of any of the officer(s) they appoint if the person(s) is proven to have acted in variance to this Constitution
- d. Any dispute arising from this process will be referred to the Dean of Students' Affairs for prompt resolution.
- e. Have a casting vote at Executive Committee meetings
- f. The President may delegate any of the Executive Officers to perform duties his behalf.

## **DUTIES OF OFFICERS**

### **ARTICLE 11 - THE SRC PRESIDENT**

The President shall:

- a. By the virtue of his office be a member of the University Governing Council, and may appoint representative from the SRC to represent students on any other University Bodies and Committee where student's representative is needed.
- b. Chair all meetings of the Executives Committee and meeting of the entire student body.



- c. Act on the advice of the Executive Committee, at the beginning of every semester and before the dissolution of the General council or at any point in time deliver to the General Assembly a written report on the state of affairs of the SRC including the financial statement.
- d. Represent the SRC on the Academic Board whenever students' representative is required
- e. Represent the SRC on the University's Disciplinary and Malpractice committee.
- f. Be the Chief Spokesperson of the students' body in matters within the jurisdiction of the SRC and shall be the commander-in-chief of the University's cadet corps.
- g. In the event of any legal suit being instituted against the SRC, the President shall together with the SRC Chief Justice represent the SRC.
- h. Be a signatory to all SRC bank account(s)
- i. Approve of all spending of the SRC
- j. Together with the Secretary sign minutes of all Executive meetings.
- k. Sign all correspondences going out from the SRC

## **ARTICLE 12 - THE SRC VICE PRESIDENT**

The Vice President shall:

- a. Be deemed to be elected as vice president if the candidate who designated him as a candidate for election for the office of vice president has been duly elected as president in accordance with provisions in this constitution.
- b. A candidate being designated as vice president should be presented for vetting on the day of vetting
- c. Assist the SRC President in the performance of his duties and perform such functions as may be assigned to him by the President.
- d. Act in absence of the President

- e. Whenever the position of the President becomes vacant by reason of incapacitation, resignation, impeachment, removal of the holder or demise, the Vice President shall assume office as President to complete the unexpired term of the President.
- f. Upon assuming office as President as stated under this article, they shall in consultation with the Executive Committee nominate a person to become Vice President subject to the approval by two-thirds (2/3) majority in favour of the nomination at General Assembly.
- g. Should the nominee be rejected, they shall be disqualified and fresh nomination and election shall be held for the position of the Vice President within seven (7) days.

### **ARTICLE 13 - THE GENERAL SECRETARY**

The Secretary shall:

- a. Summon meetings stating the agenda under the direction of the President or any other member of the Council, subject to the approval of the Central Committee
- b. Record and keep minutes of all Central Committee and SRC meetings and take notes at all general student body meetings
- c. Be responsible for the day-to-day running of the SRC
- d. Shall have custody of the documents of the SRC and
- e. Perform any duty assigned to them by the SRC or the President.

### **ARTICLE 14 - THE FINANCE OFFICER**

The finance officer shall:

- a. Keep copies of records of financial transactions of the SRC
- b. Supervise financial transactions assisted by the finance Secretary
- c. Prepare financial report annually



- d. Receives financial estimates and expenditure from various Committee and individuals for Executive consideration and approval
- e. Be responsible for all financial accounts and keep true records of all financial transactions and assets of the SRC.
- f. Keep an impress as shall be decided upon at the beginning of every semester by the University Council
- g. Have custody of all SRC cheques and cash books and keep all monies in the bank and
- h. See to other welfare issues as directed by the President.

#### **ARTICLE 15 - THE GNUTS REPRESENTATIVE**

The Ghana National Union of Technical Students (GNUTS) Representative or local coordinator shall:

- a. Be the liaison between SRC and GNUTS.
- b. Coordinate activities of GNUTS at the University level.
- c. Be in-charge of all activities concerned with Student Loan Trust Fund.
- d. Perform any other function assigned to them by the General Assembly, Executive Committee or the President or the SRC.
- e. During the celebration of GNUTS/SRC week, coordinate the organization of the activities for the smooth running of the celebration, in consultation with the SRC.

#### **ARTICLE 16 - THE WOMEN'S COMMISSIONER**

The Women's Commissioner shall be a female student who shall:

- a. Serve as a focal person on the campus for matters relating to problems of female students and their consequent solutions.
- b. Have the authority to appoint five (5) female students to General Assembly preferably from schools that have limited female

representations at General Assembly in the event that female participation is below thirty (30) percent.

- c. Ensure that all Committees formed at General Assembly has female representation.
- d. Aid female students in realizing themselves as important resource so as to contribute to the advancement of society.
- e. Help to raise self-esteem and self-confidence of female students.
- f. Serve as a link between female students and other female groups both in and outside of the country with the view of sharing ideas and strategies on women related issues.
- g. Inculcate in female students a sense of belonging and active participation in student government and other related campus activities.
- h. Support females in all their emancipator endeavours.
- i. Prepare female students for a more responsible role in life after school
- j. Have the right to appoint her deputy or set up committees upon attaining a population of two thousand (2,000) and above to enhance her work in efforts to carry out the responsibilities above.
- k. Undertake any other activities or function specified by the General Assembly or the President or Executive Committee or GNUTS national Executive.
- l. Shall present proposals of activities and the expenditure involve to the General Assembly through the Executive Committee for approval

## **ARTICLE 17 - THE CHIEF JUSTICE**

The Chief Justice shall:

- a. Be appointed by the SRC President.
- b. Be responsible for keeping peace in the SRC and the student body



- c. Be the Chief Arbitrator and disciplinarian of the SRC and the entire student and as well together with the SRC President represent the SRC in any legal suit it is involved.
- d. Perform any other functions assigned to him by the President and/or the General Assembly of the SRC.
- e. Head and be responsible for the Judicial Committee.
- f. In an emergency, act to secure order and safety of students.
- g. Administer the oath for incoming Executives.

## **ARTICLE 18 - THE PUBLIC RELATION OFFICER**

The Public Relation Officer shall:

- a. Be responsible for the SRC publicity activities.
- b. Be responsible for the general education of the SRC and the student body on all issues, be they social, political or economic.
- c. Keep records on all events of the SRC.
- d. Be the chairperson of the Editorial Board of the SRC
- e. Have copies of records on all properties of the SRC and general issues
- f. Be abreast with all information of the University, SRC and general issues.
- g. Be liable any duty given to them by the President, Executive Committee or General Assembly of the SRC.
- h. Be Master of Ceremonies for all SRC programmes
- i. Endorse all student and SRC public activities.
- j. Assume the authority of the Secretary and perform duties in the absence of the Secretary.

## **ARTICLE 19 - THE ORGANIZING SECRETARY.**

The organizing Secretary shall:



- a. Be responsible for directing and controlling all programmes concerning the SRC.
- b. Be responsible for organizing and mobilizing students for meetings and all activities on campus
- c. Be responsible for any other duty that may be assigned to them by the Executive Committee, the President or the General Assembly of the SRC.

## **ARTICLE 20 - THE CHAPLAIN**

Members of all Christian organizations shall elect their own coordinator who shall be known as Chaplain. All such religious bodies shall be independent. The chaplain shall not be SRC Central Committee member.

The Chaplain:

- a. Be responsible for all Christian religious activities of the SRC in consultation with the Chaplaincy Board of the University's Administration.
- b. Organize non-denominational church services in consultation with Chaplaincy Board of the University's Administration.
- c. Be expected to give equal attention to all Christian denominations.
- d. Perform any duties assigned to them by the President, Executive board or the General Assembly of the SRC.

## **ARTICLE 21 - THE CHIEF IMAM**

Members of all Islamic religious organizations shall elect their own Coordinator who shall be known as Chief Imam. All such religious bodies shall be independent. The Chief Imam shall not be SRC Central Committee member.

The Chief Imam shall:



- a. Be responsible for all Islamic religious activities of the SRC in consultation with the Islamic Board of the University's administration.
- b. Organize non-denominational Muslim services in consultation with Muslim Board of the University's administration.
- c. Be expected to give equal attention to all Islamic denominations.
- d. Perform any duties assigned to them by the President, Executive Board or the General Assembly of the SRC.

## **ARTICLE 22 - THE SRC WELFARE/HEALTH OFFICER**

The SRC welfare/health officer shall:

- a. Be responsible for matters concerning the welfare of students.
- b. Assist the environmental and sanitation department to promote good sanitation behaviour among students.
- c. In conjunction with the University's clinic organize a health campaign on a theme that runs throughout the whole academic year.
- d. Liaise with the health department to provide and maintain first aid kits at strategic locations on campus.
- e. Organize a seminar on First Aid issues for first years.

## **ARTICLE 23 - THE PORTS SECRETARY**

The Sports Secretary shall:

- a. Be responsible for organizing SRC sports programmes.
- b. Work in close harmony with the University's coach for the upliftment of the University's sports.
- c. Be the Chairman of the Sports Committee of the SRC
- d. Be the SRC representative on the Sports Union of the University.
- e. Advice and update the SRC President on sporting facilities.
- f. Be responsible for all matters concerning the organization of sports.



- g. Coordinate the sporting activities of various halls, clubs and societies.
- h. Perform other duties assigned to them by the SRC.

## **ARTICLE 24 - THE TWO NON-TERTIARY REPRESENTATIVES**

The two non-tertiary representatives shall:

- a. Represent the Non-Tertiary students at any General Assembly meeting.
- b. Perform any duties assigned them by the President, Executive Committee or the General Assembly.

