

**CONSTITUTION
OF THE
STUDENTS' REPRESENTATIVE COUNCIL
OF
KESSBEN COLLEGE**

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PREAMBLE

ACKNOWLEDGING the LORD ALMIGHTY who is our strength and refuge.

HONOURING those who founded and established Kessben College.

RECOGNIZING the need to promote the welfare of students and foster chosen bonds of solidarity, friendship, and fraternity amongst the sister institutions of Ghana and all nations.

AND IN SOLEMN declaration and affirmation of our commitment to the rule of law;

WE, THE STUDENTS OF KESSBEN COLLEGE, DO HEREBY ADOPT, ENACT, AND ESTABLISH TO OURSELVES AND OUR FUTURE GENERATIONS. THIS CONSTITUTION on this dayof 2018

ARTICLE ONE

THE CONSTITUTION

Section 1.1 - Status

This constitution is the supreme authority when dealing with student matters within the competence of the Student Body. All other constitutions and/or documents within the Student Body, which fall under the SRC, are subject to the provision of, and derive their authority and jurisdiction from this constitution.

Section 1.2 – Name

The legitimate student representative body shall be known as the “Students’ Representative Council ‘of Kessben College (herein after called the SRC)

Section 1.3 – Enforcement of the Constitution

a. Any student who alleges that –

- i. Any act or omission of any person or groups; is inconsistent with others, or is in contravention of a provision of this Constitution, may bring an action in the Judicial Committee for a declaration to that effect.
- ii. The Judicial Committee for the purposes of such declaration under clause (i) of this article make such order(s) and give such direction(s) as it may consider appropriate for giving effect or enabling effect to be given, to the declaration so made.

b. Any person or group of persons to whom an order or direction is addressed under clause (ii) of this article by the Judicial Committee, shall duly obey and carry out the terms of the order or direction.

c. Failure to obey or carry out the terms of an order or direction made of this article constitutes a violation of this Constitution and shall, in the case of an SRC officer, constitute a ground for removal from office under this Constitution and in the case of any other student governed by the SRC not be eligible for election or for appointment to any office under the SRC.

Section 1.4 – Defense of the Constitution

a. Any person who –

- i. by himself or in concert with others, by any unlawful means suspends or abrogates this constitution or any part of it, or attempts to do such act;
 - ii. aids and abets in any manner any person referred to paragraph (I); commits an offence of this constitution and shall in the case of an SRC officer constitute a ground for removal from office and in the case of any student governed by the SRC not be eligible for election or for appointment to any office under the SRC.
- b. All students governed by the SRC shall have the right and duty at all times-
- i. to defend this Constitution, and in particular, to resist any person or group of persons seeking to commit any of the acts referred to in clause (a) of this article; and
 - ii. to do all in their power to restore this Constitution after it has been suspended, overthrown, or abrogated as referred to in clause (a) of this article.

ARTICLE TWO

STRUCTURE AND FUNCTION OF THE SRC

Section 2.1 – Composition of the SRC

- a. The SRC shall be composed of three working bodies:
- i) The Executive Council
 - ii) The Parliamentary Council
 - iii) The Judicial Council
- b. The entire SRC shall meet at least at the beginning and end of every semester. This meeting shall be known as the General Council Meeting.
- c. Each working body as stipulated in clause (a) above as well as other offices recognized under this constitution shall have a work document to guide its operations.

Section 2.2 – Functions of the SRC

The functions of the SRC shall be to:

- a) Serve as the mouth piece of the entire student body of this University.
- b) Advice on matters relating to the general welfare of students as well as being responsible for the planning and coordinating of major social, cultural, recreational and intellectual activities of the students in this University .
- c) Collaborate with the Sports Committee in the promotion of sports and games of this University.
- d) Co-operate with representative student bodies from other university and Institutions of higher learning in the country and abroad in matters of mutual interest for the promotion of peace and unity.
- e) Foster the maintenance of the right academic atmosphere for the student of this University to pursue their studies.
- f) Formulate such rules and regulations which will promote the cordial relationship between students and / or groups of students without discriminations on grounds of sex, nationality, religion, creed, ethnic origin, physical disability or programme of study.
- h) Work towards the maintenance of good and healthy staff-student relations based on mutual trust and respect.
- i) Promote cordial relations among all sections of the University and maintaining good relations with past student of this University.

