

# CSUC SRC CONSTITUTION '19



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## **PREAMBLE**

### **THE CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL 2019**

#### **IN THE NAME OF THE ALMIGHTY GOD**

**We**, the Students of Christian Service University College, herein referred to as CSUC;

IN A SPIRIT of friendship, peace and solidarity with the aspirations of a democratic Ghanaian society;

RECOGNIZING the history and philosophy of the Students' movement and the contribution of student leaders in shaping the destiny of our Institution and the nation at large;

**HONOURING** those who have suffered and/or lost their lives in line of duty for the good and welfare of the students of CSUC;

**HEALING** the divisions of our past, uniting in diversity and establishing a Council based on sound democratic values, mutual respect and care, inspiring collective synergy against our common enemies of under-development and ignorance;

**DETERMINED** in raising to the highest level the moral, spiritual, political and intellectual standards of our society for the worthy emulation of posterity;

**SEEKING** to promote the welfare of students of this university as well as secure unbreakable ties of fraternal solidarity and fellowship among the student population of Ghana and all nations;

**IN SPIRIT** of friendship and peace with all students of the world:

**INTENT** on moulding an accountable student body with moral uprightness and academic excellence to enrich the heritage and safeguard the exquisite principles of probity, accountability, veracity, impartiality and scrupulosity:

**CONVINCED** to Establish and foment a United, participatory, effective, proactive and progressive mass students' Council to promote the patriotic deals hitherto mentioned

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

*PROMULGATED ON 13<sup>TH</sup> SEPTEMBER, 2019 STUDENT GENERAL MEETING HELD IN THE AUDITORIUM OF CHRISTIAN SERVICE UNIVERSITY COLLEGE.*

## THE CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL 2019

### ARTICLE 1; (A)NAME

The organization shall be known and called the Students' Representative Council of Christian Service University College, hereinafter referred to as the "SRC".

### (B) RECOGNITION AND AFFILIATION

1. The SRC shall be the legitimate representative organ of the Student Body as a whole to the University Authorities and outside bodies and shall be recognized as such by the students of the college, the University Authorities and outside bodies.
2. The SRC shall have membership of and/ or affiliation to the NATIONAL UNION OF GHANA STUDENTS (NUGS), UNIVERSITY STUDENTS ASSOCIATION OF GHANA (USAG), PRIVATE UNIVERSITY STUDENTS ASSOCIATION OF GHANA (PUSAG).

### ARTICLE 2; SUPREMACY OF THE CONSTITUTION

1. This Constitution shall be the supreme law of all students, Clubs, associations and unions of the college and any other law found to be inconsistent with any provision of this constitution, shall to the extent of that inconsistency, be void.
2. Any act or enactment that is inconsistent with any provision of this Constitution shall to the extent of that inconsistency be null and void.
3. Notwithstanding clause (1) and (2) of this article, this Constitution shall be subjected to the 1992 Constitution of the Republic of Ghana, Laws of Ghana and the statute establishment of this University.

### Section I; ENFORCEMENT OF THE CONSTITUTION

- 1) Any student who alleges that
  - (a) An act or omission of any person or group of persons; or
  - (b) A Constitution, decision or resolution of anybody, organization, club, union or association; is inconsistent with or is in contravention of a provision of this Constitution, may apply to the Judicial Committee shall, for a declaration to that effect.
- 2) The Judicial Committee shall, for the purposes of such declaration under clause (1) of this article make such orders and give such directions as it may consider appropriate for giving effect or enabling effect to be given to the directions so made.
- 3) Failure to obey or carry out the terms of an order or direction made or given under clause (2) of this article constitutes a violation of this Constitution and contempt of the Judicial Committee and shall in the case of the Executive officers, constitute a ground for removal from office.

## **ARTICLE 3; AIMS, OBJECTIVES AND MEMBERSHIP**

### **Section I: AIMS**

**The Primary Aims and objectives of the SRC shall include but not limited to the following:**

1. To represent the students of CSUC locally, nationally and internationally.
2. To protect and safeguard the rights and interests of students at all times.
3. To offer a common platform –
  - a. For the discussion of issues and problems affecting students.
  - b. For the co-ordination of student activities.
  - c. For the gathering of the opinion of students on matters of national and International concern.
  - d. To inculcate in students a spirit of solidarity and patriotism.
  - e. To ensure the safeguarding of students' educational rights.
4. Help each other know Christ better through our interactions and so make Him better known;
5. Raise a standard of excellence in our various callings/field of Study;
6. Provide a means of communication between students and the college authorities in all matters affecting the student body as a whole or part thereof;
7. Make one official body (SRC) to liaise between the College authority and the Student body;
8. Co-ordinate with other student organizations in Ghana and elsewhere in matters of mutual interest; and
9. Foster good relations between students of this College and the outside world.

### **Section II; OBJECTIVES**

For the purposes of achieving these objectives,

1. The SRC shall organize lectures, symposia, debates, publications and such other activities as are necessary to fulfill these aims and objectives.
2. The SRC shall celebrate its week which shall fall within the First Semester of the academic year with the actual date to be fixed by the Executive Officers in consultation with the Dean of Students subject to the consent/or bringing up to date the General Assembly if applicable.
3. Notwithstanding paragraph (2) of this clause, the Executive Officers with tangible reasons can seek the approval of the General Assembly to move the SRC week celebrations to the second semester.
4. To foster maintenance of the right academic atmosphere for the students of this college to pursue their studies and encourage organisations of seminars by halls, faculties and organisations.
5. The council shall be empowered to appeal against the university college's regulations which have been tested to be at variance with the interest of the students.
6. To be responsible for all meetings incidental to representing the interest of students.
7. To formulate such rules and regulations as will promote cordial relationship between students and groups of sex, creed, ethnic origin or course study.
8. In pursuance o these objectives, the council shall co-operate with the authorities and other agencies deemed necessary.

### **Section III; MEMBERSHIP**

1. All registered students the institution shall become automatic members of the Council.
2. Notwithstanding, Section 2 clause (1) there shall be room for affiliate members who wish to do so.



3. Affiliate members shall not have any voting rights.
4. Any student who cannot be identified with a particular department under the Council may apply for private membership subject to the provisions of this Constitution.
5. Such an application may be lodged to the SRC President, who shall table it for discussion at the Executive Committee Meeting immediately after the application and for approval and subsequent endorsement at the GA Meeting.

#### **Section IV; RIGHTS AND OBLIGATIONS OF MEMBERS**

1. All members are obliged to abide by the Constitution of the Students' Representative Council (SRC).
2. All members are to contribute to the implementation and enforcement of all the decisions of Executive Committee and General Assembly.
3. Only registered and/or potential registered members for the semester are eligible for appointment to committees, boards, commissions, or other bodies under this constitution

#### **ARTICLE 4; COMPOSITION OF THE SRC**

##### **Section I; The SRC shall be composed of;**

- (a) The Executive Officers;
- (b) The Executive Committee;
- (c) The General Assembly;
- (d) The Judicial Board; and
- (e) The General Student Body to which all persons in "statu pupillari" of Christian Service University College.

##### **Section II; COMPOSITION OF EXECUTIVE OFFICERS**

There shall be Five (5) main Executive Officers of the SRC hereinafter and shall be composed of;

1. The President
2. Vice President
3. General Secretary
4. Financial Secretary
5. Student Chaplain

##### **Section III; COMPOSITION OF EXECUTIVE COMMITTEE**

There shall be Nine (9) **elected** Executive Committee and two (2) **appointed** Members by the SRC President with the consultation of the Executive Officers subject to the approval of the General Assembly, making **Eleven (11) Executive Committee**.

(a). The **Nine (9) elected** Executive Committee shall include;

1. The President
2. Vice President

3. General Secretary
4. Financial Secretary
5. Student Chaplain
6. Women's Commissioner
7. Male Hall President
8. Female Hall President
9. Local PUSAG/USAG/NUGS President, hereinafter referred to as **External Affairs President**

(b). One appointed Executive Officer shall be;

1. Vice Secretary

And also a;

2. Public Relations Officer which shall be by election.

## **ARTICLE 5; THE GENERAL ASSEMBLY**

### **Section I; COMPOSITION OF THE GENERAL ASSEMBLY**

1) (a). There shall be a General Assembly which shall comprise;

1. The Executive Officers
2. The Executive Committee (Elected and appointed)
3. Chief Justice
4. A member of the Graduate Students Association (GRASSAG)
5. Committee Heads and members
6. One Representative from each recognized Clubs/Associations on Campus
7. Class Representatives
8. All off-campus Hall/Hostel of Residence - One Representative for each
9. Observers

(b). for avoidance of doubt, in exception of clauses 8 and 9 of this section, all other senators shall have a voting right.

(c). Observers from accredited quarters shall seek clearance from the SRC President through the General Secretary.

- 2) The SRC General Secretary shall within **Seven (7) days** of assumption of office notify in writing to all such members, hereinafter referred to as Senator their membership as senators for the academic year.
- 3) Any person, association, club, union, organization or body written to by the SRC Secretary shall forward the names of such representatives qualified to be members of the General Assembly by virtue of paragraphs (b),(c), and (d) of clause (1) of this article to the SRC Secretary within seven (7) days after the induction into office of the SRC Executive Officers.
- 4) For the avoidance of doubt and with the exception of Persons in paragraph (a) of clause (1) of this article, a person shall not be a member of the General Assembly unless his name has been submitted in writing to the SRC Secretary within ten (10) days after the assumption of office of the new Executive Officers of the SRC.

- 5) A member of the General Assembly shall before taking his seat in the General Assembly take and subscribe before the Chairpersons of the Judicial Committee, the oath of a member of the General Assembly set out in the Schedule of this Constitution

## **Section II: DECISION MAKING**

- 1) The General Assembly shall be the highest decision making body of the SRC and all issues concerning students shall be decided at the General Assembly.
- 2) The General Assembly may concern itself with questions of general policy referred to it by the Executive committee of the SRC.
- 3) Notwithstanding clause (2) of this article, the General Assembly shall on its own initiative consider and make recommendations on any matter provided for in this Constitution or affecting the welfare and interests of students.
- 4) For the avoidance of doubt, it is hereby declared that proceedings of the General Assembly shall be communicated by the General Student body within seven (7) Days after close of such proceeding. Copies of the Proceedings shall be pasted on all notice boards.

## **Section III: FACULTY ADVISORS AS LIAISON OFFICERS**

- a. At the first General Assembly meeting, after each year's General Election, the Council Executive shall nominate two Faculty Advisors with one to be in charge of General Administration and the other Financial Administration subject to approval by simple majority vote of members present at a duly called General Assembly meeting.
- b. Notwithstanding Section III(a), the one in charge of General Administration shall be the main advisor and the other co-advisor. The co-advisor must have a financial background.
- c. The advisors of the council may be present at all General Assembly, Senate and Executive meetings.
- d. Notwithstanding Section III clause (c), the faculty advisors may attend any Committee Meetings when necessary.

## **Section IV: ADMINISTRATIVE VETO**

- a) The Advisors may exercise a suspensive written veto of any legislation or action passed by the Senate, General Assembly which they think is in conflict with the best interest of the University. The suspended action shall be referred to the originating body through the Council's President for further deliberation.
- b) The Senate or the General Assembly may again act on the legislation or action, making appropriate change(s) within 21 days after which the Advisors may withdraw their suspensive veto. Where appropriate changes are not made, the Advisors, after consultation with the University Standing Committee, shall exercise absolute veto.
- c) A majority vote of the General Assembly is required for a repeal of an absolute veto.

## **Section V: MEETINGS**

1. The General Assembly shall meet at least once a month; the time will be decided by the Executive.

2. The SRC Vice Secretary shall in writing and or any other means of communication, notify members of such a meeting, specifying the agenda not less than two clear days before the meeting.
3. The quorum for a General Assembly meeting
  - a. The Executive Officers including the President and /or the Vice President
  - b. Council's President, Secretary, Vice – President and the Judicial Committee
  - c. Two-Thirds (2/3) of the entire submitted representatives of the Associations or unions.
4. A 'senator' who cannot attend the General Assembly meeting must inform the Chairman in writing.
5. Emergency meetings may be called by the Council's President, and in his absence by the Vice – President, or by two-thirds (2/3) majority of the total members of the Executive.
6. An executive of the Council and Association, 'senator' who misses General Assembly meeting thrice in a Semester will be liable to impeachment.
7. Any who cannot attend the meeting must inform the Council's President in writing
8. All decisions of the General Assembly shall be carried by a simple majority except as otherwise specified in this constitution.