## **ARTICLE 25 - THE LIBRARY SECRETARY**

The Library Secretary shall:

- a. Be attached to the University's library.
- b. Represent the SRC at the Sub-committee meeting for library at University's Council
- c. Assist the University's Librarian in the performance of his/ her duties within office hours, especially to enable students gain access to the University's library when the Librarian is on break.
- d. Coordinate student activities relating to the library.
- e. Be a member of the Editorial Board.

## **ARTICLE 26 - THE ENTERTAINMENT SECRETARY**

The Entertainment Secretary shall:

- a. Be responsible for all entertainment programmes on campus.
- b. Be responsible for organizing SRC sponsored programmes including dance, concerts and plays.
- c. Coordinate the entertainment activities of the various halls, clubs and societies.



- d. Render accounts of all proceeds accruing to the entertainment committee of the SRC every fortnight to the finance committee of the SRC.

## **ARTICLE 27 - THE FINANCE SECRETARY.**

The Finance Secretary shall:

- a. Receive and pay-out cash upon instruction from the Finance Officer
- b. Keep records of all income and expenditure to the SRC in the cashbook.
- c. Sign cheques on behalf of the Finance Officer.
- d. Prepare the SRC budget in consultation with the Executive Committee subject to approval by the finance and audit committee.

## **ARTICLE 28 - EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet once a month.

- a. The President shall convene emergency meeting when the need arises.
- b. An emergency meeting shall be called on the request of at least two-thirds of the membership of the Executive who shall subscribe their names and signatures to a written request, stating the issue(s) to be considered at the meeting.
- c. The President shall oblige to such a request and convene the meeting.
- d. The President, Secretary and two-thirds of the members shall form a quorum.
- e. A simple majority of members present in voting or by popular acclamation shall determine decisions at meetings.
- f. The Executive Committee shall make standing orders for the proper conduct of the meeting.

## **CHAPTER FOUR.**

### **COMPOSITION, FUNCTIONS AND DUTIES OF MEMBERS OF THE GENERAL ASSEMBLY.**

#### **ARTICLE 29 - THE GENERAL ASSEMBLY**

The General Assembly shall be composed of:

- a. Accredited members shall be:
  - i. The Speaker
  - ii. Deputy Speaker
  - iii. Clerk
  - iv. Elected class representatives
  - v. Elected representatives of each registered hall
  - vi. Executive Committee Members (except the SRC President)
  - vii. SRC sub-committee Chairpersons
  - viii. Registered programme association Presidents
  - ix. Five female students who may be appointed in the event that female participation is below thirty percent.
- b. Three non-accredited members herein referred to as the general student body.

#### **ARTICLE 30 - FUNCTIONS OF THE GENERAL ASSEMBLY**

- a. The General Assembly shall be the highest decision-making body of the SRC except otherwise provided for in the Constitution.
- b. The General Assembly shall ensure that the Speaker, Deputy Speaker and Clerk are all members of the General Assembly who have in-depth knowledge and understanding of the proceedings of the House.
- c. The General Assembly shall ensure that there is Female participation. In the event that there is less than thirty (30)

percent female participation, five (5) female students shall be appointed to represent females.

- d. The General Assembly shall make provision for the recruitment, appointment and employment of competent person(s) to manage any asset or interest of the SRC under the provision of this Constitution.
- e. For the purpose of the clause above, recruitment, employment and appointment shall be made by the Executive Committee with the approval of the General Assembly and
- f. The General Assembly shall pass a resolution to be supported by at least two-thirds votes prescribe by this function(s) and tenure of office of the appointee in such matter as will ensure the efficiency and equitable administration of such SRC assets, property or interest.
- g. A member shall lose their seat if they absent themselves from two (2) consecutive sittings of the General Assembly within a semester without tangible reason(s) submitted in writing to the Chairman of the General Assembly of the SRC.

### **ARTICLE 31 - TENURE OF OFFICE OF MEMBERS OF THE GENERAL ASSEMBLY / DISSOLUTION OF GENERAL ASSEMBLY.**

A member of the General Assembly shall be deemed to have vacated their seat in the General Assembly:

- a. Upon a dissolution of the General Assembly; or
- b. If they are absent, without permission in writing to the Chairperson and are unable to offer reasonable explanation to the Judicial Committee for two consecutive sittings in a semester; or
- c. After having been found guilty of any malfeasance by the Judicial Committee, or

- d. If they resign from office as a member of the General Assembly by writing under his hand addressed to the Speaker, or
- e. If they are removed from office in accordance with this Constitution.
- f. The Assembly shall be dissolved by the out-going Executive Committee on the eve of the handing over to the new Executive Officers. A meeting shall be called for such purpose and honors conferred on deserving officers where possible.

## **ARTICLE 32 - THE SPEAKER OF GENERAL ASSEMBLY**

Duties of the Speaker of General Assembly. The Speaker shall:

- a. Administer the Oath of Allegiance to Standing Committee members.
- b. Summon the General Assembly members to meetings in consultation with the Executive Committee.
- c. Preside over General Assembly meetings.
- d. Draw the agenda for General Assembly meetings in consultation with the Executive Committee.
- e. Not be part of the Executive Committee and its meetings.
- f. Together with the Clerk, sign to authenticate minutes of General Assembly meetings.
- g. Act as the SRC President in the absence of the SRC President and Vice President.

## **ARTICLE 33 - DEPUTY SPEAKER OF THE GENERAL ASSEMBLY**

There shall be a Deputy Speaker who shall be nominated by the Speaker of General Assembly who shall be approved by members of the General Assembly.

- a. Act in the absence of the Speaker.
- b. Chair any Ad-Hoc Committee formed by the General Assembly.
- c. Perform any other duties assigned to him by General Assembly.

- d. Coordinate the activities of all Departmental Associations.

## **ARTICLE 34 - THE CLERK OF GENERAL ASSEMBLY**

The duties of the Clerk shall be:

- a. Act in the absence of the Deputy Speaker.
- b. Record all proceedings of General Assembly.
- c. Responsible for typing of all documents and correspondence of General Assembly.
- d. Responsible for filing and upkeep of General Assembly documents.
- e. Summoning all General Assembly meeting upon the directive of the Speaker.
- f. Compiling and reading minutes of the previous meetings at General Assembly.
- g. Responsible for determining the Quorum for meetings and voting on special resolutions as stipulated in this Constitution.
- h. Take attendance register of the General Assembly.
- i. Making sure meetings are properly convened and also properly constituted in accordance with this Constitution.
- j. Receiving all motion papers for the passing of resolution bills.
- k. Performing any other duties assigned to them by the General Council at a meeting.

## **ARTICLE 35 - THE GENERAL ASSEMBLY MEETINGS**

- a. The General Assembly shall meet at least twice every semester.
- b. Quorum shall consist of the Chairperson, the SRC Executive and two-thirds of the other accredited members.
- c. Decisions shall be determined by a simple majority of accredited members present and by voting.

- d. An emergency meeting shall be called upon the request of at least two-thirds of accredited members of the General Assembly who shall subscribe their names and signatures to a written request, stating the business to be considered at such meetings and delivered to the SRC Secretary who shall convene such a meeting within (72) hours (of three working days) on receipt of the written request

## **ARTICLE 36 - CODE OF DRESSING FOR GENERAL ASSEMBLY MEETING**

- a. The dressing code for all General Assembly members shall be strictly official or African wear.
- b. The Speakers of General Assembly shall wear a special costume (gown with cap) provided by SRC, and which shall be the property of SRC.
- c. The Clerk to General Assembly shall also wear a similar but special costume provided by the SRC and shall be the property of the SRC.

## **ARTICLE 37 - STANDING ORDERS FOR MEETINGS**

### **1. VOTING**

- a. Voting shall be for only accredited members in the case of General Assembly. Each accredited member shall be entitled to one vote.
- b. Voting privileges shall include the right of member to make or second motions or nominations.
- c. 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 and against an issue are equal in number, the Speaker shall exercise the casting vote. Members abstaining shall be considered as non-voting.

- d. Voting shall be by secret balloting in the case of formation of Standing Committee, Electoral Commission, Impeachment and all matters which are politically inclined.
- e. A working paper, e.g. previous minute shall be adopted before proceedings begin. However, a motion can introduce any relevant item to the agenda for discussion.

## **2. MOTIONS**

- a. All delegates have the right to file motions/proposals.
- b. A motion could be verbal or written and must all the time be addressed to the Speaker of the General Assembly. However, a verbal motion shall be accepted subjected to the discretion of the Speaker.
- c. No motion or amendment shall be open for discussion until it has been seconded; the proposer shall have the right to speak on the motion for two (2) minutes in order to find a seconder.
- d. No motion shall be discussed unless it concerns an approved subject on the agenda, except with the permission of the house.
- e. The mover shall be allowed three (3) minutes and the seconder two (2) minutes to speak for the motion.
- f. After the mover and the seconder have spoken on the motion, the chairman shall invite a speaker against the motion.
- g. No motion or amendment, which has been accepted by the Speaker, shall be withdrawn without the consent of the house, except by the mover. Neither shall any change be made to a motion once accepted without such consent.
- h. Discussions of a motion (including amendments) may be curtailed in time by a procedural motion from the floor by the chair, with the approval of the meeting through simple head count vote.

## **3. AMENDMENT OF MOTION(S)**

- a. An amendment, like a motion must be moved, seconded and discussed in accordance with the procedure for the motion.

- b. When several amendments are presented successively on any item, the amendments first tabled and supported will be voted upon. However, discussions on subsequent amendments will be open before a vote is taken on the first amendment(s).
- c. If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall become the motion and shall be question on which the final vote is taken.