ARTICLE THREE

STUDENT BODY

Section 3.1 – Membership and Voting Rights

- a) All registered students, including full-time, part-time, shall be voting members of the Student Body.
- b) All students registered with the University that fall outside of the limits set in (a) are non-voting members of the Student Body who shall not be counted in determining a quorum, but shall be entitled to request the SRC to represent their interests from time to time should they so desire.

- c) Members of the Student Body shall be entitled to attend and participate in discussions during general meetings, meetings of student governance sub-structures, organizations and student political organizations of which they are members, in accordance with the respective standing rules of order of the relevant meeting.
- d) Voting in terms of Student Governance sub-structures shall be limited to those members who are entitled to vote.

Section 3.2 – Electoral Commission

There shall be an electoral commission under the SRC chaired by the commissioner appointed by the Parliamentary Council. Members of the Commission shall include;

- a) Electoral commissioners of the Halls of Residence
- b) Electoral commissioners of the classes
- c) One representative from the non-residential constituency

Section 3.3 – Functions of the Commission

- a) The Commission shall be responsible for conducting all SRC elections, referenda, opinion polls etc. through secret ballot.
- b) The Commission shall make additional rules and/or regulations of procedures without prejudice to this constitution in the performance of its functions.
- c) The Commission shall remain as objective, neutral and independent as humanly possible and shall announce the results of any election within twenty-four (24) hours.
- d) The Commission shall educate the students on the electoral process and its purpose.

Section 3.4 – Independence of the Commission

- a) The Electoral Commission shall be independent in the performance of its duties as stipulated in this constitution.
- b) The Commission and its Commissioner shall not be subject to any external authority from the SRC Council or the Parliamentary Council in the performance of its duties.

Section 3.5 – Conduct of General Elections

- a) Elections and handing over shall be held from the 5th to the 11th week after the beginning of the second semester in an academic year.
- b) The Executive Committee of the SRC under article (4) sub-section (1a) shall be elected by secret ballot by the general student body. Such elections shall precede all JCR's Social and Academic Body's Elections.
- c) The Vice President shall be designated by the candidate for the Office of the President before elections.
- d) The Women's Commissioner shall be a female, whom shall be duly elected by the popular votes of the female population of the University Campus at a special election that shall be held concurrently with the other elections.
- e) The Local NUGS President, the Treasurer and the Secretary who form the Executive committee under the Local NUGS Secretariat shall be elected through secret ballot by the general student body after filling of forms duly accompanied with CV and two passport sized picture. With the exception of the Executive Committee and the Women's Commissioner all other positions to be contested under the Secretariat shall be done in accordance with the bye-laws of the Secretariat.
- f) All offices shall normally be held for one academic year and any retiring officer shall be eligible for re-election subject to satisfying Article 3.6 (a) of this constitution.
- g) The old Executives shall hand over office to the newly elected Executives two (2) weeks after the election.

The following regulations shall apply to all SRC sponsored elections;

- a) A simple majority is required to win an election.
- b) Candidates who stand unopposed shall require at least fifty percent (50%) plus one (1) of the total votes cast to win the election thereof.
- c) In the event of a tie, fresh elections shall be held for the candidates involved in not less than seven (7) days.
- d) Pursuant to Article 3.2 (b), the electoral commission shall be empowered to formulate other rules that it deems necessary to ensure smooth running of the election. Such rules shall be binding in subsequent elections unless amended.