#### **Section VI; EMERGENCY MEETINGS**

- 1) Notwithstanding clause (1) of article V, section V, of this constitution, the Executive Committee or any 2/3 members of the General Assembly may request for an emergency meeting provided that notice of such request given in writing or any other means of communication and that the agenda or agendum, whichever may be appropriate shall be attached and delivered to the SRC Secretary or in his absence, the Vice Secretary.
- 2) The SRC Secretary or Vice Secretary shall in consultation with the Executive Committee summon such a meeting three (3) clear days of receipt of such request.
- 3) Without prejudice to clause (1) of Article 5, section V, of this Constitution, the first sitting of the General Assembly shall be within fourteen (14) days after the assumption of office of new Executive Officers
- 4) An emergency General Assembly meeting may be called by the Chairman when he deem necessary.
- 5) An emergency General Assembly meeting may be called by the Chairman upon written request of any two-thirds (2/3) General Assembly members and that the agenda or agendum, whichever may be appropriate, shall be attached and delivered to the Council's Secretary.
- 6) The Council's Secretary shall in consultation with the Chairman summon such meeting within three (3) working days of receipt of such request.
- 7) Without prejudice to clause 5 of this section, cost of conveying such meeting shall be fully be covered by those who called for the said meeting when the council is in means restricted.

#### **Section VII; IMPEACHMENT**

- a) Subject to Section I of this article, any officer or Senator shall be liable for impeachment by the General Assembly upon recommendation by the Judicial Committee. A two-thirds (2/3) vote by members present at a duly called General Assembly meeting constitutes conviction.

- b) Any 'senator' with a support of ten or more other 'senators' shall, by notice in writing addressed to the Chairman of the General Assembly, commence impeachment proceedings against a Senator, provided that the Senator shall be served with a copy of the notice seven (7) clear days before the start of such proceedings.
- c) The Chairman of the Senate shall, within five (5) working days of receiving the notice of impeachment, convene a sitting of the Senate for a determination of the grounds for impeachment.
- d) If it is the Chairman of the General Assembly that is to be impeached, the Chairman of the Judicial Committee shall take charge of the roles of the General Assembly Chairman stipulated in this constitution.
- e) The General Assembly shall thereafter debate and vote on the issue.
- f) Any 'Senator' so impeached shall forth with cease to be a member of the Senate.
- g) A quorum of the Senate shall be made up of one – half (11/2) of members with the Chairman and Secretary inclusive for every business.

#### **ARTICLE 6; TENURE OF OFFICE OF MEMBERS OF THE GENERAL ASSEMBLY**

1. The General Assembly shall be dissolved by the out-going Chairman on the eve of the handing over to the new Executive officers.
2. A member of the General Assembly shall vacate his seat in the General Assembly-
  - (a) Upon a dissolution of the General Assembly, or
  - (b) If he is absent without the permission in writing to the president and he is unable to offer a reasonable explanation to the General Assembly from two sittings in a semester.
  - (c) If he expelled from the General Assembly by writing guilty of contempt of the General Assembly by the Disciplinary Committee; or
  - (d) If he resigns from office as a member of the General Assembly by writing under his hand addressed to the chairman of the Judicial Committee; or
  - (e) If he is removed from office in accordance with article 42 of this Constitution.

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#### **ARTICLE7: THE EXECUTIVE COMMITTEE**

- 1) There shall be an executive committee consisting of the Executive officers as provided for in article (6), Vice Secretary, Hall Presidents, Local NUGS/PUSAG Representative and the Chairperson of the Women's Commission.
- 2) The other members of the Executive Committee above-mentioned in Clause (1) of this article shall assist and counsel the Executive Officers in the performance of their duties and see to the implementation of the decisions of the General Assembly.
- 3) The quorum for executive committee meetings shall be five (5) Executive Committee members including the President and/or his Vice President.
- 4) The Executive Committee shall in the exercise of its functions have the power to issue Executive instrument in accordance with the provisions of this constitution concerning the activities of the SRC.
- 5) The Executive Committee shall in times of emergency, have powers to act promptly without prejudice to any provision of the Constitution provided that the General Assembly shall where this College is on

- vacation, within three days of re-opening at an emergency meeting or within three days where this College is in session be informed of the use of such emergency power.
- 6) Members of the Executive Committee shall be issued with identity cards which will identify them as such provided that these cards shall be the property of the SRC and shall be issued from the office of the Dean of students.
  - 7) The Executive Committee member(s) before assuming office shall take and subscribe either at a public gathering at the first gathering, at the first general meeting or any other general meetings of the General Assembly, Executive Committee oath set out in the Schedule to this Constitution.
  - 8) No executive member shall take a binding decision for the executive committee without recourse to the President.

## **ARTICLE 8: DUTIES OF OFFICERS**

### **Section I; A. THE PRESIDENT**

- 1) There shall be a President of the SRC who shall be the head and the Chief spokesperson the Student body in this college.
- 2) Shall be the Commander-in-chief of the Council's Cadet Corps.
- 3) Before assuming office the President shall take and subscribe before the general student body at a public gathering, the Presidential oath set out in the Schedule to this Constitution.
- 4) The authority of the President shall extend to the execution and maintenance of all provisions, including article 4 of this Constitution.
- 5) All meetings of the General Assembly or the Executive Committee shall be chaired by the President and in his absence, the Vice President.
- 6) The President shall represent the undergraduates at the College Council Board. In situations where the President is a graduate student, a representative to the College Council shall be appointed by the General Assembly, but where impossible, shall be appointed by the Executive Committee, provided that such appointee is an undergraduate student.
- 7) The president shall not, while in office, be liable to any criminal or civil proceedings in any court for the performance of his functions, or for any act done, or purporting to be done in the performance of his functions, under this Constitution.
- 8) The President shall not, while in office as President, be personally liable to any civil or criminal proceedings in court.
- 9) Civil criminal proceedings may institute against a person within six months after his ceasing to be President, in respect of anything done or omitted to be done by him in his personal capacity before or during his term of office notwithstanding any period of limitation except where the proceedings had been barred before he assumed the office of President.
- 10) In event of the resignation of the President, the Vice President shall act as the President as stated in clause (4) paragraph (b) of article 10 until the end of three weeks where a by-election should be conducted.

## **Section I B. AUTHORITY OF THE PRESIDENT**

- 1) The executive authority of the SRC shall vest in the President and shall be exercised in accordance with the provisions of this Constitution.
- 2) The executive authority of the SRC shall extend to the execution and maintenance of this Constitution and all laws made under or continued in force by this Constitution.
- 3) Subject to the provisions of this Constitution, the functions conferred on the President by clause (1) of this section may be exercised by him either directly or through officers subordinates to him.
- 4) Except as otherwise provided in this Constitution or by a law not inconsistent with this Constitution, all executive acts of the SRC shall be expressed to be taken in the name of the President.

## **Section I C. PRESIDENTIAL MESSAGE**

The President shall, acting on the advice of the Executive Committee, at the beginning of each semester and before the dissolution of the General Assembly, deliver to the General Assembly an address on the State of Affairs of the SRC.

## **Section II; THE VICE PRESIDENT**

- 1) There shall be a Vice-President of the SRC who shall perform such functions as may be assigned to him by this Constitution or by the President.
- 2) A candidate for the office of Vice-President shall be designated by the Candidate for the office of President before election of President.
- 3) A candidate shall be deemed to be duly elected as Vice-President if the candidate who designated him as candidate for election to the office of Vice-President has been duly elected as President.
- 4) The Vice President shall perform duties and functions which shall include-
  - (a) Assisting the President in the performance of his duties.
  - (b) Acting in the absence of the President and when so acting, shall be vested with all the powers of the President, subject to the provisions of this Constitution;
  - (c) Acting as an ex-officio member of all committees of the General Assembly and shall co-ordinate the activities of such committees provided for in this constitution and or under a resolution of the General Assembly;
  - (d) Performing any other duties assigned by the President.
- 5) The Vice President shall on the assumption of office, take and subscribe before the general student body at a public gathering the Vice Presidential oath set out in the Schedule to this Constitution.

## **Section III. THE GENERAL SECRETARY**

- 1) There shall be a General Secretary who shall be the Secretary to the General Assembly and the Executive Committee.
- 2) The Secretary shall perform duties and functions which shall include-
  - (a) Keeping and maintaining true and accurate minutes and records of all proceedings of the General Assembly and Executive meetings.
  - (b) Responsibility for all correspondence of the SRC;

- (c) Compilation of an official list of all members of the General Assembly in accordance with the provisions of clause (4) of article 19 of this constitution.
  - (d) The performance of other duties assigned by the President or the Executive Committee.
  - (e) Within seven days after every meeting of the General Assembly, the Secretary shall with the assistance of the Vice-Secretary publish on all notice boards the true and accurate records of the outcome of such meetings.
- 3) Before assuming office, the Secretary shall take and subscribe before the general student body at a public gathering, the Executive Officers oath set out in the Schedule to this Constitution.

#### **Section IV. THE FINANCIAL SECRETARY**

- 1) There shall be a financial secretary who shall perform duties and functions which shall include-
  - (a) The receipt of all moneys and revenues accruing to the SRC or committees or commissions of the SRC and the disbursement of such money as the Executive committee shall direct, subject to the approval of the General Assembly;
  - (b) Taking charge of all financial transactions of the SRC in accordance with the provisions of this Constitution;
  - (c) Keeping and maintaining proper records of accounts of all monies and revenues to which the SRC is entitled to;
  - (d) Being one of the signatories to the bank accounts of the SRC;
  - (e) Performing other duties assigned to him by the President or the Executive committee.
- 2)
  - (a) The Financial Secretary shall be the Secretary to the Finance Committee and shall perform such duties in relation to the Finance Committee as provided for in this Constitution;
  - (b) The Financial Secretary before assuming office shall take and subscribe before the general student body at a public gathering, the Executive Officers oath set out in the Schedule to this Constitution.

#### **Section V. THE STUDENTS' CHAPLAIN**

- 1) There shall be a Students' Chaplain who shall be a member of the Executive Officers.
- 2) The University Chaplain shall nominate, vet and present two (2) or three (3) qualified students to the SRC President as persons so nominated for the Students' Chaplain position;
- 3) The SRC President shall present the nominees to the General Assembly and one of them will be selected in the house as the Students' Chaplain.
- 4) He shall represent the Students at Chaplaincy Board meetings and liaise between the SRC, Chaplaincy Committee and Chaplaincy Board.

#### **Section VI. THE VICE SECRETARY**

- 1) There shall be a Vice Secretary appointed at the first sitting of the General Assembly by the Executive Officers in consultation with other members of the Executive Committee, subject to the approval of the General Assembly.
- 2) The Vice Secretary shall perform duties and functions which shall include-
  - (a) Assisting the Secretary in the performance of his duties.



- (b) Acting in the absence of the Secretary.
  - (c) Writing and distribution of minutes at all General assembly meetings and assuming the responsibility for internal Correspondence; and
  - (d) Performing other duties assigned by the President or the Executive Committee.
- 3) The Vice Secretary shall upon appointment and approval, Take and subscribe before the General Assembly, the Executive Committee oath set out in the Schedule to this Constitution.

**Section VII. THE HALL PRESIDENTS**

- 1) There shall be a male and a female hall Presidents of every hall of the University.
- 2) The Hall Presidents shall perform duties and functions which shall include;
  - (a) Serving as a link between the Halls and the SRC
  - (b) Chairing all hall meetings and making reports to the general assembly
  - (c) Taking responsibility of the welfare of the members of their respective Halls
  - (d) Supervising the cleaning and maintenance of their respective Halls.