#### **4. ORDER OF PRECEDENCE OF MOTIONS**

- a. The Speaker of the General Assembly shall allow the following procedural motion to be put when there is already a proposition on the table, in the following order or precedence:
  - i. Motion to withdraw motion
  - ii. Motion to recess
  - iii. Motion to reverse the decision of the Speaker
  - iv. Motion that a question or a proposal shall not be now put
  - v. Motion to limit or expand debate to a certain specified period of time
  - vi. Motion to refer the matter to a committee or sub-committee for investigation
  - vii. Motion to postpone or adjourn the matter to a later specific meeting or time
  - viii. Motion to close debate
  - ix. Motion that the motion be now voted upon
- b. If the motion “that the motion be now voted” has been seconded, no further discussion of the original motion shall be allowed, but a member may give notice of his desire to speak further on the original motion. If the motion is carried, only the proposer of the original motion under discussion shall be allowed to speak before the original motion is put to the vote.

- c. If the motion in “limit debate to a certain specified 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 five (5) minutes to sum up before the original motion is put to vote.

## **5. INTERVENTIONS**

In addition to discussing a subject, the Chairman shall also allow the following points:

- i. Point of Contribution
  - ii. Point of Information
  - iii. Point of Correction
  - iv. Point of Correction on motion
  - v. Point of Order
- a. Point of Contribution comes upon on the floor when any delegate wants to contribute to the subject under discussion. It should be directed to either the last Speaker or the Chairman;
  - b. Point of Correction on motion shall come up when a delegate intends to make a correction on the motion under discussion. The Chairman has the right to prevent any speaker who earlier indicate his/her desire to correct a motion but ended up not correcting the motion. The speaker shall prove that if voted upon, the motion shall infringe on the Constitution or the standing order under discussion;
  - c. Point of Order shall prove one or more of the following:
    - i. That the speaker is traveling beyond the scope of the motion under discussion;
    - ii. He is using improper language; and
    - iii. He is infringing upon the Constitution or the standing orders.

## **6. CONDUCT OF MEETINGS**

- a. A speaker shall direct their speech strictly to the point on the agenda under discussion. Every speaker shall address themselves solely to Mr. Speaker.
- b. No member shall speak more than once on the same subject unless otherwise agreed upon by the Speaker of the General Assembly. However, a reporter of any committee shall have the right to reply at the close of the debate.
- c. No member shall speak for more than ten (10) minutes at any one time without permission of the Speaker.
- d. The speaker has the right to prevent any member who earlier indicated his/her desire to correct a motion and
- e. The speaker shall prove that if voted upon, the motion shall infringe on the Constitution or the standing order under discussion; and
- f. Point of Order shall prove one or more of the following:
  - i. That the speaker is traveling the scope of the motions under discussion;
  - ii. The use of improper language; and
  - iii. That there is infringement upon the Constitution or the standing orders.

## **7. RIGHT TO OBSERVE**

- a. All students shall have the right to attend and only observe General Assembly proceedings.
- b. Notwithstanding clause (a) of this article, students shall not attend and observe General Assembly where:
  - i. General Assembly is debating a motion paper concerning the removal of an Executive Officer.
  - ii. General Assembly is casting a vote of no confidence in an Executive Officer.

## **CHAPTER FIVE**

### **ARTICLE 38 - COMPOSITION OF SRC COMMITTEES**

- a. All SRC committees, either standing or Ad-hoc when formed shall be given appointment letters and a file opened for that purpose before the committee shall commence work.
- b. All minutes of all SRC Committee meetings shall be filed at the secretariat and added to recorded proceedings to be given to members of the General Assembly. This excludes the Executive Committee meeting minutes.
- c. There shall be the following sub-committees of the Executive Committee to be appointed by the SRC President in consultation with the Executive Committee
  - i. The Judicial Committee.
  - ii. The Finance / Audit Committee.
  - iii. The Vetting Committee.
  - iv. The Academic Committee.
  - v. The Electoral Committee.
  - vi. The Editorial Committee
  - vii. Transport Committee.
  - viii. Business and Development Commission
  - ix. The Sponsorship / Planning Committee.

### **FUNCTIONS OF THE STANDING COMMITTEES OF THE SRC**

The functions of the Standing Committees of the SRC shall be as follows:

### **ARTICLE 39 - THE JUDICIAL COMMITTEE**

The Judicial Committee shall:

- a. Consist of the Chief Justice and four others appointed by the President upon the advice of the Executive Committee of the SRC.

- b. Be responsible for all reforms of discipline in the SRC and the student body
- c. Be responsible to educate students on good moral behavior.
- d. Constitute SRC law court, which would be chaired by the Chief Justice.
- e. Promote peace in the SRC and student body.
- f. Be responsible for necessary thereto, including the issuing of the prerogative rates of orders of injunctions in the exercise of its function.
- g. Be responsible for and perform duties given by the Executive Committee, President or the General Assembly of the SRC.
- h. The Judicial Committee shall be responsible for printing the constitution in its authentic form to be made accessible to all matriculates annually, and shall be made available at the University library.
- i. The cost of printing the constitution as stated in clause (h) should be charged from SRC account.

## **ARTICLE 40 - THE FINANCE/AUDIT COMMITTEE**

The Finance/Audit committee shall:

- a. Be chaired by the Finance Officer.
- b. Consist of the Finance Secretary, Finance Officer and six (6) others nominated by the President in consultation with the Executive Committee.
- c. Be responsible for the allocation of funds for various student activities.
- d. Assist the Finance Secretary and Finance Officer in the performance of their duties.

## **ARTICLE 41 - THE VETTING COMMITTEE**

The Vetting Committee shall:

- a. Include four (4) SRC Executives with the Electoral Commissioners and three (3) outstanding members from the General Assembly.
- b. Be responsible for vetting aspirants and incumbents who may wish to contest SRC elections.
- c. Be responsible for vetting any new member of a committee.
- d. Be responsible to declare outcome of vetting to the Electoral Commission or Executive Committee Member of the SRC within twenty-four (24) hours where applicable.
- e. Present a copy each of the committee's Report to the Dean of Students' Affairs and the Chief Justice.
- f. Be assisted by the Dean of Student's Affairs and at least three (3) Lecturers of integrity appointed by the Dean of Student's Affairs.

## **ARTICLE 42 - THE ACADEMIC COMMITTEE**

The Academic Committee shall:

Consist of at least one student from each programme on campus.

- a. Liaise with the Executive Committee on all academic issues.
- b. Educate students on all academic activities of the SRC representatives on the University Academic Board.
- c. Have a Chairperson who shall be an SRC representative on the University Academic Board.

## **ARTICLE 43 - THE SPONSORSHIP/PLANNING COMMITTEE**

The sponsorship/planning committee shall:

- a. Consist of five (5) members.
- b. Seek sponsorship for SRC activities/projects.



- c. Be responsible for planning and developmental projects for the SRC.

## **ARTICLE 44 – BUSINESS AND DEVELOPMENT COMMISSION**

- a. There shall be established under the SRC the Business and Development Commission whose members shall be appointed by the president in consultation with the Executive Committee.
- b. The membership shall comprise:
  - i. The Commissioner of the Business and Development Commission who shall be the chairperson
  - ii. Two students with strong Accounting background recommended by the Dean of Business School.
  - iii. Two students from Procurement and Supply Chain Management recommended by the Dean of Business School.
  - iv. One representative from each Facility/Institute/School.
- c. Whenever the commission is deliberating on any issues involving procurement the following Senior Members of the University shall be in attendance:
  - i. The Dean of Students' Affairs
  - ii. The Director of Finance or his representative
  - iii. The University's Procurement Officer
- d. The Commission shall be responsible for the efficient management of all SRC run business.
- e. The commission shall;
  - i. On behalf of the SRC be responsible for all procurement.
  - ii. keep records of all facilities of the SRC.
  - iii. Strategizes how to maintain and keep properties and facilities of the SRC
  - iv. submit an inventory of all SRC properties to the Dean of Students' Affairs at least one (1) week before the handing over ceremony

- v. pursuant to the preceding clause, work in accordance with the advice and direction of the SRC President and the head of the University's Procurement Unit.
- f. Any development project, repairs and maintenance work undertaken by SRC shall be referred to the Commission for authentication approval.
- g. All major purchase shall be made on behalf of the SRC by the Business and Development Commission.
- h. The Business and Development Commission shall report and file returns daily to the SRC Finance Secretary to be paid into the SRC accounts.
- i. The Commission shall present a periodic report on the state of the commission to the General Assemble and Executive Committee.
- j. The commission shall perform any other function assigned to it by the Executive Committee.

## **ARTICLE 45 - BUSINESS AND DEVELOPMENT COMMISSIONER**

- a. There shall be a Business and Development commissioner who shall be appointed in a manner specified in this constitution.
- b. He shall be a student with good business background.
- c. He shall be the chairperson of the Business and Development Commission.
- d. He shall liaise between the SRC and the Business and Development Commission.
- e. He shall advise the SRC on all business and procurement related issues under the SRC.
- f. He shall perform his duties in consultation with the University Procurement Unit.

- g. He shall perform other duties assigned to him by the Executive Committee or by a resolution of General Assembly or imposed on it by this Constitution.

#### **ARTICLE 46 - TRANSPORT COMMITTEE**

- a. The Welfare Secretary shall chair the committee.
- b. At least Two (2) members nominated by General Assembly with one becoming a Secretary to the committee of the SRC transport sector.

#### **ARTICLE 47 - EDITORIAL COMMITTEE**

There shall be an Editorial Committee which shall consist of:

- a. The Public Relation Officer who shall be the Chief Editor of the SRC Magazine.
- b. One representative each from department/school elected by the General Assembly.