Section 3.6 – Qualification

- a) Any student of this University College is qualified to stand and contest elections to any office provided that he shall have been a student of this University College for at least one academic year and is not in the final year of his programme.
- b) Any student intending to contest an election for any of the positions advertised shall make available two recent passport size photographs of himself accompanied with a duly filled application form and CV to the electoral commission not later than the specified date.
- c) Any student contesting for a position shall not have been impeached, suspended, or dismissed as an officer of anybody, association, JCR and club.
- d) Any student who has been proven guilty of embezzlement and for misappropriation of students or university funds and/or has behaved in a manner as can be described as detrimental to the good reputation of the SRC or this University as a whole by the findings of a committee of enquiry shall not qualify to stand and contest any election to any student position in this University Campus.
- e) The following CWA shall apply to all SRC offices;
 - i. Any student contesting for SRC President shall have a minimum of 70% or better.
 - ii. Any student contesting for SRC Vice-President shall have a minimum of 65% or better.
 - iii. Any student contesting for SRC position(s) apart from clauses (i) and (ii) shall have a minimum of 60% or better.
 - iv. Any student who shall be appointed to any office by the SRC shall have a minimum of 55% or better.

Section 3.7 – Screening

- a) Any student who wishes to stand and contest any election conducted by the SRC shall submit himself to the Electoral Commission for thorough screening in accordance with this constitution. The Electoral Commission shall be required to give full reports of all candidates

so screened at least three (3) days before the Election Day. Such a report shall give rankings of the candidates.

- b) The screening committee shall have the power to recommend or otherwise any candidate so screened or otherwise any candidate so screened subject to the constitution.

Section 3.8 – Irregularities

- a) Any candidate, who shall be guilty of an election malpractice, shall be asked to withdraw from the elections by the electoral commission; failure to do so, he shall be forcefully evicted from the election race.
- b) Where irregularities are detected at any polling station during voting, the polling in that polling station shall be declared null and void by the electoral commission and fresh elections shall be organized for that polling station within four (4) days.
- c) Notwithstanding the above, where irregularities are detected in more than half of the polling stations, the elections shall be re-organized.

ARTICLE FOUR

THE EXECUTIVE COUNCIL

Section 4.1 – Composition of the Executive Council

The Executive Council shall be composed of:

- a) An Executive Committee, consisting of:
 - i. The President
 - ii. The Vice President
 - iii. The General Secretary
 - iv. The Financial Secretary
 - v. Entertainment Commissioner
 - vi. Welfare Commissioner
 - vii. Sports Commissioner
 - viii. Organizing Secretary
 - ix. Women’s Commissioner

b) In consultation with members of the Executive Committee for approval by the Parliamentary Council, the President shall nominate a candidate for the position of the Public Relations Officer.

c) The Local NUGS President

Section 4.2 – Functions of the Council

a) The Council shall be a policy initiating body of the SRC.

b) The Council shall ensure the performance of the functions of the SRC.

c) The Council shall enforce the principle of rule of law as enshrined in the constitution.

ARTICLE FIVE

FUNCTIONS OF THE OFFICERS

Section 5.1 – The President

a) He shall be the leader and chief spokesperson of the student's body in all matters coming under his jurisdiction.

b) He shall preside over meetings of the general student's body (forum), SRC meetings and the Executive Council.

c) He shall in consultation with the other executive officers unless otherwise stated in this constitution, nominate Chairperson(s) or Other Members of the SRC Committees.

d) He shall call for an emergency meeting when the need arises.

e) His authority shall extend to the execution of and adherence to all provisions concerning the functions of the SRC.

f) He shall be the commander in-chief-of the University Cadet Corps (if any).

g) He shall in consultation with the Executive Council and acting on their advice:

i. At the first week of the beginning and at the end of each semester, deliver at the SRC meetings on the state of affairs of the SRC.

ii. At the third week of the beginning and at the end of the semester deliver at the general students meeting an address on the state of affairs of the SRC.

- iii. Within two weeks before handing over to the incoming SRC, deliver at the general students meeting address of the state of affairs of the Parliamentary Council where the general assembly shall have the right to attend and observe.