**Section VIII. THE WOMEN’S COMMISSIONER**

- 1) Shall assist the female hall President in her duties.
- 2) Shall temporarily act in the female hall President’s capacity in her absence.
- 3) Shall be responsible for any other duties that will be assigned to her by the Executive.
- 4) Shall be the chief welfare officer of the SRC and the student body

**Section IX. THE PUBLIC RELATION OFFICER**

- 1. Shall be responsible for publicizing all the Council’s activities.
- 2. Shall be a member of the Editorial Committee.
- 3. Shall seek to the public relation of the Council.
- 4. Shall be responsible for creating awareness and advertising every programs of the Council.
- 5. Shall disseminate information to the Executive, the General Assembly and the General student body of impending meeting.
- 6. Shall be responsible for any other duties that will be assigned to him by the Executive.

**Section X. EXTERNAL AFFAIRS OFFICER**

There shall be properly organized elections by the Electoral Commission provided all students from all categories are eligible to contest for all elected positions for External Affairs Officer who shall steer the affairs of NUGS/PUSAG secretariat

**Section XI, NON EXECUTIVE MEMBERS**

- (A) Each Class Representative shall;
  - 1. Have a meeting with their respective classes before attending any General meeting.
  - 2. Send feedback to their respective classes after deliberations at General Assembly of the SRC meetings
  - 3. Be responsible for any duty assigned him/her by the Executive Committee, the President or the General Assembly of the SRC.

## **ARTICLE 9: QUALIFICATIONS OF OFFICERS**

### **Section I; GENERAL QUALIFICATION**

1. A student shall not be qualified for election to any executive office unless he has considerable experience and exposure in students' affairs including attendance at SRC meetings.
2. Each Officer must have been enrolled as a full-time student for at least four semesters without Summer School.
3. shall be a Christian of no moral turpitude in faith.
4. Shall not be graduating in the middle of the academic year in which he serves as an officer.
5. His life and faith should be in harmony with the principles of the University.
6. Shall believe in the Lordship of Jesus Christ and shall have the Holy Bible as the only sacred text.
7. The applicant must not be a work-study student upon assumption of office.
8. Subject to Section 1(1) above, all official positions are open to all students, all officers must understand, consider, accept, and uphold the Christian Service University College philosophy of education, mission, core values and objectives and are in good and regular standing as registered students.
9. Any student who has ever been suspended or dismissed for violating the University regulations as well as any other tertiary institution in Ghana shall not be eligible to run for any office of the Council.
10. No Council Executive shall be eligible for appointment as an Executive of any other Clubs or Associations on campus.
11. All Council Executives must be residents on Campus on assumption of office.
12. A person shall not be candidate in presidential election unless he designates a person to serve as Vice-President.
13. No student shall be elected as an Executive Officer unless at such election, the numbers of votes cast in his favour represent a *simple majority* of the total number of valid votes at the election.
14. No student shall be elected as an Executive Officer unless such a person has attended at least two (2) SRC General Meetings.

### **Section II; THE PRESIDENT**

#### i. The President

- (a) Must have a minimum Cumulative Grade Point Average (CGPA) of 3.2 or an Average Point of 65%
- (b) Should be a candidate in his third year and must have spent a minimum of three semesters OR
- (c) Should be a Post Graduate student who had at least three (3) years undergraduate studies in CSUC.
- (d) A student worker must resign his position from the office when he wins election. Failure or refusal to resign constitutes a ground for removal from office.

### **Section III; THE VICE PRESIDENT**

- i. The Vice President must have a minimum Cumulative Grade Point Average (CGPA) of 3.2
- ii. The position of Vice – President shall not be contested for through Election.
- iii. Each aspiring president shall choose their own running mate.
- iv. The Vice –President must satisfy all the requirements stipulated in Article 9, section I of this constitution

### **Section IV; THE GENERAL SECRETARY**

- i. The Secretary must have a minimum Cumulative Grade Point Average (CGPA) of 3.00
- ii. The Secretary must have earned a minimum of B+ in Language and Writing Skills I and Language and Writing Skills II.

### **Section V; THE FINANCIAL SECRETARY**

- i. He must be an Accounting Student from the School of Business.
- ii. The Finance Officer must have a minimum Cumulative Grade Point Average (CGPA) of 3.0
- iii. The Finance Officer must have earned a minimum of B+ Accounting I and Accounting II.

### **Section VI; THE STUDENT CHAPLAIN**

- i. The Chaplain must be a Student from Bachelor of Arts in Theology with Administration.
- ii. He must have a minimum Cumulative Grade Point Average (CGPA) of 2.85.
- iii. The Chaplain must have earned a minimum grade of B+ in Leadership and/or pastoral skills with care

### **Section VII; THE PUBLIC RELATIONS OFFICER**

- i. The Public Relations Officer must have earned a minimum grade of B+ in Communications Skills.
- ii. He must have a minimum Cumulative Grade Point Average (CGPA) of 2.85.
- iii He/she must be very articulate in writing and speaking of the official language.

### **Section VIII; THE WOMEN'S COMMISSIONER**

- i. The Women's Commissioner must be a female.
- ii. She must have a minimum Cumulative Grade Point Average (CGPA) of 2.85

### **Section IX; THE MALE AND FEMALE HALL PRESIDENTS**

- i. She/he must be a resident of the Executive Hostel
- ii. She/he must have a minimum Cumulative Grade Point Average (CGPA) of 2.85.

### **Section X; THE EXTERNAL AFFAIRS OFFICER**

- i. Must have a fair knowledge about the National Students Associations
- ii. She/he must have a minimum Cumulative Grade Point Average (CGPA) of 2.85.

### **Section XI; TENURE OF OFFICE**

No officer shall hold the same position more than twice successively.

## **ARTICLE 10; THE ELECTORAL COMMISSION**

### **Section I: COMPOSITION**

1. There shall be an electoral commission which shall consist of a five member committee –

- a) Chairman/Chairperson who shall be the electoral commissioner of the Council
- b) Deputy Commissioner
- c) Three other members.

2. The Chairperson and Deputy shall be appointed by the Executive Committee and the three others from the General Assembly.

### **Section II; QUALIFICATION OF THE CHAIRPERSON OF THE ELECTORAL COMMISSION**

- 1) A student is not qualified to be appointed Chairperson or Deputy Chairperson unless he is qualified to be elected as an Executive Officer.

- 2) The outgoing Electoral Commission shall hand over to the incoming Commissioner within five (5) days after the first sitting of the General Assembly approves of the appointment of the Chairperson of the new Electoral Commission.
- 3) The Chairperson of Electoral Commission shall be appointed by the Executive Committee and subject to the approval of General Assembly.

### **Section III; FUNCTIONS OF THE ELECTORAL COMMISSION**

- 1) The Electoral Commission shall be responsible for conducting and supervising all SRC elections including NUGS elections in the year in which this College shall host the National Secretariat of NUGS.
- 2) The Electoral Commission shall perform such other functions as may be prescribed by a resolution of the General Assembly not inconsistent with the provisions of this Constitution.
- 3) The Electoral Commission shall immediately after an election declare provisional results and unless or until such results are challenged as provided for under this constitution shall declare the final results within seventy-two (72) hours after the election.

### **Section IV; INDEPENDENCE OF THE COMMISSION**

Except as provided in the Constitution or in any resolution of the General Assembly not inconsistent with this Constitution, in the performance of its functions, the Electoral Commission shall not be subject to the direction or Control of any person or authority.

### **Section V; EXPENSES OF THE COMMISSION**

The administrative expenses of the Electoral Commission shall be charged on the students' fund.

### **ARTICLE 11; VETTING COMMITTEE**

1. There shall be a five (5) member Vetting Committee which shall comprise of-
  - a The Dean of Students Affairs
  - b The School Chaplain or any member from the chaplaincy
  - c One alumnus member who shall be appointed by the Executive Officers;
  - d The Electoral Commission Chair
  - e. One member shall be appointed by the General Assembly
2. Every aspirant shall endure a vetting procedure subject to the provisions of this constitution to be conducted by the Vetting Committee.
3. The Vetting Committee shall not be subject to instruction of any person or body in the performance of its duties

### **Section I; QUALIFICATION**

A member shall not be qualified for an appointment as a member of the Vetting Committee, unless he/she

- a Be of high moral character and proven integrity.
- b Is of a sound mind

- c Has not been impeached, suspended, or dismissed as an officer of any office.

## **Section II; VETTING PROCEDURE**

1. The vetting procedure shall be conducted by a Vetting Committee which may either qualify or disqualify an aspirant.
2. Subject to the provisions of this constitution, the vetting committee shall have the power to disqualify any aspirants for any position, in the case of disqualification publish its findings stating reasons for disqualification.
3. The Vetting Committee Chairman shall upon receipt of the nomination documents of aspirants, constitute a vetting process and publish the names of qualified candidates with copies to the Judicial Committee and Electoral Commission.
4. The Vetting Committee shall release vetting results 14 clear days before elections.
5. Any nominee dissatisfied with the final decisions of the Vetting Committee may petition the Judicial Committee within forty eight (48) hours from the publication of the vetting results, stating the reasons for his dissatisfaction.
6. Subject to clause (4) of this section, the Judicial Committee shall constitute a hearing for all such petitions and its decisions shall be final and binding on all individuals.
7. The Chief Justice shall then write to the Electoral Commission to commence with the remaining of the electoral process once the Judicial Committee is done with giving its decision on matters relating to vetting.
8. If a portfolio becomes vacant after vetting, the Electoral Commission shall open for nomination again with seven (7) days from the day it shall receive such report for people to apply for that position(s).
9. In an event where a position(s) is contested for by one person, the election shall be done by a 'For' and 'Against' vote.

## **Section III; DUTIES OF THE VETTING COMMITTEE**

- 1) Shall accept and vet all applicants based on criteria as enshrined in **Article 9** of this Constitution.
- 2) The committee, in vetting applicants, shall also take into consideration the temperament and general disposition of applicants.
- 3) The vetting committee shall have the power to disqualify any candidate for any election under this Constitution on the grounds stated only in this Constitution under Article 9
- 4) The committee shall publish the list of qualified nominees fourteen (14) days before the date of election.
- 5) The committee shall present the final nominees to the student body within seven (7) days before the date of election.
- 6) Their mandate ends after the said duties are executed with a sealed document to that effect.

## **ARTICLE 12; ELECTIONS**

There shall be elections for the positions of Executive Officers in the Second Semester of every Academic Year.

## **Section I; QUALIFICATIONS**

- 1) A student shall not be qualified for election to any executive office unless he has considerable experience and exposure in students' affairs including attendance at SRC meetings.
- 2) A person shall not be qualified to be an Executive Officer if he-
  - (a) Has been adjudged or otherwise declared to have misappropriated funds or conducted himself or herself in such a manner as to cause depreciation in respect of loss or otherwise in any cash or property entrusted to him; or
  - (b) Has been found by any committee of enquiry to be incompetent to hold any office or is a person in respect of whom a committee or commission of enquiry has found that while holding any office he has required assets unlawfully or defrauded the SRC or misuse or abused his office or willfully acted in a manner prejudicial to the interest of the students and findings have not been set aside on appeal or judicial review; or
  - (c) Has once been removed from any student office in the College.
- 3) Without prejudice to any provision of the Constitution, a student shall qualify to stand and contest election to any Executive Office provided he/she meets all requirements stated under article 9 of this constitution.
- 4) No student shall be elected as an Executive Officer unless at such election, the numbers of votes cast in his favour represent a *simple majority* of the total number of valid votes at the election.
- 5) No student shall be elected as an Executive Officer unless such a person has attended at least two (2) SRC General Meetings.
- 6) An instrument which-
  - (a) Is executed under the hand of the Chairman of the Electoral Commission and under the seal of the Commission; and
  - (b) States that the person named in the instrument will be declare elected as an Executive Officer At the election shall be prima facie that the person was so elected.