#### **ARTICLE 48 - DUTIES OF EDITORIAL COMMITTEE**

- a. Registering all Educational societies, clubs and periodicals that shall be formed or published in this University.
- b. Shall be responsible for the publishing of all SRC sponsored publications including students' newspaper and journals.
- c. Ensuring the effective and efficient running of the SRC FM Station.
- d. Making effective publicity and advertisement of all SRC activities.

## **CHAPTER SIX**

### **ARTICLE 49 - ELIGIBILITY FOR ELECTION**

Eligibility for election to an SRC office shall be in accordance with this Constitution.

- a. All appointees shall be qualified to contest for SRC elections.
- b. Appointees shall have a high moral integrity and shall have a good human relation.

### **ARTICLE 50 - QUALIFICATION FOR ELECTION**

- a. Any student reading full time tertiary programme is qualified to stand and contest for any Executive position of the SRC.
- b. A candidate shall complete a nomination forms which shall be endorsed by not less than fifteen (15) students from each year group.
- c. An endorser shall not endorse for more than one candidate vying for the same position.
- d. The student should have spent at least two semesters in the University.
- e. The student shall not be in his final year by the time of election.
- f. Any student holding any office, which qualifies him to be an accredited General Assembly member, should have to resign from their office before contesting for any election of SRC.
- g. Any nominee or candidate who is not interested in standing and contesting for any SRC position should notify the Electoral Commissioner within forty-eight (48) hours (2 working days) before voting.
- h. Any student who has been adjudged by the Judicial Committee to have misappropriated funds or conducted himself in such a manner as to tarnish the image of the University shall not qualify to contest for any position.

- i. Apart from these general qualities, the Electoral Commission shall determine other essential qualities through vetting and screening, where such qualities are not inconsistent with the provisions of this Constitution; and
- j. Any student vying for any SRC Central Committee position shall have at least a CGPA of 3.00 and other Executive position should have at least a CGPA of 2.00 and above to qualify them.
- k. Any person shall petition the Electoral Commission for the enforcement of the provision of the above clauses during the period provided by the Electoral Commission for hearing of petition in this constitution.
- l. Any person seeking to contest for an office shall file nomination duly accompanied with curriculum vitae, Senior High School Testimonial and two passport sized pictures.

## **ARTICLE 51 - CONDUCT OF ELECTIONS**

- a. The Dean of Students shall be responsible for ensuring that election of new SRC Executives is conducted in an atmosphere of peace, transparency and fairness. The processes and conditions for contesting for elections shall be determined by the Dean of Students subjected to approval of the Academic Board. It is the duty of the Dean of Students to supervise all SRC elections.
- b. Members of the Executive Committee of the SRC except the Vice President, Chief Justice, Chaplain, Chief Imam, Non-Tertiary Representatives, School coordinators and Hall Presidents shall be elected by a secret ballot.
- c. A simple majority will be required to win any election except the Presidency where an absolute majority of 50%+1 would be required.
- d. In the event of a tie, a fresh election shall be held for the Candidates involved.

- e. Where no Presidential candidate secures an absolute majority, a run-off shall be held within fourteen (14) days from the declaration of the first results.
- f. Where only one (1) candidate contest a post, the candidate should pull at least sixty percent (60 %) of the total votes cast to qualify to fill the post.
- g. In the event of a post not being contested, the Electoral Commissioner shall open fresh nominations for the position which voting would be limited to the General Assembly of the SRC and not the student body.
- h. In the event that no one applied for a vacant position after clause (g) has been applied, the SRC President shall appoint someone in consultation with the elected SRC Executive Committee subject to the approval by the General Assembly except the position of the Finance Officer. The Dean of Students' Affairs and two lecturers of integrity appointed by the Dean of Student's Affairs shall scout for a candidate for approval by the General Assembly.
- i. The Electoral Commission shall make compilation of all voters on campus and post copies thereof on the various notice board seven (7) days before the election for all student to cross check to ensure that they are registered.
- j. Where verifiable irregularities such electoral malpractices are detected at the polling station during the voting, the results shall be cancelled and new elections conducted.
- k. The Electoral Commissioner shall immediately after the elections, declare provisional results and if such results are not challenged, declare the final results within forty-eight (48) hours (2 working days) after the close of the election.
- l. The Electoral Commissioner shall submit all results and documents to the Chief Justice within forty-eight (48) hours (2 working days) after the close of the elections.

- m. Any Candidate(s) who is/are not satisfied with the election results shall have the right to petition the Chief Justice and Dean of Students' Affairs, copied to the Electoral Commission within twelve (12) hours (half working day) after the declaration of the provisional results.
- n. Vetting-related petitions should reach the Electoral Commissioner twenty-four hours (of one working day) before the ban on campaign commences, and copied to the Chief Justice and the Dean of Students' Affairs, and
- o. The Dean of Students' Affairs in consultation with the Chief Justice and the Judicial Committee shall have the right to constitute an Oversight Committee to handle such vetting-related petitions.
- p. Prospective Candidates are allowed in the second semester to print their posters indicating their future intentions to contest elections.
- q. Nominations should be opened in the seventh (7th) week, filing done in the eighth (8th) week and vetting on the ninth (9th) week.
- r. Elections shall be held on the Friday of the tenth (10th) week of the second semester.

## **ARTICLE 52 - VETTING AND VETTING PANEL**

- a. The Electoral Commissioner shall form at most a fourteen (14) member vetting panel, chaired by the Dean of Students' Affairs or a Senior Member of the University appointed by the Dean of students' Affairs, of which seven (7) shall score the candidates at a time to vet the aspirants and ensure that candidates for any election under this constitution satisfy the requirement provided for in this constitution or regulations as may be set out by the Electoral Commission.
- b. The members of the vetting panel shall be appointed by the Electoral Commission in a manner as stated in this constitution.

- c. The Scoring ratio of staff and students shall be 4:3 respectively.
- d. The Electoral Commission shall publish on all notice boards a full report of all candidates so vetted at least seven (7) days before the day of election.
- e. Such a report shall entail:
  - i. Whether or not a candidate so vetted is recommended or otherwise.
  - ii. The total score obtained by each candidate so vetted detailing the score obtained under each criterion.
- f. Candidate not recommended by the vetting shall be given written notice of their status by the Electoral Commissioner and such notice shall contain a detailed account of the reasons for their not- recommendation not later than seventy-two (72) hours after vetting of the candidate in question.
- g. If there shall be a re-vetting, no candidate shall be made to purchase a new form for the purpose. The form shall be given to the candidate by the Electoral Commissioner at no cost.
- h. Any candidate who intends to petition the Judicial Committee on the results of the vetting is entitled to do so not later than twenty-four (24) hours after receiving a notice of recommendation as in clause (f) of this article.
- i. The Judicial Committee shall hear the petition as in clause (h) of this article within forty-eight (48) hours upon receipts of such petition and its ruling shall be final.

## **ARTICLE 53 - ELECTORAL OFFENCES AND IRREGULARITIES**

- 1. A person commits an electoral offence if he; In a case of electronic voting:
  - i. Sells offers for sale or purchase of software to be used for the conduct of the election or connive with software designers to manipulate the system.
  - ii. If found in possession of an officially authorized software, to be used for the elections.
  - iii. Destroys, takes or otherwise interferes with the voting software.

- a. In a case of ballot paper;
  - i. Sells offers for sale or purchases a ballot paper.
  - ii. Is found in possession of an officially marked ballot paper if he is not authorized to be in possession of such a ballot paper.
  - iii. Destroy, takes or otherwise interferes with a ballot box or ballot paper intended to be used for the election
  - iv. Print a ballot paper without authorization.
- b. Having electoral materials in his custody without authority.
- c. Attempts to vote on behalf of another person.
- d. Directly or acting through another person bribe or attempts to bribe another to vote or refrain from voting.
- e. Threatens or attempts to threaten another, for purposes of influencing voting by that person or on account of that person having voted in a particular way.
- f. Unduly influences or attempts to unduly influence another to compel or induce the person from voting in a particular way.
- g. Obstructs or attempts to obstruct the free exercise of franchise by other persons.
- h. Seeks to excite or promote disharmony, hatred or enmity against another person or group of persons by words, written or verbal, songs or through any other medium during electioneering process.
- i. Organize persons or group of persons intending to train them in the use of force, violence, be it physical or verbal against other persons during electioneering process.
- j. Seek to influence voting pattern in whatever manner within 100 meters of polling station such as campaigning, carrying of candidates' paraphernalia.
- k. Without lawful excuse destroys, defaces or remove an electoral document exhibited under the authority of the law as determined by the Electoral Commission.
- l. Interferes or obstructs an Electoral Officer in the performance of his official duties.

- m. Publishes or causes to be published of another person to effect or prevent the election of a candidate, words, written or spoken or even song which is false or has no reason to believe is true.
- n. Vote at an election he is not eligible to vote at.
- o. Engage in double voting.
- p. Any candidate or their duly authorized agent may petition the Electoral Commission in the events of a breach of any of the provision under this article.
- q. The Electoral commissioner shall set up a five (5) member committee from among members of the commission in consultation with the Dean of Students' Affairs and the Chief Justice to investigate the allegation(s) stated in the petition referred to under clause (p) of this article.
- r. The committee shall submit their recommendations to the Electoral Commissioner within 24 hours, who shall be bound by such recommendations.
- s. In an event where irregularities and malpractices are detected at the polling station during voting, the results should be held and announced after the matter is resolved or cancelled and new elections conducted.
- t. The penalties to be prescribed by the committee set up by the Electoral Commissioner shall be payment of fines, amount of which shall be determined by the committee and disqualification of the candidate.
- u. In the event where the person who is found to have committed the electoral offence or any irregularity is not an aspirant, the person shall be referred to face the Disciplinary Committee of the University.
- v. Any person affected adversely by the recommendation may as of right, appeal to the Judicial Committee for redress and their ruling shall be final subject to the approval of the University Academic Board.