Section 5.2 – The Vice President

- a) In the absence of the president or his inability to act, his duties as stated in Article 5.1 shall devolve upon the Vice-President
- b) He shall liaise between the Halls of Residence and the Executive Council.
- c) He shall be in charge of the general supervision of student's activities by coordinating the works of the SRC, except independent committees.
- d) He shall act as an ex-officio member of all committees of the SRC, with the exception of independent committees.
- e) He shall perform such other functions as may be assigned to him by the President, the SRC or by this Constitution.

Section 5.3 – The General Secretary

- a) He shall under the direction of the President, summon Executive Council and any general meeting stating the agenda.
- b) He shall read and keep minutes of all Executive Council meetings and take note of all general student body meetings (forum).
- c) He shall in consultation with the Executive Council handle all general correspondence.
- d) He shall be responsible for the day-to-day running of the SRC office and shall have custody of all the documents of the SRC.
- e) He shall deputize for the Financial Secretary in his absence.
- f) He shall perform any other functions as may be assigned to him by the Executive Committee.

Section 5.4 – The Financial Secretary

- a) He shall have custody of all SRC cheques and cashbooks, and keep all monies in the bank.
- b) He shall have responsibility of all financial accounts and keep true records of all financial transactions and assets of the SRC.

- c) He shall present to the Parliamentary Council the audited financial statement of accounts and Bank statement of the SRC at the end of every semester.
- d) He shall keep an imprest as shall be decided upon at the beginning of every semester by the SRC.
- e) He shall receive financial estimates and expenditure from various committees or individuals for Executive Council consideration and Parliamentary Council approval or disapproval.
- f) He shall present all receipts; preferably VAT receipts and other generally approved receipts to be scrutinized during auditing.
- g) He shall paste audited Statement of Accounts and Bank Statement on all notice boards.

Section 5.5 – The Local NUGS President

- a) He shall be the chairman of the Local NUGS Secretariat.
- b) He shall inform policies of the SRC in line with the aims and objectives of NUGS.
- c) He shall be the liaison officer between the SRC and NUGS.
- d) He shall lead delegations to all congresses and other programmes organized by NUGS.

Section 5.6 – The Women’s Commissioner

- a) She shall promote the interest and rights of women on campus.
- b) She shall encourage active participation of female students’ leadership positions and inculcate in the female students a sense of inclusion, solidarity and active participation in activities on campus.
- c) She shall create a link between female students on campus and women’s group with the aim of sharing ideas and strategies on related issues.
- d) She shall perform any other function assigned to it by the SRC.

Section 5.7 – The Public Relation Officer

- a) There shall be a PRO who shall be in charge of press releases and ensure the running of SRC FM station and all other outfits of the SRC media.
- b) He shall present financial estimates of the editorial board to the Executive Council.

- c) He shall be the chairman of the editorial board of the SRC newsletter.
- d) All notices and advertisements of the SRC notice boards shall pass through him before being displayed.

Section 5.8 – Entertainment Commissioner

- a) He shall organize and coordinate all entertainment activities of the SRC.
- b) He shall be responsible for the formation of the SRC Week Planning Committee.
- c) He shall be the sole commissioner responsible for presenting the report on the state of entertainment activities of students and student groups to Parliamentary Council once every semester.

Section 5.9 – Sports Commissioner

- a) He shall liaise between the sports commission and the Executive Council.
- b) He shall be the chairman of the sports commission.
- c) He shall present financial estimates of the sports commission to the SRC.
- d) He shall in conjunction with the SRC organizing secretary organize sporting activities.
- e) He shall be the sole custodian of all sports kits and equipment.

Section 5.10 – Welfare Commissioner

- a) He shall investigate cases relating to students welfare, boarding and lodging problems, laundry, health and sanitation services, financial problems etc and report its findings to the SRC Council for necessary actions to be taken.
- b) He shall be responsible for the health and sanitation of students and develop strategies to curb pertinent sanitation problems.
- c) He shall be the Chairman of the board who shall chair all meeting of the board and present periodic report to the Parliamentary Council.
- d) He shall be a liaison between the SRC and the Halls of Residence in terms of students' welfare.