## **Section II; CHALLENGING OF ELECTION**

- 1) The validity of the election of an Executive Officer may be challenged by a student of this College who may present a petition for that purpose to the Judicial Committee within forty-eight hours after the declaration of the result of the position in respect of which the petition is presented.
- 2) A finding by the Judicial Committee that the election of the President or Vice President or Secretary or Treasurer or Chaplaincy secretary is not valid shall be without prejudice to anything done by any person or authority before such a declaration.
- 3) The Judicial Committee shall without prejudice to any provision in this Constitution decide on the validity of an election within seven days after the petition has been received by the Chairperson of the Judicial Committee
- 4) The Chairperson of the Appeals Board, Chairperson of the Judicial Committee, Chairperson of the Electoral and two members of the General Assembly nominated by the General Assembly shall, within two (2) months after the coming into force of this Constitution, make rules for the practice and procedure for petitions to the Judicial Committee challenging the election of a President or Vice President or Secretary or Treasurer or Chaplaincy secretary, which rules shall be precedent for such processes as provided for in this article.

- 5) The Electoral Commission shall by Constitutional instrument make regulations for the purpose of giving effect to article 12 of this Constitution

### **ARTICLE 13; CONDUCT OF BY-ELECTION**

- 1) Without prejudice to the provision of this Constitution, relevant by-election shall be held to fill vacancies created by virtue of any provision of this constitution.
- 2) The conduct of such election shall follow the general rules laid down in article 9 of this constitution
- 3) By-elections shall be held within three weeks of the creation of such vacancies.
- 4) No member of the SRC shall be eligible to contest a by-election without resigning his office.
- 5) Where an election is not feasible the electoral commission may seek the mandate of the students body through an appropriate means to let the vice President act for the rest of the academic year.
- 6) A member of the executive committee, head of a Commission or Committee, a member of a Commission or Committee, Class Rep shall not be eligible to contest for any position unless he has resigned his current position

### **ARTICLE 14; STANDING ORDERS**

“Robert’s Rule of Order” shall be the parliamentary authority for all Council meetings.

#### **Section I: VOTING**

1. Voting shall be casted by qualified members of the council only. Each member shall be entitled to one vote only.
2. Voting shall be done by either voice by general consent or by ballot.
3. There shall be no voting by proxy.
4. In voting, motions shall be carried by a simple majority of members present and voted, unless otherwise stated in this constitution.
5. The casting of vote shall be in the following order
  - i. For the Motion
  - ii. Against the Motion
6. If the number of votes for and against is equal, the Chairman shall exercise a casting of vote.
7. Observers shall have no voting right.

#### **Section II: MOTIONS**

1. The method by which members shall use to express in the form of moving motions shall be;
  - a Call to Order
  - b Second motions
  - c Debate motions
  - d Vote on motions
2. All members of the Council shall have the right to file motions which shall be in writing to the office of the SRC before General Assembly meetings.
2. No motion or amendment shall be opened for discussion until it has been seconded.
3. All members of the Council have the right to second motions.
4. In the event that the motion has no seconder, the mover shall be given two (2) minutes to speak on the motion in order to get a seconder. Failure to get a seconder would cause the motion to be disregarded.
5. No matter shall be discussed until it concerns an approved subject on the agenda, except with the permission of the house.

6. A motion shall only be opened for discussion or amendment only when the mover and seconder have spoken on the motion.
7. After the mover and seconder of the motion have spoken, the Chairman shall invite other speakers in the following order;
  - a For the Motion
  - b Against the Motion
8. The mover of the motion shall then have his right of reply which closes debate on the subject matter.
9. Votes are then casted on the motion to arrive at a decision.
10. Motions shall always be in a clean and concise manner. They shall always be stated affirmatively. Say “I move that we...” Rather than, “I move that we do not...” c.

### **Section III: INTERVENTIONS**

In additions to discussion on a motion, the Chairman shall allow the following points of order of presidencies: -

- a. Point of Order
  - b. Point of Correction
  - c. Point of Information
1. A Point of Order must be heard at all times and the Chairman shall give his ruling before the issue is further discussed. Points of Order shall deal with the conduct of procedure of the debate. The member rising to put the Point of Order shall prove one or more of the following;
    - a That the speaker is traveling outside the scope of the issues under discussion.
    - b That he/she is using improper language.
    - c That he/she is infringing upon the Constitution of Standing Order(s)
  2. A Point of Correction shall be a factual presentation seeking to correct a statement made by the last speaker. It must strictly relate to the subject under immediate discussion.
  3. A Point of Information is a question or a brief statement of a relevant fact concerning the matter under discussion. It should be directed to either the last speaker or the Chairman.

### **ARTICLE 15; FORUMS AND PRESS CONFERENCES**

- 1) The Executive Committee shall hold at least one (1) forum in each semester.
- 2) Notwithstanding clause (1) of this article, any fifty (50) students comprising representatives from the various departments may request for an emergency forum to discuss pertinent issues affecting students.
- 3) The Executive Committee of the SRC may hold press conferences as the occasion calls for.
- 4) The theme for the press conference shall be discussed at the General Assembly before the date fixed for the press conference.

### **ARTICLE 16: CHALLENGING ELECTION OF A MEMBER OF THE GENERAL ASSEMBLY**

- 1) The Judicial Committee shall have jurisdiction to hear and determine any question whether-
  - (a) A person has been validly elected as a member of the General Assembly; or
  - (b) The seat of a member has become vacant.
- 2) A person aggrieved by the determination of the Judicial Committee under this article may appeal to the Appeals Board.



## **ARTICLE 17; ATTENDANCE OF OBSERVERS AT GENERAL ASSEMBLY MEETINGS**

- 1) An observer or a member of any committee which is not a member of the General Assembly shall be entitled to participate in the proceedings of the General Assembly and shall be accorded the privilege of contributing to the discussions on the floor just as a member of the General Assembly except that he is not entitled to vote.
- 2) An accredited observer or a non-assembly member wishing to table a motion must be supported by five General Assembly members for it to be valid.

## **ARTICLE 18; TENURE OF OFFICE OF THE EXECUTIVES**

- 1) A student elected as an Executive Officer shall, subject to this article, hold office for a term of one academic year.
- 2) Notwithstanding clause (1) of this article, the Executive Officers shall hand over to newly elected Executive Officers within fourteen (14) days after declaration of the final election results or where such results are challenged under Article 12, section II of this Constitution, within five (5) days after such declaration by the Judicial Committee. Where the Judicial Committee invalidates the election (s), re-elections shall be conducted at a time stipulated by the Judicial Committee, for the specific position or positions.
- 3) The office of an Executive Officer shall become vacant-
  - (a) On the expiration of the periods specified in clause (1) and (2) of this article; or
  - (b) If the incumbent dies or resigns from office or ceases to hold office under the provisions of this Constitution.

## **ARTICLE 19: GENERAL RULES AND REGULATIONS FOR ELECTIONS**

The Electoral Commission shall by Constitutional Instrument make rules and regulations for the effective performance of its functions under this Constitution or any other resolution of the General Assembly. Such rules and regulations set out below in this article as:

### **1. NOMINATIONS**

- (a) All nomination forms shall be received from the Electoral Commissioner or the deputies.
- (b) Nominations shall be filled in respect of the posts of the Executive Officers of the SRC to wit President, Treasurer, Secretary, Women's Commissioner, Local NUGS/PUSAG Representative and Hall Presidents.
- (c) The Electoral Commissioner shall have power to issue nomination papers to the deputies who in turn shall issue them to prospective candidate who shall return them within a Period to be fixed by the Electoral Commission.
- (d) For such nominations to be valid, they must be supported by two (2) genuine student signatories from each Department provided however that each signatory shall not support the nomination of any other candidates for the same post. Provided further that if such situation should arise, the Electoral Commissioner shall give the prospective candidates involved, 48 hours to secure fresh signatories or forfeit their candidature.

## **2. QUALIFICATIONS**

Qualifications for the post of Executive Officers under this Constitution are contained in article 9.

## **3. APPOINTMENT OF POLLING AGENTS**

Each candidate, fully certified as duly nominated by the Electoral Commission shall appoint two (2) polling agents per each polling station whose names should reach the Electoral Commissioner three (3) clear days before voting. The polling agents of all the candidates together with the members of the Electoral Commission shall be responsible collectively for removing all ballot boxes to a central point and also shall be collectively responsible for the counting of the ballot papers.

## **4. (A) OTHER RULES AND REGULATIONS**

- (a) A person can be deemed a candidate only after he has been vetted and has been so put up by the Electoral Commission.
- (b) A person put up as a candidate cannot withdraw His candidature a week after vetting.
- (c) A candidate who by five (5) working days into the start of campaign is yet to put up a campaign material shall be deemed to have withdrawn his candidature.
- (d) The mode of voting must be brought before the G.A. for approval before elections.
- (e) Notwithstanding clause (4b) of this article a candidate cannot be withdrawn a week to the voting day.
- (f) No candidate, his representatives nor supporters should campaign whilst voting is in progress.
- (g) There shall not be any campaign material within parameters of the College 12 hours to the voting date.
- (h) Complaints of electoral fraud and allegations of electoral malpractice should be lodged with the Electoral Commission within 24 hours after Voting.

## **(B) VOTER**

1. Only students who have registered for the semester as at the time of voting shall be eligible to vote.

## **ARTICLE 20; REMOVAL FROM OFFICE**

### **Section I; GROUNDS FOR REMOVAL**

- 1) An Executive Officer shall be removed from office if found, in accordance with the provisions of this article-
  - (a) To have acted in violation of the oath of his office or in violation of this Constitution; or
  - (b) To have conducted himself in a manner-
    - (i) Which brings or is likely to bring the high office of President or Vice President, Secretary or Treasurer or Chaplaincy Secretary into disrepute, ridicule or contempt; or
    - (ii) Prejudicial or inimical to the interests of students; or
  - (c) To be incapable of performing the functions of his office by reason of infirmity of body or mind; or
  - (d) To have failed or refused to resign from office in the case of a student worker; or
  - (e) To have embezzled funds or recklessly handled the finances of the SRC; or
  - (f) To be inefficient or negligent in the discharge of his duties.

## **Section II; REMOVAL OF A MEMBER OF THE GENERAL ASSEMBLY**

- 1) The Executive Committee shall have power to suspend or expel any member who is not an Executive Officer upon stated misbehavior provided that such a member shall have the right of appeal to the Judicial Committee.
- 2) Without Prejudice to any provision of this Constitution, a person shall hold no position (s) in the SRC-
  - (a) Where he is adjudged to have embezzled funds or recklessly handled the finances of the SRC; or
  - (b) Where he is found to be inefficient or negligent in the Discharge of his duties
- 3) The Executive Officers shall in Consultation with other members of the Executive Committee have power(s) to fill any vacancy created by virtue of this article in accordance with the provisions of this Constitution.
- 4) In a situation where impeachment charges are preferred against an SRC Officer, such an Officer shall reserve the right to tend in his resignation letter without recourse to the Judicial Committee.

## **ARTICLE 21; APPOINTMENT BY EXECUTIVE OFFICERS**

- 1) The Executive Officers shall, in consultation with other members of the Executive Committee and with the approval of the General Assembly appoint-
  - (a) The Vice Secretary
  - (b) The Publication and Information Committee
  - (c) The Chairperson of
    - (i) The Entertainment Committee
    - (ii) Presidents' Committee
    - (iii) Organizing Committee
    - (iv) The Welfare Committee
    - (v) The Intelligence and Student Affairs Committee
    - (vi) The Disciplinary Committee
    - (vii) The Arbitration Committee
    - (viii) Sports Committee and
    - (ix) Other Committees as may be established by a resolution of the General Assembly.
- 2) The Executive Officers shall, acting on the advice of other members for the Executive Committee, subject to the approval of the General Assembly appoint the Chairperson of
  - (i) The Judicial Committee
  - (ii) The Electoral Committee
  - (iii) The Finance Committee
  - (iv) The Audit Board
- 3) Notwithstanding the provisions of clause (2) of this article, the General Assembly shall have the authority to mandate other sub-committees to form sub-sub Committees

## **ARTICLE 22; COMMITTEES**

- 1) The General Assembly shall appoint standing committees and other committees as may be necessary for the effective running of the SRC.
- 2) The standing committees shall be appointed at the first sitting of the General Assembly and shall be charged with such functions assigned by this Constitution or any other decision of the General Assembly.
- 3) For avoidance of doubt and unless otherwise stated, membership of each committee shall be at least three (3) and not more than five (5).
- 4) A committee appointed under this article shall have the powers, rights and privileges for –
  - (a) Enforcing the attendance of witnesses and examining them on oath, affirmation or otherwise;
  - (b) Compelling the production of documents; and
  - (c) Issuing a commission or request to examine witness outside the campus.