## **ARTICLE 54 - THE RIGHT TO VOTE**

- a. All students duly admitted and registered shall have the right to vote or be voted for and are entitled to be registered as voters for the purposes of SRC election and referenda.
- b. A student shall have one vote in respect of any SRC election.
- c. Special voting shall be held for weekend students determined by the Electoral Commission the last weekend prior to the general students' election.
- d. The ballot obtained from this election shall be sealed and handed over to the Head of campus security for safekeeping. These ballots shall be counted on the day of the general elections.
- e. All students shall be allowed to vote:
  - i. Upon producing their student identity card;
  - ii. In the event where a student does not have the student identity card as stated in(e)(i) above;
- f. Such a student shall obtain from the Registry, a note authenticating him or her status as a Student of this University;
- g. The said student shall present to the officer in charge of the polling station, the note obtained in (f) above, with a valid photo identity document of the Republic of Ghana.
- h. In the case of an international student he or she shall provide in addition to the note obtained in (f) above, with his or her valid international passport or non-citizen identity card to the officer in charge of the polling station.

## **ARTICLE 55 - REMOVAL FROM OFFICE**

An Executive Officer shall be removed from office if found in accordance with the provision of this article:

- a. To have conducted himself in a manner.
  - i. Which brings or is likely to bring the high office(s) of the Executive Committee into disrepute, ridicule or contempt; or
  - ii. Prejudicial or inimical to the interest of the student body.



- b. To have acted in violation of the oath of office set out in this Constitution for them or in violation of the Constitution itself.
- c. To be incapable of performing his functions by reason of infirmity of body and mind.
- d. To have embezzled funds or recklessly handled the finances of the SRC.
- e. To be inefficient or negligent in the discharge of his/her duties.
- f. To have absented himself continuously and consecutively from three SRC meetings without any justifiable reasons; and
- g. If they are withdrawn from the University for misconduct or academic non-performance.

## **ARTICLE 56 - IMPEACHMENT**

- a. An allegation that an officer elected under this Constitution has grossly misconducted themselves or is incapable of holding office shall be in writing and addressed to the Chief Justice.
- b. The written allegation referred to in the Clause above, shall be accompanied by a statement of the detailed facts and all necessary documents supporting the claim for the impeachment.
- c. The Chief Justice upon receipt of the impeachment notice shall within seven (7) days convene a meeting of the Judicial Committee to enquire whether there are any genuine grounds for the removal of the officer and the findings shall forthwith be submitted to the General Council.
- d. The General Council shall within seven (7) days after the submission of the findings move a resolution of not less than two-third (2/3) majority of members present and voting, and the officer shall cease to hold office on the day General Council determines the issue.
- e. An allegation that the Chief Justice has misconducted himself shall be in writing and addressed to the General Council which shall determine the matter and where there are genuine and

sufficient grounds, shall remove him by a resolution of not less than two-third (2/3) majority of the house present by voting.

- f. The General Council shall have authority to remove and replace any member of a committees against whom there are genuine grounds for their removal.

## **ARTICLE 57 - RESIGNATIONS**

- a. Any officer of the SRC may resign his post voluntarily. Any such resignations shall be communicated to the Chief Justice copied to the SRC President in writing, seven (7) clear days, before the date of resignation.
- b. The Chief Justice shall make this intention known to the general student body within four (4) days on receipt of the letter of resignation and in the case of elected members resigning; the General Council shall appoint one of its members to act until fresh elections are held within fourteen (14) days. The newly elected member shall serve the unexpired term of the resigned officer.
- c. Any officer vacating his post shall hand over all documents and property of SRC to the Executive Committee. However, if the Executive Committee resigns en-bloc, it shall hand over all documents and property of the SRC in their possession to the Judicial Committee within 48 hours of their resignation.

## **ARTICLE 58 - VOTE OF NO CONFIDENCE**

- a. The Executive Officers shall be removed from office on the passing of a vote of No Confidence by at least two schools at a special meeting for such purpose, provided that within seven days of a school passing a vote of No Confidence one other school shall pass Resolution on the same.
- b. In view of the above Clause, two-thirds of the student population of each of the schools passing the Resolution shall

subscribe to the resolution by giving their identities and signatories.

- c. The said Resolution shall be channeled to the Judicial Council which shall ascertain the credibility of the identity and signatories of such students.
- d. Upon the advice of the Judicial Council, the General Council shall meet to pass the resolution.
- e. The Executive Officer(s) referred to in Article (7) shall have the right to attend and address any meeting convened for the purpose of passing such a vote of No Confidence.
- f. The said school being the first school seeking to pass a vote of no confidence shall furnish the Judicial Committee with the allegations in writing with copy to the Executive Committee, not less than three clear days and the said Executive member(s) shall have a right to reply within twenty-four hours before the school meeting is conducted.
- g. In the event of the entire Executive Committee being removed from office or resigning en-bloc, the Judicial Committee shall exercise the function of the Executive Committee until a fresh election is held.

## **ARTICLE 59 - REMOVAL OF A MEMBER OF GENERAL ASSEMBLY**

Without prejudice to any provision of this Constitution, a person shall cease to be a member of the General Assembly:

- a. Where they are adjudged to have embezzled funds or recklessly handled the finances of the SRC; or
- b. Where they are found to be inefficient or negligent in the discharge of his duties.

## **ARTICLE 60 - DEMISE**

Upon the demise of an SRC Executive Committee member or General Assembly member shall come into effect/be applied.

## **ARTICLE 61 - REPLACEMENT OF OFFICERS**

Any office vacant six months before elections shall be filled by the appropriate body mandated to do so.

## CHAPTER SEVEN

### ADMINISTRATION OF FUNDS

#### ARTICLE 62 - FINANCES:

The revenue of the SRC shall include but not limited to:

- a. Dues.
- b. Interest on funds invested by the SRC.
- c. Special levies imposed by the Executive Committee upon the approval of the General Council and the Dean of Student's Affairs.
- d. Proceeds from sales that may be organized by the SRC.
- e. Income from endowment or request made to the SRC.
- f. Donations made to the SRC.
- g. Sponsorship.
- h. Collections from on-denominational services organized by the SRC.
- i. Loans contracted from the University and any other source subject to approval by two-third (2/3) majority of the General Assembly. When such loans are contracted, but not fully paid for during a particular academic year, the successive SRC administration shall be obliged to pay the outstanding debt; as the case may be.
- j. Sales of tickets.
- k. Any other source not stated expressly.

#### ARTICLE 63 - OPERATION OF ACCOUNTS AND WITHDRAWAL OF FUNDS

- a. The use of funds shall be restricted or LIMITED to the organization of SRC activities, functions and programmes approved by the General Council and administrative expenses.
- b. Notwithstanding the existence of the preceding clause, a committee or an officer may with the prior approval and permission of the

General Assembly retain a percentage of revenue or money received or had, which accrued from social functions and other ventures undertaken by and on behalf of the SRC.

- c. The SRC shall operate two (2) Bank accounts (savings and current) with registered Bank(s) by a resolution of the General Assembly.
- d. The signatories to the Bank Account shall consist of the Dean of Students Affairs, the SRC President, Finance Officer of the SRC, and the SRC General Secretary. The Dean of Student Affairs and the SRC President shall both sign to a cheque in conjunction with either the SRC Finance Officer or SRC General Secretary.
- e. All these withdrawals shall be recorded as such by the Finance Secretary of the SRC.
- f. All monies from the University's administration should be paid by cross cheque into the SRC Accounts.
- g. The University finance officer shall inform the Finance Officer of SRC and the Dean of Students Affairs in writing on all transfers made to the accounts of the SRC.
- h. Any withdrawal from the SRC Bank Account by any document whatsoever shall be authenticated by the signatures of the officers clearly stated in this Constitution ONLY.
- i. Any transaction, project, programme or activity approved by the General Assembly shall be continued by a succeeding SRC.
- j. All monies due to the SRC shall be deposited in savings account to be transferred as and when the need arises into the current account.

#### **ARTICLE 64 - LOAN**

- a. No loans shall be raised for, or on behalf of the SRC or any committee or commission, unless under the authority of a resolution of the General Assembly and approved by the Board of Deans.
- b. The terms and conditions of such loans shall be presented to General Assembly and shall not come into operations unless the terms and conditions have been approved by General

Assembly, the Board of Deans and the University's Management.

- c. Such loans shall be used for the execution of major projects.
- d. Any money received in respect of that loan shall be paid into the SRC account.
- e. The SRC shall not grant loan(s) to any institution, individual, associations or whatsoever

## **ARTICLE 65 - BUDGET**

- a. A budget shall be presented to General Assembly within fourteen (14) days after the formation of the Finance Committee. For the purpose of this clause, the Finance Committee shall be formed at the first General Assembly Meeting.
- b. The budget shall be presented by the Finance Officer at a General Assembly meeting called for such purpose; copies of the approved budget shall be deposited at the office of the Rector, the Registrar, Dean of Students Affairs, and the Finance Office of the University.
- c. The proposed budget from the General Assembly shall be sent to the Executive Committee of the University for discussion and approval.

## **ARTICLE 66 - BOOKS OF ACCOUNTS DOCUMENTS**

The Financial Secretary shall keep proper books of Accounts. The following books shall be maintained.