Section 5.11- Organizing Secretary

- a) He shall be responsible for the organization of all SRC sponsored entertainment activities on this university campus such as the SRC week.

- b) He shall coordinate the entertainment activities of the SRC, clubs and societies and the various halls of residence.
- c) Nobody or Committee shall organize any entertainment programme without the prior consent of the Organizing Secretary.
- d) He shall present to the SRC, programmes of activities for each semester.
- e) He shall work hand in hand with every department of the SRC in terms of organization.

ARTICLE SIX

THE PARLIAMENTARY COUNCIL

Section 6.1 – Establishment

There shall be an established Parliamentary Council under the SRC which shall perform duties assigned to it under this constitution.

Section 6.2 – Composition

The Council shall compose of;

- a) The Speaker
- b) The Deputy speaker
- c) The Clerk
- d) The President of International Students Association (if any)
- e) The Presidents of the Halls of Residence
- f) The Secretaries of the Halls of Residence
- g) One representative from each year class
- h) One representative from the Non-Residential constituency
- i) One representative from the Women Commission
- j) One representative from the Chaplaincy and Religious Board
- k) The President of GRASAG (if any)

Section 6.3 – Functions of the Council

- a) Vet and approve all nominees for positions under the SRC.
- b) Receive and discuss budgets of bodies under the SRC.
- c) Perform other functions as may be referred to it by the SRC.
- d) Debate issues concerning the interest of students and may pass resolutions on them.
- e) Have the right to call upon an Executive Officer or Member of the Parliamentary Council to explain issues concerning students.

- f) Shall decide on allowances and monuments for the Executive Council members.

Section 6.4 – The Speaker, the Deputy, and the Clerk

- a) The Speaker shall be nominated by the President in consultation with the Executive committee subject to the approval of the Parliamentary Council.
- b) The Deputy speaker and the Clerk shall be elected by the voting members of the Parliamentary Council.
- c) Only voting members of the Parliamentary Council shall qualify to be elected Deputy Speaker and Clerk.
- d) The Deputy Speaker shall assume the position of the Speaker in the latter's absence and shall on such situations waive his voting right.
- e) The Deputy Speaker shall chair a Parliamentary committee set up by the Speaker in consultation with the members of the Council which shall vet nominees for all appointment positions.
- f) The Clerk shall be the Secretary of the Parliamentary Council and shall perform such other administrative functions as the speaker may request.
- g) The Clerk shall be a voting member of the Parliamentary Council.

Section 6.5 – Mode of Operation

- a) The Council shall on its first meeting decide on the appointment of Speaker and election of Deputy Speaker and Clerk.
- b) The Council shall meet seven(7) days after the President elect has nominated candidates to hold positions under the SRC vet them to approve or disapprove it
- c) The Council shall form:
 - i. Appointment committee
 - ii. Budget and finance committee

Section 6.6 – Right to Observe

All students shall have the right to attend and observe Parliamentary sittings.

ARTICLE SEVEN

THE JUDICIAL COUNCIL

Section 7.1 – Establishment

There shall be an independent student body known as the Judicial Council, who's vested power in the exercise of their functions shall be subjected to the provisions of this Constitution, the University Act and the General Rules and Regulations of this University and the Constitution of Ghana.

Section 7.2 – Composition

The Council shall compose of;

- a) The Chairperson of the Judicial Council
- b) Judicial Recorder
- c) Representatives from each Hall of Residence
- d) Representatives from each year class
- e) A representative from the non-residential student's constituency.
- f) The Cadet Commanding Officer of the University Cadet Corps (if any).

Section 7.3 – Qualifications

- a) The Chairperson of the Judicial Council shall be nominated by the President in consultation with the Executive Council with approval or disapproval by the Parliamentary Council.
- b) No student shall be qualified to be appointed as a Judicial Chairperson unless he is actively serving or has actively served in any former Judicial Committee or of any substantive Judicial Committee of the JCR or Academic bodies.
- c) In the event of a chairperson being appointed from the substantive chairpersons of the Judicial Committee he shall resign his post at his constituency.