### **Section I: ENTERTAINMENT COMMITTEE**

- 1) There shall be an Entertainment Committee which shall oversee the organization of all SRC entertainment activities on campus and shall be the same as the SRC week Planning Committee and shall retain the name SRC week planning committee whenever the SRC week is about to be celebrated.
- 2) The Entertainment committee shall at the beginning of each semester, draw up a program of activities and present it to the General Assembly for an approval which shall be published on the various notice boards.
- 3) Appointments to the entertainment committee shall be made by the Executive Officers provided that the said appointment are made either wholly or partly from or among the membership of the General Assembly and provided also that the Chairperson shall be appointed by the Executive Officers.
- 4) The Entertainment Committee shall in compliance with the provisions of this Constitution, present accounts of all proceeds accruing to it, every six weeks to the finance committee and pay into the students' fund through the Treasurer, any monies received or had or accruing to the entertainment committee in accordance with the provisions of this Constitution.

### **Section II: PRESIDENTS' COMMITTEE**

There shall be a President Committee which comprises;

1. The SRC President, as the Chairman, SRC Vice – President, SRC Secretary, and all presidents of the various Clubs and Associations recognized by the University on campus.
2. They shall bring to bear insightful developmental plans from their respective departmental point of view for the collective interest of the Council.
3. They shall meet at least twice in a Semester.
4. The Council's Secretary shall within seven (7) clear days upon assumption of office write to such presidents of convening a meeting

### **Section III: ORGANIZING COMMITTEE**

1. There shall be an organizing committee comprising of –
  - a. The SRC Organizing Secretary as the chairman

- b. All the various organizing secretaries of the Clubs and Association on campus.
  - c. Secretary and Public Relation Officer of SRC.
  - d. The Executive Secretary shall be the Secretary of this Committee.
2. The primary objective is to implement and run successfully all programmes of the Council.
  3. Responsible for the implementations of all social activities organized

#### **Section IV:: WELFARE COMMITTEE**

1. There shall be a Welfare Committee comprising of 7 members;
    - a Vice – President (Chairman)
    - b The Treasurer
    - c Representatives from the various hall(s)/hostel(s) on campus.
    - d Two off-campus representative to be nominated by the Executive.
- 2... The Welfare Committee shall be responsible for all facets of students’ wellbeing, which includes; sickness over a long duration of time, bereavement, marriage, and students’ security both in and outside campus.

#### **Section V: INTELLIGENCE AND STUDENTS’ AFFAIRS COMMITTEE**

- 1) There shall be Intelligence and Students’ Affairs Committee which shall be the think-tank of the SRC.
- 2) Membership of this committee shall include
  - (a) The Public Relations Officer
  - (b) The legal advisor
  - (c) One representative from each department
  - (d) Three other persons appointed by the Committee
- 3) The chairperson, secretary and treasurer of this committee shall be appointed by the Executive Officers subject to the approval of the General Assembly.
- 4) The intelligence and students’ affairs committee shall subject to the provisions of this Constitution have the responsibility to-
  - (a) Research and collate data and other information affecting the welfare of students in this University College and students in Ghana as a whole.
  - (b) Collate and analyze information on various issues of national interest for purposes aimed at contributing to debates and discussions on issues of national importance including writing of articles and comments in the media;
  - (c) Assist the General Assembly and Executive Committee with such analyzed research information in the performance of duties assigned in this Constitution or a resolution of the General Assembly to fulfill the aims and objectives set out in article 4 of this Constitution; and
  - (d) Do all things permitted to be done which is necessary for the effective performance of the duties assigned in this Constitution.
- 5) Pursuant to the provisions of this article, the intelligence and Students’ affairs committee shall have-

- (a) No restrictions as to the files, books and records available at SRC offices and shall exercise the right to information as enshrined in the Constitution of Ghana including any information at the Registry of this College which affects either directly or indirectly, the welfare or interests of the students in this college.
  - (b) The right to summon any student to appear before it for purposes incidental to the efficient performance of its duties.
- 6) Notwithstanding anything contained on this article, in the performance of its duties, the intelligence and students' affairs committee shall be subject to the provisions of this Constitution including a resolution of the General Assembly not inconsistent with the provisions of this article of the supervisory powers of the Judicial Committee and shall report indirectly to the Executive Committee through the President.

#### **Section VI; DISCIPLINARY COMMITTEE**

- 1) There shall be a disciplinary committee whose members shall come from the Student Body and shall have a chairperson and secretary appointed from among its members by the Executive Officers subject to the approval of the General Assembly.
- 2) The Disciplinary Committee shall have the power to deal with all acts of indiscipline on the part of any member of the Executive committee.
- 3) The Disciplinary Committee shall in the exercise of its functions have power to prescribe any appropriate punishments capable of being enforced by the General Assembly.
- 4) Notwithstanding any provisions to the contrary, the General Assembly shall, acting on the advice of the disciplinary committee, have power to recommend appropriate punishments to the Dean of students, the Registrar or the Vice-President for implementation except where the recommendation of the Disciplinary committee is on appeal to the Judicial Committee.

#### **Section VII; ARBITRATION COMMITTEE**

- 1) There shall be an arbitration committee which shall be composed of five members appointed by the Executive Committee provided such members are persons of sound Christian Background.
- 2) The arbitration committee shall be appointed and inaugurated by the Executive Committee within twenty-one days of assumptions of office by the Executive Officers.
- 3) The arbitration committee shall-
  - (a) Advise the Executive committee periodically on all issues affecting students;
  - (b) Be a facilitator in the prevention and resolution of conflicts between and among students, the SRC and the administration of this University College.
  - (c) Give spiritual direction to the Executive Committee and the General Assembly by organizing in conjunction with the chaplaincy committee, prayer and fasting times so as to ensure the spiritual well-being of students of this College.
- 4) In performance of its functions, the arbitration committee shall be accorded all the recognition, respect and audience by the General Assembly, Executive Committee and any student or body of students or the administration of this College.
- 5) Any person or body of persons wishing to appear before the arbitration committee shall submit a petition addressed to the chairperson of the committee who shall convene a meeting of such parties within seventy-two hours after receipt of the petition provided that where the arbitration committee is seized shall take up the matter.

- 6) The decision of this committee shall be binding on parties appearing before it unless an appeal is made to the Judicial Committee on grounds of bias or error.

### **Section VIII; SPORTS COMMITTEE**

- 1) Shall be the Chairperson of the Games and Sports Committee
- 2) Shall liaise between the SRC and the Games and Sports Committee
- 3) Shall steer the affairs of all sports activities of the SRC

### **Section IX; THE JUDICIAL COMMITTEE**

- 1) There shall be a five member Judicial Committee which shall comprise representatives from the various departments.
- 2) The Chairperson of the Judicial Committee shall be appointed by the Executive Officers acting on the advice of the members of the Executive Committee, subject to the approval of the General Assembly.
- 3) No student shall be qualified as a member of the Judicial Committee unless he is of high moral character and proven integrity and preferably has a legal background.

#### **A. INDEPENDENCE OF THE JUDICIAL COMMITTEE**

- 1) In exercising of its functions, the Judicial Committee shall be subject to this Constitution only and shall not be subject to the control or direction of any person or authority.
- 2) The Judicial Committee can sit to hear cases and give a ruling, provided that all other members of the committee were informed of the sitting.
- 3) Neither the Executive Committee nor the General Assembly nor any other person whatsoever shall interfere with the Judicial Committee in the exercise of their functions; and all students and committees of the General Assembly shall accord to the Judicial Committee such assistance as the judicial Committee may reasonably require to protect the independence, dignity and effectiveness of the Judicial Committee, subject to this Constitution.
- 4) A member of the Judicial Committee shall not be liable to any action or suit for any act or omission by him in the exercise of judicial power

#### **B. JURISDICTION**

- 1) The Judicial Committee shall have jurisdiction in-
  - (a) All matters relating to the enforcement or interpretation of this Constitution
  - (b) All matters arising as to whether a resolution was made or; a person or authority has acted in excess of the power conferred on it by this Constitution or any other provision made there under.
  - (c) All matters relating to elections under this Constitution;
- 2) For the purposes of hearing and determining a case or matter within its jurisdiction; the Judicial Committee shall have power to do such things as shall be reasonably necessary there to including the issuing of the prerogative writs or orders of mandamus, certiorari, prohibition, Quo warranto, declaration and injunctions and issue directions for the purpose of enforcing or securing the enforcement of its powers.

- 3) In the exercise of its functions; the Judicial Committee shall have power to give advisory opinions to the Executive Committees or Committees of the General Assembly on any legal issue on request.
- 4) Without prejudice to any provision in this Constitution, the decisions of the Judicial Committee on matters of interpretation of this Constitution shall be final and conclusive.

### **C. THE LAWS OF GHANA**

Notwithstanding clause (1) and (2) of this article, in exercise of its functions, the Judicial Committee shall be guided by the Constitution of the Republic of Ghana, the Laws of Ghana and the statute establishing this University College.

### **D. TENURE OF OFFICE**

- 1) The Chairperson and other members of the Judicial Committee shall hold office for a period of one academic year.
- 2) Without prejudice to clause (1) of this article, the term of office of the members of the Judicial Committee shall expire five (5) days after the first sitting of the General Assembly and provided that the General Assembly approved the student nominated as the Chairperson of the Judicial Committee.
- 3) Pursuant to clause (1) of this article, the outgoing members of the Judicial Committee including the chairperson shall hand-over to the new members of the Judicial Committee within five days after the approval of the student nominated as the Chairperson of the SRC Judicial Committee.
- 4) The Chairperson and other members of the Judicial Committee shall before assuming Office, take and subscribe to the Judicial oath, as provided in the Schedule of this Constitution, before the General Assembly at a special sitting called for that purpose not later than fourteen days after the expiration of the term of the outgoing members.
- 5) A member of the Judicial Committee shall cease to hold office-
  - (a) If he ceases to be the representative of the various programs
  - (b) If he resigns by writing, signed and addressed to the Executive committee through the President provided that at least a twenty-one (21) day notice is given; or
  - (c) If he is unable to perform the functions of his office whether arising from infirmity of body or mind; or
  - (d) For stated misbehavior or incompetence, provided that in (c) and (d), the member against whom the petition is made is entitled to be heard in his defense by himself or by a counsel or other expert of his choice before the Appeals Board.

### **SectionX. THE APPEALS BOARD**

- 1) Without prejudice to any provision of this Constitution, an appeal shall lie as of right from a judgment or order of the Judicial Committee to the Appeals Board whose decision shall be final.
- 2) The Appeal Board shall be duly constituted for its work by five members-
  - (a) The Dean of Students
  - (b) The Registrar or his representative



- (c) The Chairperson of the Judicial Committee or in his absence, a member nominated by other members of the Judicial Committee.
- (d) Two persons appointed by the General Assembly.
- 3) The Appeals Board shall be chaired by the Dean of Students.
- 4) The decisions of the Appeals Board shall be bound to give written reasoning for its decision.

### **Section XI. RIGHT TO COUNSEL**

- 1. Any person appearing before the Judicial Committee or the Appeals Board shall have a right to counsel of his choice.
  - a) Any person who qualifies as a counsel shall;
    - i. Be a student of the institution
    - ii. Spend at least three (3) semesters in the institution
    - iii. Meet all requirement of the school

### **Section XII. COMMISSION OF ENQUIRY**

#### **A. THE COMMISSION**

- 1) The General Assembly shall appoint a commission of inquiry into any matter of interest to students whenever-
  - (a) The Executive Committee is satisfied that a commission of inquiry should be appointed; or
  - (b) The Executive Committee advises that it is in the interest of students so to do; or
  - (c) The General Assembly, by resolution requests that a commission of inquiry be appointed to inquire any matter specified in that resolution as being a matter of importance to students.
- 2) A commission appointed under clause (1) of this article may consist of a sole commissioner or two or more persons one of whom shall be appointed the Chairperson of a Commission of Enquiry under this article unless he is-
  - (a) A person of considerable experience in students' affairs; and
  - (b) A person who possesses special qualifications or knowledge in respect of the matter being inquired into.