- a. The Cash Book
- b. The Impress Ledger
- c. Appropriate Ledger
- d. Journals

## CHAPTER EIGHT

### ARTICLE 67 - THE ELECTORAL COMMISSIONER

The Electoral Commissioner shall:

- a. Be responsible for the conduct of elections of Executive Officers with the exception of the Vice President, Chief Justice, Speaker, Clerk, Chaplain, Chief Imam, The Security Coordinator and two non-HND students.
- b. Be composed of one (1) representative from each programme nominated and appointed by the General Assembly of the SRC of which one shall be Chairperson.
- c. Have to be called Electoral Commissioner who shall be a student qualified to stand and contest elections under this Constitution.
- d. Have authority to withdraw any Candidates found guilty of elections malpractices.
- e. Present a budget to the General Assembly of the SRC for approval and subsequent release of money by the SRC within ten (10) day of its appointment.
- f. Make the necessary rules and/or regulations for the exercise and execution of its function in accordance with the constitution.
- g. The Electoral Commissioner in consultation with the Dean of Students Affairs shall determine an amount as a filling fee to the General Assembly for approval
- h. The Presidential aspirant(s) shall pay 25% higher than the approved fees.
- i. Serve a copy of its Election Results to the Chief Justice and the Dean of Students' Affairs within (24) hours from the close of election.
- j. Be assisted by at least two (2) lecturers of integrity, to be appointed by the Dean of Students' Affairs, as observers during elections.

## **ARTICLE 68 - INDEPENDENCE OF THE ELECTORAL COMMISSION**

Except as provided in this Constitution, or in any other Resolution of the General Assembly, the Electoral Commission shall not be subject to the direction or control of any person or authority in the performance of its functions.

## **ARTICLE 69 - EXPENSES OF THE ELECTORAL COMMISSION**

- a. The administrative, operational and miscellaneous expenses of the Electoral Commission shall be charged to the SRC Fund.
- b. All the expenses shall be subject to the approved budgetary allocation by the General Assembly and Dean of Student's Affairs.
- c. All receipts from the electioneering process shall be collected by the SRC Finance Secretary in accordance with this Constitution.

## **ARTICLE 70 - ELECTION OF HOSTEL /DEPARTMENTAL EXECUTIVE(S)**

- a. The elections of the Hostel/Departmental Executives(s) shall be the responsibility of the members of the hostel/department.
- b. The Electoral Commission shall supervise all Hostel/department elections as a sitting order.



## CHAPTER NINE

### ARTICLE 71 - HONORARIUM

- a. The SRC shall have an office designated as the SRC Secretariat.
- b. The Executive Officers and anyone who holds office at the National level (GNUTS) shall be provided with accommodation during their term of office and the rent (hostel fee) paid by the SRC.
- c. Any student leader, mentioned in this Constitution, at the end of his tenure of office shall continue to have access to accommodation but this time, at the normal cost per student until the completion of his programme.
- d. Certificate of office shall be presented to the members of the SRC and the General Assembly upon their successful completion of tenure of office by the SRC.
- e. The Executive Committee Members shall be issued with identity cards identifying them as such. The identity cards shall be the property of the SRC and shall be ensured by the SRC and be issued by the SRC.
- f. The SRC shall honor students, staff, lecturers and non-teaching staff who have made meaningful contributions to the functioning of the SRC.
- g. The vacation residence, feeding cost and other incidental expenses of the members of the SRC and any other student on SRC assignment shall be paid out of the SRC funds.
- h. The SRC Executives shall be given an allowance every semester. This allowance shall be determined and approve by the General Assembly.
- i. The General Assembly shall determine and approve sitting allowance for standing committee's setup to undertake activities on behalf of the Student body.
- j. There shall be a book of honors which shall be kept in the office of the SRC and the office of the Dean of Students' Affairs in



which names of successive Executive officers shall be recorded and preserved.

## **CHAPTER TEN**

### **ARTICLE 72 - TRANSITIONAL ISSUES**

The transition period shall be before, during and after the handing over ceremony.

- a. Change of signatories to the Incoming Executives shall be done at least three (3) working days before handing over under the guidance of the Dean of Student Affairs
- b. The President, Vice President, Secretary, Finance Officer and Chief Justice shall take the Incoming SRC President, Vice President and the Financial Officer round 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 Executive before handing over.
- d. All necessary office keys and documents shall be handed over to the Incoming Executive at least three (3) days before handing over.
- e. Without prejudice to any provision in this Constitution, the Executive Committee shall, within three (3) weeks of appointment or within three weeks of the coming into force of this Constitution, take stock of all the assets of the SRC and shall report to the General Assembly immediately.
- f. It is hereby declared that all office documents are property of the SRC and shall be handed over to the officers concerned.
- g. Any outgoing officer(s) who shall refuse to hand over such documents or without just cause divulge any information on the

transitional documents shall be dealt with in accordance with this Constitution.

### **ARTICLE 73 - THE WEEKEND STUDENT'S REPRESENTATIVE**

- a. There shall be a weekend representative, who shall be elected and perform such functions in a manner provided for in this constitution, and shall;
- b. Serve as a liaison between the SRC and the weekend school students.
- c. Collaborate with the various class representatives of the weekend school to ensure the smooth running of the affairs of the school.
- d. See to the welfare of students of the weekend school.

### **ARTICLE 74 - HANDING OVER**

- a. Handing over shall be conducted One (1) clear month before the second semester ends.
- b. The outgoing Executive Committee of the departmental associations shall hand over to the Incoming Executive Committee seven (7) days before the SRC hands over.
- c. The Incumbent SRC shall arrange and organize the handing over ceremony in collaboration with the Incoming Executives.
- d. The handing over shall be done in the presence of the entire student body and the University's authority.

### **ARTICLE 75 - GENERAL COMPORTEMENTS/ RESPONSIBILITIES**

- a. It shall be the responsibility of each student to uphold and ensure that his fellow students abide by this constitution.
- b. All activities of students shall foster the right atmosphere for learning and education.

- c. Generally, students are to be decent in their way of dressing. Students shall dress properly and avoid the use of bathroom sandals at all University functions.
- d. Semester periods are to be observed accordingly.
- e. Students are not to write or inscribe on any University property without authorization from the University Management.
- f. Students should make it a habit to read notice to keep abreast with issues concerning the University. Failure to read a notice of concern will be to his/her peril and detriment.
- g. Students shall give maximum respect to the University authority, teaching staff, non-teaching staff and fellow students.

## **ARTICLE 76 - STUDENTS RIGHTS**

- a. A student shall have the right to the appropriate use of the University property.
- b. Students shall not be coerced to enter into any sexual relationship with University staff or fellow students
- c. A student shall have the right to be accorded every respect and honour due to him/her from the University staff.
- d. A student shall not be in any way coerced to purchase handout and/or book.

## **CHAPTER ELEVEN**

### **ARTICLE 77 - CLUBS, SOCIETIES AND ASSOCIATIONS**

- a. All clubs and organizations, religious or otherwise, shall come under the jurisdiction of the SRC.
- b. All such student clubs and organizations shall submit through the SRC to the Rector, through the Dean of Student Affairs, an application accompanied by a copy of their Constitution and prescribed fees payable to the coffers of the SRC. No clubs or organization shall function without official approval.
- c. All clubs, associations and societies in the existence before the promulgation of this Constitution shall re-apply for such recognition in accordance with this Constitution in clause (b) as stated above.
- d. No political party wing of the students shall organize a political rally on campus.
- e. For the purpose of co-ordination, programmes or major functions open to the General student body shall be submitted to and approved by the Dean of Student's Affairs through the SRC.
- f. All recognized/approved clubs, societies, etc. shall have equal rights in the use of the University's facilities. Application for use of such facilities as meeting places, etc. shall be passed through the Executive Committee of the SRC to the Dean of Student Affairs with not less than three (3) days' notice.
- g. All applications for official travels by clubs, societies and associations both within and outside the country should reach



the University's Authority, when school is in session, through the SRC at least ten (10) days prior to the date of departure.

- h. SRC programmes shall supersede all other student clubs, societies or association programmes in the event of a clash.

## **ARTICLE 78 - SANITATION**

- a. All students shall see to the general cleanliness of the University Community.
- b. Indiscriminate littering shall be avoided by students in the lecture halls/hostels, library and computer laboratories. Failure to comply with this shall attract appropriate sanction(s).
- c. There should be a thorough screening of food vendors by the University authorities and Welfare Committee, to ensure that the right hygienic conditions prevail.
- d. Dirtying of walls should be avoided at all cost by every student of the University community.
- e. Ultimate cleanliness should be observed in all places of convenience of the University.

## **ARTICLE 79 - INVITATION TO PROGRAMMES**

- a. The SRC President in consultation with other members of the Executive Committee shall have authority to nominate delegates, representatives or participants to any conferences, seminars or programmes to which the SRC has been invited.
- b. The delegates, representatives or participants shall present written reports to the General Assembly through the SRC President, seventy-two (72) hours after such conferences, seminars or programmes.
- c. The report shall be published by the Public Relations Officer on all notice boards within twenty-four (24) hours after its submission to the General Assembly.

## CHAPTER TWELVE

### ARTICLE 80 - AMENDMENT AND REVIEWS

- a. No provision of this Constitution shall be amended unless:
  - i. A written proposal for such amendment, signed by at least one hundred (100) students consisting of not less than twenty-five (25) students from each school and being addressed to the Judicial Committee. And shall be reviewed every three (3) academic years.
  - ii. Such amendment proposal shall be considered by the Judicial Committee and submit to the General Assembly and the student body with the findings and recommendations it shall make.
  - iii. The General Assembly shall upon receipt of the proposal, debate and adopt it by a resolution of not less than three-quarters (3/4) majority of members in favor of the amendment.
  - iv. At a general student forum for further debate and adoption by three-quarters majority of students present and voting.
  - v. No amendment shall be deemed to have been made unless the above process has been followed.
  - vi. A proposal for a review of this Constitution shall go through the same process as an amendment but such proposal shall be signed by at least one hundred and twenty-five (125) students consisting of not less than twenty-five (25) students from each school.