Section 7.4 – Jurisdiction of the Judicial Council

- a) The Council shall have the mandate to resolve conflicts between students or group of students and shall have the powers to summon a student or group of students or any member of the SRC to appear before it to give evidence.
- b) For the smooth exercise of its functions the Council shall have the power to do such things as shall be reasonably necessary, including the issuing of Prerogative writs or orders such as *mandamus*, *certiorari*, *habeas corpus*, *quo warranto*, prohibitions, injunctions, and declarations.
- c) The Council shall have the power to create sub-committees to deal with specific issues and issue directions for the purposes of securing or enforcing the powers conferred on it under this constitution.
- d) The Council shall have appellate jurisdiction over all electoral disputes lodged with the Electoral Commissioner. All such petitions shall be addressed within seventy- hours (72) of receipt.

- e) Shall have the power to hear all impeachment proceedings against officers of the SRC.
- f) The Judicial Council shall have the power to prescribe any appropriate punishment having regards to the provisions of this constitution. The Executive Council of the SRC and the Parliamentary Council shall as the case may be, have the power to enforce any ruling of the Council with the approval of the University authorities.
- g) The Council shall have the power to co-opt members without voting rights on ad hoc-basis, and to summon a student or a group of student or any member of the SRC to appear before it.
- h) Notwithstanding any provision to the contrary, the judicial Council shall where necessary recommend decisions to the appropriate University Authority for consideration and implementation.
- i) The Judicial Council shall have the power to prevent any SRC Officer from receiving his honoraria if found guilty of a breach.

Section 7.5 – Independence of the Council

- a) In the performance of its function the Council shall be subject to this Constitution, the Rules and Regulations of this University and the Constitution of Ghana only, and shall not be subject to control or direction of any person or authority.
- b) Neither the Parliamentary Council nor the Executive Council nor any other person shall interfere with the Judicial Council in the exercise of its functions and all students shall accord the Council.
- c) Except where the Council finds it advisable to dissent, all sittings of the Council shall be in public, and unless specifically provided in this Constitution, a simple majority shall determine the decision of a properly constituted sitting of the Council.
- d) A Member of the Council shall not be personally liable to any action or suit or for any act or omission by the council in the exercise of its judicial power.
- e) In proven cases of misdemeanor on the part of a member or the whole Council, the SRC shall recommend to the Dean of Student/ Registrar for disciplinary action.
- f) The Council shall be wholly responsible to the student body, and can only be dissolved upon approval by two-third ($\frac{2}{3}$) majority of the entire student body during an extraordinary meeting called purposely for that.

Section 7.6 – Functions of the Judicial Chairperson

- a) He shall be the head of the Judicial Council.
- b) He shall have the right to empanel members of the Judicial Committee to hear cases.
- c) He shall perform other duties provided for under this constitution.

ARTICLE EIGHT

COMMISSIONS, COMMITTEES, AND BOARDS

Section 8.1 – Commissions, Committee, and Boards.

- a) The SRC shall have power to create standing or ah-hoc committees to deal with any matter in the pursuant of its aims and objectives.
- b) The quorum of standing committees shall be two third ($\frac{2}{3}$) of the membership.
- c) The Chairpersons of all such committees shall submit semester and annual reports to the SRC for consideration.
- d) The tenure of the standing committees shall be counter minus with the tenure of the appointer SRC until new ones are appointed.
- e) No single person shall belong to more than two (2) committees of the SRC simultaneously.
- f) The following standing Commissions, Committees And Boards shall be established within the SRC;

Section 8.2 – Sports and Games Commission

The commission shall be composed of:

- a) A commissioner, whom shall chair the commission
- b) A representative from all halls of residence
- c) A representative from each year class
- d) A representative from the non-residential constituency

Section 8.3 – Functions

- a) They shall be responsible for all SRC sponsored sporting activities both internally and externally.
- b) They shall present to the executive council, sporting programmes for each semester.