#### **B. DUTIES OF THE COMMISSION**

- 1) A commission of inquiry shall-
  - (a) Make a full, faithful and impartial enquiry into any matter specified in the instrument of appointment;
  - (b) Report in writing the result of the inquiry; and
  - (c) Furnish in the report the reasons leading to the conclusion stated in the report.
- 2) Where a Commission of Inquiry makes an adverse finding against any person, an appeal shall lie as right from the finding of the commission to the Judicial Committee which shall be exercisable within seven days after the finding is made and announced to the general student body.
- 3) A person whose conduct is the subject of inquiry by a commission of inquiry, or who may in any way be implicated or concerned in a matter under enquiry, is entitled to be assisted by such Expert as may reasonably be necessary for the purpose of protecting his interest at the Inquiry.

### **Section XIII. PUBLICATION AND INFORMATION COMMITTEE**

- 1) The public relations officer of the executive committee of the SRC shall be chairperson of the publication and information committee.
- 2) Shall publicize the work of the SRC both within and without as well as final decisions made at students' general meeting.
- 3) Shall be responsible for the release of the SRC publication
- 4) Shall be the editor-in-chief of the SRC Publications.

#### **Section XIV. FINANCE COMMITTEE**

- 1) The finance Committee shall comprise 5 members-
  - (a) The Chairperson, appointed by the Executive Officers in consultation with Executive Committee with approval of the General Assembly.
  - (b) The Treasurer who shall be the Secretary to the Committee;
  - (c) Three persons nominated by the General Assembly preferably with accounting backgrounds.
- 2) All students of the college shall each pay SRC/ welfare dues as recommended by the Finance committee and approved by the General Assembly;
- 3) Payment of all SRC/ welfare dues shall be obligatory and be made before first semester examinations.
- 4) Without prejudice to clause (2) of this article, students who are willing to pay more than the approved SRC/Welfare dues are free to do so and it will be very much appreciated and acknowledged.
- 5) The finance committee shall recommend emergency contribution to be paid by students as and when it becomes necessary.
- 6) The finance committee shall pre-audit all financial transactions of the Executive Officers or commissions or committee involving amounts in excess of One Thousand Ghana Cedis (GH¢1000.00) or as may be determined by the General Assembly.
- 7) Within three weeks after the beginning of each semester and within four weeks before the end of each semester, the finance committee shall inform the general student body by publishing on all notice boards, detail of all financial transactions of the SRC or commissions or committees of the General Assembly in the preceding semester or the current semester.
- 8) The quorum for finance committee shall be two-thirds of all its members.

#### **A. DEFAULT BY FINANCE COMMITTEE**

- 1) Where there is a default on the part of the finance committee and such default is found by the Judicial Committee to be due to the willful neglect or refusal or incompetence of the members of the finance committee or refusal to comply with this part of the constitution, every such member of the committee shall cease forthwith to be a member of the Committee.
- 2) Where the default is found to have been caused either wholly or in part by any member of the executive committee such member shall suffer the penalty as may be determined by the audit board.

#### **B. NON COMPLIANCE**

Any person who whether intentionally or otherwise fails to comply with the provisions of this chapter shall be liable to account for or to any other punishment prescribed by the General Assembly or determined the Judicial Committee.

### **C. DUTIES OF FINANCE COMMITTEE**

- 1) The Finance Committee shall-
  - (a) Encourage and promote the efficient utilization of the resources of the SRC through effective and efficient financial measures.
  - (b) Do all other things not inconsistent with this chapter as may be prescribed by a resolution of the General Assembly not inconsistent with this Constitution.
  - (c) Be responsible for monitoring the receipts and payments out of the students' fund and shall report to General Assembly periodically.
- 2) The Finance Committee shall not later than four weeks-
  - (a) Before the end of each semester; and
  - (b) Four weeks after the beginning of each semester submit to the audit board for audit a statement of receipts and payments into and from the students' fund.
- 3) The Finance Committee shall report to the General Assembly on all other contributions, their sources, dates of receipts and all other particulars of such contributions to the SRC or committees or commissions of the General Assembly.

### **Section XV. PUBLICATIONS AND INFORMATION COMMITTEE**

- 1) There shall be a publication and information Committee which shall be charged with the responsibility of-
  - (a) Ensuring the effective and efficient running of all mass media owned by the SRC
  - (b) Publishing the SRC magazine at least once every academic year;
  - (c) Making effective publicity and advertisement of all SRC activities; and
  - (d) Liaising with the SRC week planning committee in advertising and publicizing the SRC week celebrations.
- 2) A person shall not be eligible for appointment to the publications and information committee unless he is a member of the General Assembly or his appointment is subject to the approval of the General Assembly.
- 3) The composition of the publication and information committee shall be-
  - (a) The editor-in-chief who shall be the chairperson, appointed by the Executive Officers with the prior approval of the General Assembly.
  - (b) Three editors
  - (c) Legal advisor
  - (d) Graphic Designer
  - (e) Treasurer

Provided that at least one of the editors have knowledge in journalism

- 4) The SRC newsletter shall be sold to students and the general public a price to be determined by the publications and information committee.
- 5) The chairperson of the publications and information committee shall submit the account of the committee to the finance committee and the audit board in accordance with the provisions of this Constitution.
- 6) The Chairperson of the publications and information committee shall be the press secretary to the SRC and shall oversee to all the public relation issues of the SRC including preparations of arrangements for press conferences and the release of relevant information required by the general student body as the executive committee may direct.
- 7) The publications and information committee shall at the beginning of every semester, notify members of the General Assembly of all vacancies for all committees are provided for in this Constitution including committees in this College on which the SRC is required to send Representatives.

#### **Section XVI. WELFARE COMMITTEE**

- 1) There shall be a welfare committee that shall be responsible for-
  - (a) Ensuring the welfare of the members of the General Assembly and students at large;
  - (b) The determination of the honoraria to be given to the Executive Officers, other members of the General Assembly or local NUGS executives, who may during vacation, be required to stay on campus to execute the programmes or projects of the SRC subject to the approval of the General Assembly;
  - (c) The performance of any other duties assigned to it by the General Assembly or the Executive committee.
- 2) Appointment to serve on the Welfare committee shall be made by the Executive committee provided that the said appointments are made either wholly or partly from the General Assembly.
- 3) The Chairperson of the Welfare Committee shall be appointed by the Executive Officers of the first sitting of the General Assembly subject to the approval of the General Assembly.

#### **Section XVII.GAMES/SPORTS COMMITTEE**

- 1) The Committee shall be responsible for the development, promotion, co-ordination and organization of all SRC sponsored sporting activities within and outside the College.
- 2) The Committee shall meet and draw up programmes and activities at the beginning of each semester for consideration and approval of the General Assembly.

#### **Section XVIII. AD-HOC COMMITTEES**

- 1) The General Assembly shall have power to create sub or ad-hoc committees to deal with any matter in pursuance of its aim.
- 2) The Chairpersons of all such committees shall be introduced to the entire student body at a forum within three weeks after their formation.
- 3) The quorum of sub or ad-hoc committees shall be two-thirds (2/3) of the membership. The Chairpersons of all such committees shall submit semester and annual reports to the General Assembly.
- 4) Without prejudice to any article in this Constitution, the General Assembly shall have the power to co-opt students from outside the SRC to serve on such committees and or on any College Standing Committee as it deems fit.

## **(B) CLUBS AND ASSOCIATIONS**

1. All clubs and Associations, religious or otherwise, shall come under the jurisdiction of the SRC
2. All such clubs and Associations shall submit through the SRC to the school's management an application accompanied by a copy of their constitution to the Judicial Committee and a prescribed fee payable to the coffers of the SRC. No club or association shall function without official approval.
3. All clubs, Associations societies in the existence before the promulgation of this constitution shall reapply for such recognition.
4. All correspondence of the various clubs, associations to the University Administration shall be passed through the Executive Committee of the SRC.
5. All recognized/approved clubs, associations etc shall have equal rights in the use of the College facilities. Applications for use of such facilities as meeting places etc. shall be passed through the Executive Committee of the SRC with not less than seven (7) days' notice.

## **ARTICLE 23; THE AUDIT BOARD**

- 1) There shall be an audit board which shall comprise five (5) members appointed by the Executive Officers of the SRC in consultation with the Executive Committee with prior approval of the General Assembly at its first sitting provided that two of the persons so appointed shall be persons professionally qualified or having reasonable degree of knowledge in auditing and accounting.
- 2) The accounts of the SRC and all committees, commissions or institutions established under this Constitution or by a resolution of the General Assembly shall be audited and reported on by the Chairperson of the audit board to the General Assembly.
- 3) For the purposes of clause (2) of this article, the chairperson of the audit board or any person authorized or appointed for such purpose by the Chairperson of the audit board shall have access to all books, records, returns and other documents relating or relevant to those accounts.
- 4) The accounts of the SRC and of all other committees or commissions referred to in clause (2) of this article shall be kept in such forms as the audit board shall approve.
- 5) Any person who knowingly or recklessly makes either orally or in writing to the audit board, any statement conveying any information or explanation required by the board to which the board is
- 6) entitled and which is misleading, false or deceptive shall be liable to any sanctions approved by the Judicial Committee or the General Assembly upon the recommendation of the board whichever may be appropriate.
- 7) The findings of the board shall be communicated to the General Assembly together with its opinion as the advisability or otherwise of transactions undertaken by the SRC commissions or committees of the General Assembly.

## **B. DUTIES OF THE AUDIT BOARD**

- 1) The Chairperson of the audit board shall, not later than two weeks after the submission of the statement referred to in clause (2) of article 66 of this Constitution, submit a report to the General Assembly on the statement.
- 2) The General Assembly shall debated the report of the audit board and appoint, where necessary, in the interest of students, a committee to deal with any matters arising from the report.
- 3) The Audit Board shall thereafter publish the report of its findings on various notice boards within seventy-two (72) hours after the General Assembly has debated on the report of the committee set up by the General Assembly under clause (2) of this article whichever is earlier.
- 4) A committee set by the General Assembly under clause (2) of this article shall, present its report to the audit board within seven days after the said committee has been appointed.

### **C. INDEPENDENCE AND POWERS OF THE AUDIT BOARD**

- 1) In the performance of its functions under this Constitution or any other resolution of the General Assembly not inconsistent with this Constitution, the Audit Board-
  - (a) Shall not be subject to the direction or control of any other person or authority;
  - (b) Shall disallow any item of expenditure which is contrary to the provisions of this constitution or a resolution of the General Assembly and surcharge-
    - (i) The amount of any expenditure disallowed upon the person responsible for incurring or authorizing the expenditure; or
    - (ii) Any sum which has not been duly brought into account upon the person by whom the sum ought to have been brought into account; or
    - (iii)The amount of any loss or deficiency upon any person by whose negligence or misconduct loss or deficiency has been incurred.
- 2) A person aggrieved by a disallowance or surcharge, made by the Audit Board may appeal to the Judicial Committee.
- 3) The General Assembly may by a resolution, requests the Registrar of the College to withhold the results and awards of any such student who refuses to comply with the provisions of this article.

### **ARTICLE 24;ADMINISTRATIVE EXPENSES OF THE BOARD**

- 1) The administrative expenses of the Board shall be a charge on the students' fund.
- 2) The accounts of the audit board shall be audited and reported upon by an auditor appointed by the General Assembly.

### **ARTICLE 25; THE STUDENTS' FUND**

- 1) There shall be paid into a students' fund, subject to the provisions of this article-
  - (a) All revenues or other moneys raised or received for the purpose of, or on behalf of, the SRC or the committees of the General Assembly, and
  - (b) Any other monies raised or received in trust for, or on behalf of, the SRC.