- b. Where the proposals are approved, promulgated and adopted the new Constitution shall come into effect within seventy-two (72) hours after adoption.
- c. The Constitution shall be deemed gazetted when notice is served on all student Notice Boards and two-thirds of General Assembly members in possession of the Amended or Reviewed constitution.

### **ARTICLE 81 - OFFICE SPACE**

- a. The University's Authorities shall provide adequate office space for the SRC. This office shall be called the SRC secretariat.
- b. In view of the clause (a) above the office shall be a general office for all Executive Officers.
- c. Where the office may not be conducive in accommodating the SRC President, SRC shall possibly secure additional office space for the SRC President on campus.

### **ARTICLE 82 - EQUIPMENT AND FURNITURE**

- a. The SRC shall provide the requisite furniture for use of the secretariat when unavailable.
- b. The SRC shall acquire all necessary office equipment – computer system, telephone, photocopier, etc. for the smooth running of the secretariat and shall be labeled accordingly.
- c. The Secretariat must project the good image of the University and GNUTS at large.

### **ARTICLE 83 - WORKING DOCUMENT**

- a. It is hereby declared that all official documents of SRC for all the Executive Officers and the like shall be kept under the strict care of the Secretary.
- b. All archives are also thereby supposed to be kept at the Secretariat.

- c. In view of (a) and (b) above, it is hereby declared that the SRC shall operate strictly a Central Filing System. Where all document shall be under the care of the Secretary at the secretariat.

#### **ARTICLE 84 - INTERNAL COMMUNICATION**

- a. Amongst individual Executives and committees of the SRC, Memo sheets designed for SRC shall be used. Any other sheet of paper shall not be recognized as a working document.
- b. All requests for money, must be addressed to the SRC President, but given to the Secretary who shall date, stamp and forward to the SRC President, who shall then minute it to the Finance Officer as the case may be.
- c. For official records purposes, all official communication amongst officers should be through memos and in extreme cases through emails and text messages.

#### **ARTICLE 85 - EXTERNAL COMMUNICATION**

- a. All letters going out of SRC secretariat must be on the SRC letter head and appropriate copies filed.
- b. All these correspondences must be signed by the SRC President or on their behalf by the Secretary where possible or both may sign where necessary.
- c. Notwithstanding (b) above, any correspondence which by nature request the signature of the sector officer shall pass through the hands of the SRC President and in his absence the Vice and/or the Secretary.
- d. All incoming mails must be handled by the Secretary and forwarded to the concerned officer where possible to the SRC President.

## **ARTICLE 86 - SRC COMMITTEES**

- a. All SRC committees, either standing or Ad-hoc when formed shall be given appointment letters with immediate effect and a file opened for that purpose before the committee shall commence work.
- b. All minutes of all SRC committee meetings shall be filed at the secretariat and added to recorded proceedings to be given to members of the General Assembly. This excludes the Executive Committee meetings minutes.

## **ARTICLE 87 - MINUTES OF GENERAL ASSEMBLY MEETING**

The recording of minutes of General Assembly meetings shall be of the highest standards.

## **CHAPTER THIRTEEN**

### **ARTICLE 88 - SUSPENSION OF PART OR THE WHOLE OF THE CONSTITUTION**

- a. Any article(s), clause(s) therefore in this Constitution may be suspended for a specified period, by means of a motion to such effect, tabled, seconded and carried by two-third (2/3) of members present by voting at an SRC General Assembly meeting convened for that purpose.
- b. Such a decision (in Article 85(a) above) shall be approved by the general student body through a Referendum.
- c. The General Assembly of the SRC shall constitute itself into a Constitution Review Committee to draw up transitional provisions for the period for which the Constitution has being suspended.

### **ARTICLE 89 - SOVEREIGNTY TO MAKE BY-LAWS**

- a. The SRC shall within the scope of its authority under this Constitution make by-laws relating to matters under its control and superiority.
- b. All such by-laws shall be in writing subject to be approved by the President of the SRC in consultation with the Dean of Students' Affairs.

### **ARTICLE 90 - PROHIBITION AND ALTERATION OF THE SRC CONSTITUTION**

- a. Unless where Constitutional amendment has been made to some provisions of this constitution no part thereof shall be altered or excluded or any additions to its content.
- b. Any person who;

- i. Alters or excludes or makes addition or attempts to alter or exclude or make an addition to any part thereof of this constitution without being sanctioned by law shall be held to have committed an offence under this constitution
- ii. In the case of an SRC Officer it shall be a valid ground for removal from office.
- iii. In the case of any other student, it shall be a valid ground for ineligibility for any office under the SRC or any other sanction by the Judicial Committee.

#### **ARTICLE 91 - APPOINTMENTS AND OATH OF OFFICE**

- a. All officers under the SRC shall take and subscribe to an oath in the schedule attached to this Constitution.
- b. All appointments to offices under the SRC shall be vetted and approved by General Assembly

#### **ARTICLE 92 - ADOPTION OF THIS CONSTITUTION**

This Constitution shall become operative upon its approval by the General Assembly and its endorsement by the Dean of Students' Affairs, Registrar, Vice Chancellor of the University, SRC President and SRC Chief Justice.

## CHAPTER FOURTEEN

### CODE OF CONDUCTS

#### **ARTICLE 93 - ADOPTION OF A CODE OF CONDUCT**

- a. There shall be a Code of conduct which shall serve as a guiding principle for all SRC officers.
- b. Through this Code of Conduct, the SRC seeks to build a student leadership that is committed to good governance, individual integrity, good citizenship and public service ethos.
- c. This Code of Conduct must be studied and understood in conjunction with the SRC constitution, the Student Handbook, and the University rules and regulations.

#### **ARTICLE 94 - CODE OF CONDUCT FOR THE SRC OFFICERS**

- a. An SRC officer shall not put himself in a position where his personal interest conflicts or is likely to conflict with the performance of the function of his office.
- b. An SRC officer shall at all-time act in the best interest of the SRC.
- c. The exercise of power by any SRC officer shall not be arbitrary, capricious or biased whether, by resentment, prejudice or personal dislike and shall be in accordance with due process of law.
- d. An SRC officer shall not accept a gift, token or any other consideration which he would normally not receive for the performance of his function, from any person.
- e. No SRC officer shall indulge himself in any act that shall bring or is likely to bring the name of SRC and/or University into disrepute.
- f. Also, an SRC officer elected or appointed shall not:
  - i. Harm the integrity of the SRC, or its personnel or property
  - ii. Sabotage the activities of the SRC
  - iii. Be insubordinate
  - iv. Create division or factionalism within the SRC

- v. Encourage or participate in the creation of cliques or cabals
- vi. Indulge in any kind of sexual assault and sexual harassment, whether verbal or physical.
- vii. Acts in a way that exposes members to serious physical harm or death, including rape or attempted to rape.
- viii. Act in any way aimed at undermining the effective functioning of students' governance in general and the SRC in particular
  - ix. Indulge in public drunkenness.
  - x. Sell or take illegal drugs.
  - xi. Vandalize the University's property.
  - xii. Abuse resources to advance personal interest or in return for favors.
  - xiii. Abuse his office by using his position to obtain material or sexual favors or any other undue behavior.
  - xiv. Sow racism, tribalism, regionalism, sexism, xenophobia, homophobia and chauvinism in the SRC or its substructures
    - xv. Act contrary to valid decisions of the SRC.
    - xvi. Spread false information about fellow SRC members.
  - xvii. Disrupt meetings or interrupt the orderly functioning of the SRC.
  - xviii. Use offensive language or hate speech during an SRC meeting or any other meeting of SRC substructure.
  - xix. Fail to perform duties assigned or fail to attend two consecutive SRC events or meetings without a written valid apology or explanations.
- g. In so far as any of the acts or omission described above also negatively affects any SRC substructure, it will also constitute serious misconduct.
- h. Any breach of the provisions set out in clause (a) to (g) may constitute a ground for removal or suspension from office or recommendation to the University Management for withholding of the student's certificate for a period.

## **SCHEDULE**

### **GUIDELINES FOR SCHOOL ORGANIZATION IN THE UNIVERSITY (G.S)**

#### **G.S 1 COMPOSITION OF A SCHOOL**

1.1 A School in the University is an academic division composed of various departments.

1.2 For the purpose of smooth administration, each school shall be composed of;

- a. The School Council
- b. The Executive Officers
- c. All Students duly admitted and registered on a programme falling under the school shall be genuine members of the school.

#### **G.S 2 AIMS AND OBJECTIVES**

2.1 Each school shall operate through the above organs with the following aims and objectives;

- a. To seek the interest of the students in the school, in academic, socio-cultural, sporting and other activities in the University
- b. To foster good relations between students of the various departments within the school and student of other Universities and outside world and to seek the welfare of students as well as protect their rights.

#### **G.S 3 SCHOOL COUNCIL**

3.1 The school council shall be the highest decision-making body of each school and shall conduct the business of the school except where such business has been exclusively reserved for the meeting of the General Student Body of the School.

3.2 The various classes in the school are to elect a representative each, within two (2) weeks after the election of the Executive Officers, to constitute the school council.

3.3 The School Council shall be deemed inaugurated when the Executive Officers are sworn into office.

3.4 The Executive Officers of the School shall be members of the School Council.

3.5 Members of the School Council shall serve for a period of one academic year.

3.6 The School Coordinator shall preside over any meeting of the School Council. The School Coordinator shall convene by a 12-hour notice, a School Council meeting where a quorum shall be two-thirds of the total members. The Quorum must include at least the School Coordinator and any one Executive Officer.