Section 8.4 – Welfare Board

There shall be a welfare board of the SRC which shall be composed of;

- a) A Chairman whom shall chair the board
- b) All Class Welfare representatives
- c) All Welfare Chairpersons of the halls of residence
- d) One Representative from GRASSAG (if any)
- e) One Representative form I.S.A (if any)
- f) One Representative from the non-residential constituency

Section 8.5 – Functions

- e) The board shall investigate cases relating to students welfare, boarding and lodging problems, laundry, health and sanitation services, financial problems etc and report its findings to the SRC Council for necessary actions to be taken.
- f) The board shall be responsible for the health and sanitation of students and develop strategies to curb pertinent sanitation problems.
- g) There shall be a Chairman of the board who shall chair all meeting of the board and present periodic report to the Parliamentary Council.

Section 8.6 - Women’s Commission

The commission shall be composed of;

- a) The Commissioner.
- b) All female students in the University.

Section 8.7 – Duties of the Commission

- a) She shall be the main spokesperson for and on behalf of all the women on this campus.
- b) She shall serve as the focal person on the campus and shall collaborate with other female groups and institutions both local and international for the enhancement of women.
- c) She shall serve as the link between female students and the SRC vis-à-vis the National Women’s Commissioner of the NUGS to draw strategies to promote women’s agenda.
- d) She shall represent the female population of the campus on the parliamentary council and NUGS.
- e) She shall make known to the Parliamentary Council, any problems facing the women on this campus and their consequent solution.
- f) She shall undertake any other activities and functions as shall be determined by the SRC

Section 8.8 –Faculty Commission

The Committee shall be composed of;

- a) A Chairman who shall be duly nominated by the SRC president in consultation with the Executive Committee and approved or disapproved by the Parliamentary Council shall head the committee.
- b) One member from each hall of residence.
- c) A representative from each year class.
- d) A representative from the non-residential constituency

Section 8.9 – Functions and Independence

- a) The committee shall work under the jurisdiction of the SRC and see to the smooth running of the faculty.
- b) They shall present their programme of activities to the Parliamentary Council for approval or disapproval at the beginning of each semester.
- c) The SRC shall in under no circumstances impede the activities of the faculty committee rendering them inactive, but where the activities of the faculty committee conflict with that of the SRC, that of the SRC shall stand supreme.
- d) All students of this university campus shall pay faculty dues as shall be estimated by the committee from time to time by the Parliamentary Council in consultation with the entire student body.
- e) An independent account shall be opened for the faculty dues; the signatories of this account shall be the SRC president and any one of either the committee chairman or his financial secretary.

Section 8.10 – The Editorial Board

- a) The Public Relations officer in accordance with relevant provisions of this constitution shall have power to appoint members of the board provided all halls of residence and classes are duly represented.
- b) The board shall be responsible for all SRC sponsored publications such as newsletters, handouts and so on.

Section 8.11 – Organizing Committee

There shall be an Organizing Committee of the SRC, which shall be composed of;

- a) A Chairman, whom shall be the Organizing Secretary
- b) The various Hall Organizers
- c) Two other members who shall be appointed by the Organizing Secretary.

Section 8.12 – Functions

- a) The Organizing Committee shall be responsible for the organization of all SRC sponsored entertainment activities on this university campus such as the SRC week.
- b) The Committee shall coordinate the entertainment activities of the SRC, clubs and societies and the various halls of residence.
- c) Nobody or Committee shall organize any entertainment programme without the prior consent of the organizing committee.
- d) The Committee shall present to the SRC, programmes of activities for each semester.

Section 8.13 – Audit Committee

There shall be an audit committee of the SRC, which shall be composed of;

- d) A Chairman, who shall be duly appointed by the Parliamentary Council, to chair the committee
- e) One Elected Member from each hall or residence
- f) A Representative from each year class
- g) A Representative from the non-residential constituencies.