- 2) The revenues or other monies referred to in clause (1) of this article shall not include revenues or other monies-
  - (a) That are payable by or under a resolution of the General Assembly into some other fund Established for specific purposes; or
  - (b) That may, by or under a resolution of the General Assembly, be retained by a committee or commission of the General Assembly that received them for purposes of defraying the expenses of that committee or commission.
- 3) For the avoidance of doubt, it is hereby declared that any committee or commission of the General Assembly, shall within seven-two (72) hours of raising or receiving any revenue or other moneys for the purposes of, or on behalf of or in trust for that committee or commission, unless the General Assembly by a resolution states otherwise, pay through the treasurer such revenue or moneys into the students' fund.
- 4) Notwithstanding clause (3) of this article, a committee or commission may with the prior approval of the General Assembly, retain a percentage of revenues or monies received or had in accordance with clause (2) of this article.

#### **B. WITHDRAWAL FROM STUDENTS' FUND**

- 1) No money shall be withdrawn from the students' fund except to meet expenditure that is charged on that fund by this Constitution or by a resolution of that General Assembly.
- 2) The SRC shall operate current account with a recognized financial institution where all monies of the council shall be deposited.
- 3) All withdrawals from the students' fund by any document whatsoever shall be authenticated by the signatures of the Dean of Students, the Treasurer and the President.

#### **ARTICLE 26; BUDGETS**

- 1) The President shall after the assumption of office, present to the General Assembly, the proposed programmes or projects or activities to be undertaken by the Executive Officers during their tenure of office.
- 2) The President shall cause a budget to be prepared, estimates of revenues and expenditure of the SRC or committees shall be presented to the General Assembly at the beginning of each semester.
- 3) The proposed estimates of expenditure of any committee or commission shall be classified under programmes or activities of the SRC and shall be presented to the General Assembly to provide for the issue from the students' fund or such other appropriate fund, of the sums of money necessary to meet that expenditure and the appropriation of those sums for the purposes specified.
- 4) The General Assembly shall prescribe the Procedure for the presentation of such estimates.
- 5) Where in respect of the semester, it is found that the amount of monies appropriated for any purpose is insufficient or that a need has arisen for expenditure for a purpose for which no sum of monies has been appropriated, a supplementary estimate showing the sum of Money required, shall be presented to the General Assembly for its approval.
- 6) Notwithstanding the provision of the proceeding clauses of this article, the President may cause a budget to be prepared and presented to the General Assembly, estimates of revenue and expenditure of the SRC for periods of over one semester for development or long term purposes.

## **ARTICLE 27; EXPENDITURE IN ADVANCE OF APPROPRIATION**

1. Where it appears to the President that the estimate in respect of any semester will not come into operation by the beginning of the semester he may with the prior approval of the General Assembly authorize the withdrawal of monies from the students' fund for the purpose of meeting expenditure necessary to carry on the activities of the SRC.
2. Subject to the clause above the President shall have an overriding authority to make such advance expenses where it deem necessary with consultation with the Dean of students affairs.

## **ARTICLE 28; LOANS**

- 1) No loan shall be raised for or on behalf of the SRC or any Committee or Commission otherwise than by or under the authority of a resolution of the General Assembly.
- 2) A resolution of the General Assembly passed in accordance with clause (1) of this article shall provide-
  - (a) That the terms and conditions of a loan shall be presented to the General Assembly and shall not come into operation unless they have been approved by a resolution of the General Assembly; and
  - (b) That any monies in respect of that loan shall be paid into the students' fund.

## **ARTICLE 29; PROJECTS AND PROGRAMMES EXCEEDING TENURE**

- 1) Any transactions, projects or programmes that may exceed the tenure of office of the Executive Officers shall not be entered into except with the prior approval of two-thirds majority of all members of the General Assembly present and voting, provided that such contract(s) shall not exceed four (4) years.
- 2) The General Assembly shall have power to modify the terms of or rescind any transaction or contract which in the opinion of two-thirds majority of members present and voting is not in the best interests of the general student body or inconsistent with the provisions of this Constitution.
- 3) Where programmes, transactions or projects approved by a prior General Assembly stands, subsequent G.A's must see through the project but shall have the powers to modify, alter or improve the terms of the contract provided it will not breach the said contract(s) agreement.
- 4) The outgoing SRC executives shall prepare a post-audited income and expenditure account duly signed by the SRC President and counter-signed by the University College internal auditor before leaving office finally.

## **ARTICLE 30; DUES AND OTHER AMOUNTS PAID BY STUDENTS**

- 1) No amount introduced by the Executive Committee shall, unless by a resolution of the General Assembly, be imposed on any student.
- 2) For the avoidance of doubt, it is hereby declared that the SRC and WELFARE dues to be paid by the students shall be debated upon at the General Assembly before its imposition or the imposition of any other charge on the students' fund in the payment, issue or withdrawal from the students' fund.



## **ARTICLE 31; REPORTS TO THE GENERAL ASSEMBLY**

- 1) Any person nominated by the General Assembly or the Executive Officers to serve on any committee in this College to which SRC has representation shall report to the General Assembly once every two months.
- 2) The President shall, at all first sitting of the General Assembly after assumption of office, bring to the notice of the General Assembly, such committees in this college on which the SRC has representation.
- 3) The General Assembly shall approve nominees for such committees.

### **A. PRESENTATION OF REPORTS**

Every committee of the General Assembly shall present a written report on its activities to the General Assembly once every two months or at the beginning of each semester and at the end of a session of the General Assembly.

### **B. PROCEDURE OF COMMITTEES**

Every committee shall, subject to the provisions of this Constitution or a resolution of the General Assembly, regulate its own procedure for its activities and this shall not be inconsistent with the provisions of this Constitution.

### **C. RESPONSIBILITY OF COMMITTEE MEMBERS**

Any person appointed to any committee or office who-

- (a) Misappropriate any funds; or
- (b) Conducts himself in such a manner as to cause depreciation whether in respect of loss or otherwise, any cash property entrusted to him;

Shall be liable to make good the loss or liable to any punishment to be prescribed by the General Assembly

## **ARTICLE 32; WOMEN'S COMMISSION**

### **A. WOMEN'S COMMISSION**

- 1) There shall be a women's commission which shall be charged with the responsibility of
  - (a) Aiding female students in realizing themselves as an important resource so as to contribute to the advancement of society.
  - (b) Assisting in finding solutions to problems in connection with women-related ideals.
  - (c) Helping to prepare the female students for responsible and responsive role in life after school.
  - (d) Serving as link between female students and other groups with the view of sharing ideas and strategies on issues concerning women.
  - (e) Inculcating in the female student, a sense of inclusion, solidarity and active participation in campus activities.

- (f) Helping to raise the self-esteem and confidence and cooperation between the sexes.
- (g) Creating a platform for rekindling the potential of female students.
- 2) Every female student in this College shall be a member of the women's commission
- 3) The women's commission shall, at the beginning of each semester, present proposals of activities and the expenditure involved to the General Assembly for consideration and approval.

#### **B. EXECUTIVE OF THE WOMEN'S COMMISSION**

- 1) The Executive of the Commission shall be composed of a –
  - (a) Chairperson
  - (b) Vice-Chairperson
  - (c) Secretary
  - (d) Treasurer
  - (e) Organizing Secretary; and
  - (f) Vice Organizing Secretary
- 2) The Chairperson of the Women's Commission shall be a member of the General Assembly and shall have the responsibility of implementing the provisions of article 84 of this Constitution.
- 3) The other Executive members of the Commission shall be appointed seven (7) days after the elections of the Women's Commissioner by the elections of the Women's commission in consultation with the Dean of Students and the Executive.
- 4) The secretary of the Women's Commission shall compile and keep the list of all such members as provided for in clause (2) of this article

### **ARTICLE 33; HONORARIA**

#### **A. CERTIFICATES OR AWARDS**

- 1) Certificates of honor or awards duly signed by the President and Dean of Students shall be presented to the Executive Officers, members of the Executive Committee, the General Assembly and the Judicial Board upon the successful completion of their tenure of office at a leavers' night held in honor of all graduating students. All committee members and individuals who have contributed to the cause of students shall be entitled to certificates or awards.
- 2) Any person who has been a member of the Executive Committee and has successfully completed his tenure of office shall be an elder statesman.
- 3) Notwithstanding clause (2) of this article, any person, student or otherwise who has been a member of the General Assembly or any committee or has contributed significantly to the welfare of students may apply to the General Assembly through the Executive Committee as an elder statesman.
- 4) The Executive committee shall refer the matter to the welfare committee which shall hold a preliminary enquiry into the application.
- 5) A certificate of honor of an elder statesman with a citation enumerating his contribution to the interests of students may be awarded to any five (5) persons in a particular year.

- 6) Without prejudice to any provision of this Constitution, no special privileges shall go with the status of an elder statesman except that recognition, audience and honor shall be accorded to such person at any function of the SRC at which he is present.
- 7) A book of honors of elder statesmen shall be kept in the offices of the SRC with the names and other particulars together with citations of elder statesmen shall be recorded and preserved.
- 8) Within four weeks of the coming into force of this Constitution, there shall be boards-of-honor erected in the SRC office on which shall be embossed the names of successive Presidents, Vice-Presidents, Secretaries, Chaplaincy Secretaries and Treasurers who successfully completed their tenure of office.
- 9) The boards-of-honor shall be updated every year beginning from the 1974.
- 10) The vacation residence fees and the cost of meal of members of SRC executives or any other student on SRC assignment shall be paid out of SRC funds provided the permission to stay has been granted by the General Assembly.
- 11) The Executive committee shall be given quarterly allowances as motivation, the amount of which shall be determined by the welfare and/or the finance Committees.

#### **B. THE INSIGNIA**

- 1) The SRC shall have an insignia which signifies the symbol of office and which shall be kept at the SRC office under the custody of the Executive Committee.
- 2) The President of the SRC shall wear the insignia at all official functions of the College.
- 3) During handing over ceremony, the President shall hand over the insignia to the incoming President as a sign of a transfer of authority.

### **ARTICLE 34; MISCELLANEOUS**

#### **A. COPIES OF THE CONSTITUTION**

- 1) Copies of the Constitution shall be made available to every student at the beginning of the tenure of office of such members of the General Assembly. Judicial board members shall also be given copies of the Constitution and copies of the statute of the College at the same period as General Assembly members are given copies of this Constitution.
- 2) Without prejudice to clause (1) and (2) of this article, the Treasurer shall cause every student of the College to own a copy of this Constitution.

#### **B. INDEMNITY**

- 1) Members of the General Assembly, Executive Committee or Commissions and Committees of the General Assembly shall be indemnified out of the assets and funds of the SRC against any legal or other liabilities as may be incurred for and on behalf of the SRC, provided that such liabilities should have been incurred in the course of lawful execution of duties assigned to them under this Constitution or by a decision of the General Assembly.
- 2) In the event of any legal proceedings being instituted against the SRC, the President shall represent the SRC.

#### **C. INVITATIONS TO PROGRAMMES**

- 1) The Executive Officers, in consultation with other members of the Executive Committee shall have power to nominate delegates, representatives or participants to any conferences, seminars or projects to which the SRC has been involved.
- 2) The delegates, representatives or participants shall present written reports to the General Assembly through the President, one week after such conferences, seminars or projects.

#### **D. REPRESENTATIVES TO NUGS PROGRAMMES**

- 1) Without prejudice to any provision in this Constitution, delegates to NUGS Central Committee meetings, annual congresses and other functions shall include members of the General Assembly.
- 2) The capitation fee of members of the General Assembly of annual NUGS congresses shall be a charge on the students' fund of the SRC.

#### **E. ADMINISTRATION OF THE HALL OF RESIDENTS**

- 1) The administration of the Halls shall be autonomous from the SRC, but where the Halls' rules and regulations are in conflict with the rules and regulations of the SRC, the Halls' rule and regulations shall to the extent of conflict be null and void.
- 2) The President, Secretary, Treasurer, Welfare Officer shall be elected by popular votes of their halls.
- 3) Each hall shall have its rules and regulations with copies lodged with the SRC.
- 4) All non-residential students shall be affiliated to the halls.