3.7 The Public Relations Officer shall serve as the Secretary to the School Council.

3.8 The School Council shall be empowered to create other offices as well as appoint persons to serve on sub or Ad-hoc committees performing specific duties assigned to them.

#### **G.S 4 EXECUTIVE OFFICERS**

4.1 Members of each school shall elect a School Coordinator, a Publicity Secretary, a Financial Secretary and a Sports Secretary hereinafter referred to as Executive Officers, who shall be responsible for the smooth running of the school, and

4.2 The tenure of office for the Executive Officers shall be in accordance with this Constitution.



## **G.S 5 DUTIES OF EXECUTIVE OFFICER**

### **5.1 THE SCHOOL COORDINATOR**

The School Coordinator shall:

- a. Be the mouthpiece of each school and preside over all meetings of the school.
- b. Be the Chief Executive responsible for coordinating the functions of other Officers, as well as the School Council.
- c. Represent the School on all SRC and University Committees, where the school is required to be represented; and
- d. Be the principal signatory to all CHEQUES drawn on the accounts of the school as well as voucher chargeable against its accounts.

### **5.2 PUBLICITY SECRETARY**

The Publicity Secretary shall:

- a. Be the convener of all meetings of the school;
- b. As directed by the Dean of the School or any other person appointed by the Dean of the School.
- c. Keep accurate records of proceedings of all meetings of the School. c.
- d. Be responsible for handling correspondences of the school in consultation with the School Coordinator.
- e. Be a signatory to all cheques.
- f. Form an Editorial Board to be responsible for the production of School Magazines and supply of newspapers, journals and other publications, and to take charge of all kinds of articles of the school. f.
- g. Serve as Public Relation Officer of the school.
- h. Organize lectures, symposia, seminars, workshops, debates, voluntary work and other social activities; and

- i. Promote a Cordial relationship with other schools of the University as well as establish link Promote with external bodies for the benefit of students of the school.

### **5.3 SPORTS SECRETARY**

The Sports Secretary shall:

- a. Organize indoor and outdoor games both internally and externally, and
- b. Organize entertainments and recreational programmes for the School when necessary.

### **5.4 FINANCE SECRETARY**

The Finance Secretary shall:

- a. Receive all funds accruing to the school and disburse such funds in such a manner as the School Council may direct.
- b. Sign cheques and vouchers.
- c. Keep a true and accurate records of all financial transactions; and
- d. Subject to his accounts audit by an Audit Board from time to time selected for that purpose by the School Council.

### **5.5 THE AUDIT BOARD**

An Audit Board shall:

- a. Have three (3) members appointed by the School Council with leverage to audit the accounts of the School.
- b. Submit a report with recommendations if any, to the School Council together with an inventory of all properties; and

- c. Have no serving member being also an officer or a member of the Schools Council or Chairman or Secretary of a sub-committee.

## **G.S 6 ELECTION OF OFFICERS**

Election of officers shall be in accordance with this Constitution.

## **G.S 7 HANDING OVER**

Within two weeks after results have been declared by the School's Electoral Commissioner, the outgoing School Coordinator shall convene a General Meeting of the School, where they shall formally handover to the newly elected Executives.

## **G.S 8 ELECTORAL PROCEDURES**

8.1 Not less than three students of separate department in a School shall append their names and signatures to a candidate's nomination papers.

8.2 No student can sponsor more than one candidate contesting for the same office; and

8.3 All nomination papers shall be delivered in triplicate personally to the Electoral Commissioner not later than one week before the elections are due to begin.

## **G.S. 9 ELECTORAL COMMISSION**

9.1 For the purpose of conducting the election of officers, the School Council shall appoint Assistants from each Department of the school to the Electoral Commission.

9.2 The Electoral Commissioner shall be appointed by the School Council at their first sitting.

9.2 The Assistants to the Electoral Commissioner shall assist in the discharge of their functions in relation to all elections conducted in the school.



9.3 The Electoral Commissioner shall be responsible for organizing the conduct of the election:

- a. The Electoral Commissioner shall invite Candidates to file their nomination papers.
- b. As soon as may be practicable after the close of the nominations, the Electoral Commissioner shall publicly display the names of the Candidates and the position each is vying for on the notice boards, where they shall remain until election commences.
- c. The Electoral Commissioner shall be responsible for the supervision of voting procedures, counting and declaration of results.
- d. He shall publish the election results within twelve working days after the elections; and
- e. The Electoral Commissioner shall make regulation for the elections, subject to the provisions of these guidelines.

## **G.S 10 ELECTION IRREGULARITIES**

10.1. Anything done in contravention of the provision of G.S 6 shall constitute an electoral offence.

10.2 Any student aggrieved by or detecting an election irregularity may within five (5) working days after the election, submit an election petition to the Electoral Commissioner who shall within 48 hours (two working days) of the receipt of such petition as aforesaid, cause an Electoral Petition Committee to inquire into the alleged irregularity for redress.

### **INTERPRETATIONS**

- a. “Chairman” as used in this Constitution shall refer to any student, male or female.
- b. “School” – as used in this Constitution shall refer to faculty, school, college, institution.

- c. “General Students meeting” also means General Students forum.
- d. “Resolution”, means a decision passed or made at and by the General Council and General Student meetings.
- e. “Oath” includes affirmation specified in the schedules of this Constitution
- f. “Academic Board” means the Academic Board of Dr Hilla Limann Technical University
- g. “Committee” means a committee of Dr Hilla Limann Technical University students established in terms of the provisions of this constitution.
- h. “He”, “His”, “Him”, “Chairperson” shall refers to any student, male or female.

## OATHS

### 1. THE PRESIDENTIAL OATH

I.....having been elected to the high office of the Chief Executive of the SRC of Dr. Hilla Limann Technical University do (in the name of Almighty God) solemnly affirm that I will be faithful and true to the Institution; that I will at all times preserve, protect and defend the Constitution of the SRC, and that I dedicate myself to the services and well-being of the people or students of the University and to do right to all manner of persons. I further (solemnly affirm) that should, I at any time break this oath of Office, I shall submit myself to the laws of this Constitution and suffer the penalty for it. (So help me God).

(To be administered by the Chief Justice during handing over ceremony).

## 2. THE VICE-PRESIDENTIAL OATH

I..... having been elected to the office of the Deputy Chief Executive for the SRC of Dr. Hilla Limann Technical University, do (in the name of the Almighty God) solemnly affirm that I will be faithful and true to the Institution; that I will at all times preserve, protect and defend the Constitution of the SRC and dedicate myself to the services and well-being of the people or the students of the University and to do right to all manner of persons. I further (solemnly affirm) that should I at any time break this oath of office, I shall submit myself to the laws of this Constitution and suffer the penalty for it. (So help me God).

(To be administered by the Chief Justice during handing over ceremony).

## 3. THE JUDICIAL OATH

I.....having been appointed as Chief Justice or member of the Judicial Committee do ( in the name of the Almighty God) 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 favour, affection or ill-will and that I will at all times uphold, preserve, protect and defend the Constitution and Laws of the SRC and University respectively ( so help me God).

(To be administered by the Outgoing Chief Justice)

#### 4. THE SPEAKER’S OATH

I.....do ( in the name of the Almighty God) solemnly affirm that I will bear the true faith and allegiance to the SRC as 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; 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 this Constitution and the Laws and Conventions of the General Assembly without fear or favour, or affection, or ill-will ( so help me God).

(To be administered by the Chief Justice at the first General Assembly meeting).

#### 5. THE OATH OF ALLEGIANCE

I do hereby accept the membership into the General Assembly of the SRC and solemnly pledge that I shall in my term of office always live up to the aims and objectives of the SRC and shall never under any circumstances divulge any official secret of the General Assembly of the SRC, betray a colleague, become disloyal to the student movement as a whole or use the Assembly for my own selfish or personal interest or for advertisement, otherwise, I do so at the risk of my office status, reputation, honor and fortunes. (So, help me God).

(This oath shall be taken by fresh members of the General Assembly of the SRC, and to be administered by the Chief Justice at the General Assembly meeting).

#### 6. THE OATH BY THE OTHER SRC EXECUTIVE MEMBERS

I.....having been elected/appointed to the high office.....of the SRC of Dr. Hilla Limann Technical University do ( in the name of the Almighty God) solemnly affirm that I will be faithful and true to the Institution;

that I will at all times preserve, protect and defend the Constitution of the SRC, and that I dedicate myself to the services and well-being of the students of the University and to do right to all manner to persons. I further (solemnly affirm) that should I at any time break this oath of Office. I shall submit myself to this Constitution and suffer the penalty for it.

(So, God help me). (To be administered by the Chief Justice of the SRC.)

#### 7. THE OATH OF ALLEGIANCE OF COMMITTEE MEMBERS

I .....having been appointed as a member of the ..... Committee; (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 the institution as a whole; and I will preserve, protect and defend this Constitution. (So, help me God).

#### 8. THE OATH OF SECRECY

I.....having been elected/appointed as an Executive Officer of the SRC of Dr. Hilla Limann Technical University do ( in the name of the Almighty God) solemnly affirm that I will not directly or indirectly reveal such matters as shall be debated as Executive Meetings and committed to my secrecy; and that I will uphold, preserve, protect and defend this Constitution. (So, help me God).

(To be administered by the Chief Justice during handing over ceremony).

CONSTITUTIONAL REVIEW COMMITTEE TEAM 2020/2021

<b>S/NO</b>	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>
<b>1</b>	Bawa Godfred	Chairman	
<b>2</b>	Iddrisu Zakiatu	Secretary	
<b>3</b>	Niwubi Nliwabi Ishmael	Member	
<b>4</b>	Dauda Adam	Member	
<b>5</b>	Arthur Stephen	Member	