#### **F. REPORTS AND ARCHIVES**

There shall be kept in the SRC offices an archival cabinet for each committee where reports of succeeding committees of the General Assembly or any other committee established under a resolution of the General Assembly shall be kept.

### **ARTICLE 35; ADOPTION AND AMENDMENT OF THE CONSTITUTION**

#### **A. ADOPTION**

This Constitution shall become operative upon its approval by the students body and its endorsement by the Registrar and the President of this University College.

#### **B. AMENDMENTS AND REVIEWS**

- 1) No amendments to this Constitution shall be proposed unless notice of such amendment has been given, in writing to the Judicial Committee signed by at least one hundred (100) supporters from among the students provided that twenty signatories to the proposals are from each department.
- 2) There shall be a preliminary hearing on the proposals for amendment by the Judicial Committee and where it is satisfied that conditions require an amendment of this Constitution, it shall give permission for amendment.
- 3) The Judicial Committee shall issue order directing Executive Committee to appoint a commission in accordance with this Constitution with such terms of reference so as to reflect the proposals for amendment.

- 4) A commission or committee appointed in accordance with clause (3) of this article shall present draft proposals to the General Assembly for consideration.
- 5) For the purposes of consideration and debating on the draft proposals, at least, half of the total membership of the General Assembly shall be present and the vote of two-thirds of such members shall be required to continue the process of the amendment.
- 6) The commission responsible for amendment shall publish the provisions intended to be amended together with the proposals for amendment and draft provisions on all notice boards for at least twenty-one days and provided that within the said twenty-one days there shall be a forum to debate on the proposals.
- 7) No amendment shall be deemed to have been made unless after the vote of proposals and at least two or more departments voted in support of the proposals and at least thirty percent (30%) of all students of the said department were present and seventy-five percent (75%) of the students present voted in favour of the amendment.
- 8) Where the proposal(s) is/are approved, the new Constitution shall come into effect within seventy-two hours.
- 9) The commissioner or committee charged with the responsibility for the purposes of this article shall, present at a public forum, copies of the new Constitution together with a report to the Executive Committee.
- 10) Amendments to this Constitution shall be listed and annexed to the Constitution in the nature of amendments and shall be numbered in their order of creation dated and gazette.
- 11) For the purposes of this article, the Electoral Commission shall supervise the vote on the question of amendment at any forum called for that purpose.

### **C. STANDING ORDERS**

- 1) The Executive shall draw up standing orders for the conduct of its business.
- 2) The President shall have the right to determine and interpret the standing orders for General Assembly meetings and its business.

### **ARTICLE 36; INTERPRETATIONS**

- (a) “Accredited observer” means an observer who had applied by letter through the SRC Secretary prior to any meeting to participate in the said General Assembly meeting;
- (b) “Article” means an article of this Constitution;
- (c) “Chairperson” means chairman of a committee, commission or an association of the SRC whether the issue in the Constitution affects a feminine gender.
- (d) “College” includes University College;
- (e) “Commission of Inquiry” includes a committee of inquiry;
- (f) “Constitutional Instrument” means an instrument made under a power conferred by this duties;
- (g) “Counsel” does not necessarily mean lawyer by profession;
- (h) “Court” means Law Court
- (i) “CSUC” stands for Christian Service University College.
- (j) “Function” includes a period during which the General Assembly and other committees meet continually;
- (k) “Financial Institution” means recognized bank;

- (l) “Hall” includes hostels on the campus.
- (m) “Interest of Students” includes any right or advantage which ensures or is intended to ensure to the general benefit of the student population of this University College.
- (n) “Judgment” includes a decision, an order or decree of the Judicial Committee;
- (o) “Judicial Board” means the Judicial Committee and the appeals board;
- (p) “Oath” includes affirmation specified in the schedules to this Constitution;
- (q) “President” refers to SRC President
- (r) “President of the College/University” means President of Christian Service University College;
- (s) “Public gathering” or “Public Ceremony” means a meeting of the officials of the College and student body.
- (t) “Resolution” means a resolution passed by the General Assembly and includes decisions;
- (u) “Session” means a series of meetings of the General Assembly within each semester;
- (v) “Sitting” includes a period during which the General Assembly and other committees meet continually;
- (w) “SRC” shall have the meeting assigned in article (1) and shall include committees or commissions of the General Assembly or those established under a resolution of the General Assembly;
- (x) “Student Body” refers to the entire Students of C.S.U.C

**THE SCHEDULES**

**SCHEDULE1; THE PRESIDENTIAL OATH**

I .....having been elected to the high office of President of the Students’ Representative Council do hereby in the name of God solemnly affirm that I will be faithful and true to the SRC; that I shall strive at all times to preserve, protect and defend the Constitution of the SRC and I hereby dedicate myself wholly, without fear nor favour, to the service and welfare of the students of the Christian Service University College in particular and or Ghana in general.

I further solemnly affirm that I will conform to the principles of strict accountability, financially and otherwise and that should I at any time break this oath of office, I shall submit to the dictates of the SRC Constitution and suffer the penalty there from (SO HELP ME GOD)

*(To be sworn before the Chairperson of the Judicial Committee at a public ceremony at which the officials of the College and student body shall be present.)*

**SCHEDULE2; THE OATH OF THE VICE-PRESIDENT**

I .....having been elected to the high office of Vice President of the Students’ Representative Council do hereby in the name of God solemnly affirm that I will be faithful and true to the SRC; that I shall strive at all times to preserve, protect and defend the Constitution of the SRC and I hereby dedicate myself wholly, without fear nor favour, to the service and welfare of the students of the Christian Service University College in particular and or Ghana in general.

I further solemnly affirm that I will conform to the principles of strict accountability, financially and otherwise and that should I at any time break this oath of office, I shall submit to the dictates of the SRC Constitution and suffer the penalty there from (SO HELP ME GOD)

*(To be sworn before the Chairperson of the Judicial Committee at a public ceremony at which the officials of the College and student body shall be present)*

### **SCHEDULE 3; THE OATH OF AN EXECUTIVE OFFICER**

I .....having been elected to the office of the (General Secretary/Treasurer/Student Chaplain) of the SRC do hereby in the name of God solemnly affirm that I will at all times faith and truly serve the SRC in my capacity as (General Secretary/Treasurer/Student Chaplain), that I will support and uphold the principle of meticulous accountability financially and otherwise, that I will seek the welfare of the students of Christian Service University College in particular and the welfare of the students of Ghana in general.

I further solemnly affirm that should I at anytime break this affirmation of office, I shall submit to the penalty prescribed by the SRC Constitution.

(SO HELP ME GOD)

### **SCHEDULE 4; THE OATH OF A MEMBER OF THE EXECUTIVE COMMITTEE**

I .....on assuming office as a member of the Executive Committee of the SRC, do hereby in the name of God solemnly affirm that I will strive at all times to preserve, protect and defend the SRC Constitution, especially the principles of meticulous accountability and that I hereby wholly dedicate myself to the service and welfare of students of the Christian Service University College.

I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as a member of the Executive Committee of the SRC nor place myself in such a position as to frustrate the efficient functioning of the said Executive Committee of the SRC (SO HELP ME GOD)

*To be sworn in at a public gathering or at the first general meeting of the Assembly and administered by the Chairperson of the Judicial Committee.*

### **SCHEDULE 5; THE JUDICIAL OATH**

I .....having been appointed as (the Judicial Committee/ a member of the Judicial Committee) do hereby in the name of God, solemnly affirm that I will interpret the SRC Constitution and to adjudicate on all matters that shall be brought to the Judicial Committee without affection, ill-will nor personal interest.

I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as a member of the SRC Judicial Committee nor place myself in such a position as to frustrate the efficient functioning of the said Judicial committee of the SRC (SO HELP ME GOD)

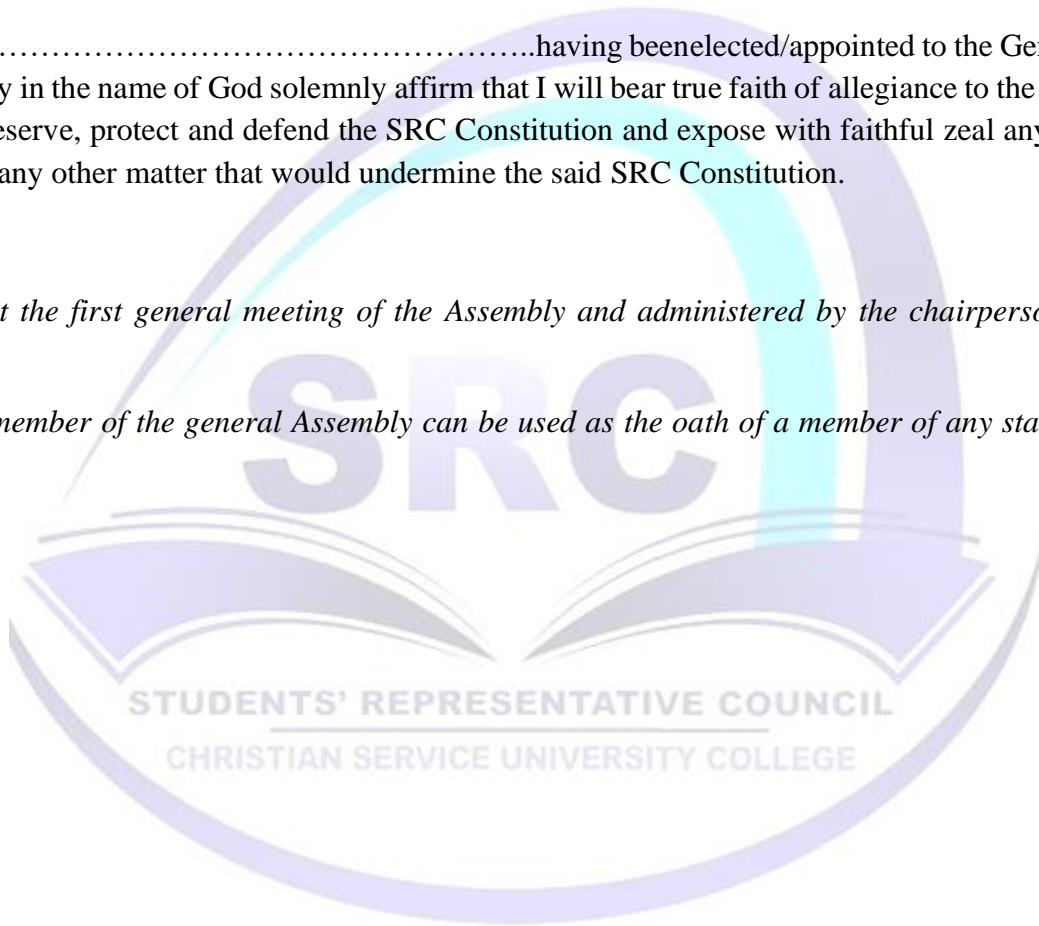
*To be sworn at the first general meeting of the Assembly meeting and administered by the out-going SRC Judicial Committee Chairperson*

**SCHEDULE6; THE OATH OF A MEMBER OF THE GENERAL ASSEMBLY**

I.....having been elected/appointed to the General Assembly of the SRC, hereby in the name of God solemnly affirm that I will bear true faith of allegiance to the SRC Constitution and uphold, preserve, protect and defend the SRC Constitution and expose with faithful zeal any act, commission or omission or any other matter that would undermine the said SRC Constitution.

*To be sworn at the first general meeting of the Assembly and administered by the chairperson of the Judicial Committee.*

*The oath of a member of the general Assembly can be used as the oath of a member of any standing and ad hoc committee.*



**SIGNED:**

**H.E. PRINCE AGYEMANG DUAH**  
SRC President '19

**CONSTITUTIONAL REVIEW COMMITTEE '19**

- 1. SOLOMON OSEI TUTU (Chairman)**
- 2. BONIFACE KWAKU BLEWUSI (Secretary)**



3. **COLLINS KOFI ACKOM** (Member)
4. **RUTH FOSUAH DWUMAH** (Member)
5. **ERNEST KOFI BENTIL SIMONS** (Member)