Section 8.14 – Functions

- a) The committee shall audit the finances of the SRC and all other bodies that fall within the jurisdiction of the SRC.
- b) All receipts; preferably VAT receipts and other generally approved receipts acquired by the SRC shall be scrutinized during auditing.
- c) Under no circumstances must the SRC or any committee or persons interfere in the activities of the audit committee rendering them inactive or impossible to perform their duties.
- d) They shall act independently and submit to the Judicial Council Chairman any irregularities detected during auditing for further actions to be taken.

Section 8.15 – Clubs and Societies

- a) A new club or society shall be required to submit through the SRC to the Dean of Students, an application accompanied by two (2) copies of its constitution for approval/recognition by the school authorities.
- b) No club or society shall be inaugurated without the official approval as provided in (a) above. The SRC Officers of the SRC shall ban any club or society that has not been duly approved which will be formed on campus.
- c) The constitution of a club or society, aims and objectives should not conflict with any provisions in this constitution.
- d) All clubs and societies shall submit a copy of their constitution to the SRC after approval by the school authorities.
- e) For the purposes of coordination, programmes or major functions opened to the general student body shall be submitted to, and approved by the SRC organizing secretary.
- f) All recognized/approved clubs or societies shall have the right to use the university's facilities. Applications for the use of such facilities e.g. meeting place shall pass through the SRC to the appropriate authorities by giving not less than fourteen days' notice.
- g) All recognized/approved clubs or societies, which collect or receives official funds must account for its financial operations and must submit a written notice to that effect to the SRC at the end of every semester.

- h) All clubs and societies shall operate within the provision of this constitution and the general university regulations.
- i) All clubs and societies must comply with the SRC if the need arises for a financial obligation.

ARTICLL TEN

NATIONAL UNION OF GHANA STUDENTS SECRETARIAT

Section 9.1 – Composition

There shall be established a Local NUGS Secretariat under the SRC headed by the Local NUGS President.

The Local NUGS Secretarial shall comprise of;

- i. The Executive Committee
- ii. The Executive Council
- iii. The Women’s Commission, who shall be a member of the Parliamentary Council.

Section 9.2 – Functions

- a) The Executive Committee shall present periodic report to the SRC on the activities of the Secretariat. For the purpose of this provision, the committee shall present reports at the beginning, mid and at the end of each semester
- b) The Treasurer shall be a member of the students Welfare Board.
- c) The Secretariat in consultation with the Executive Council shall in charge of student’s loan and shall to that extent work in the interest of students.
- d) The Secretariat shall do other things as are necessary for the smooth running of the Secretariat.

Section 9.3 – Representation

The NUGS Secretariat and the SRC Executive Officers shall agree on the number representatives to represent students on activities outside the University such as NUGS Congress, USAG Congress, PUSAG Congress, etc.

Section 9.4 – Finance

The Secretariat shall obtain funding from the SRC when and where they present their budget to the SRC.

ARTICLE TEN

FINANCE OF THE SRC

- a) All students of this university campus shall each pay SRC dues per annum as approved from time to time by the school authorities on the recommendations of the SRC.
- b) The SRC shall open an account with a recognized bank or financial institution (preferably, Multi Credit Savings and Loans, Kuntanase Branch) where all monies of the SRC shall be deposited.
- c) The disbursement of SRC funds shall be limited to;
 - i. Provision for activities and functions as the SRC may approve.
 - ii. Administrative expenditure.
- d) The signatories to the accounts shall be President, Financial Secretary and the Finance Officer (Principal signatory) of the Campus.
- e) The SRC shall submit an audited Statement of Accounts to the Finance officer and also publish the Statement of Accounts for the information of the general student body within three (3) weeks of the beginning of the semester and three (3) weeks before the semester ends. Failure on the part of the SRC to comply with the foregoing, the Finance Officer shall call for the accounts of the SRC to be audited within fourteen days.
- f) Any student can challenge the Statement of Accounts presented by the Financial Secretary within fourteen (14) days after it is presented, after this time all complaints shall be ignored except at a forum.
- g) Any student intending to challenge the Statement of Accounts shall present concrete evidence in the form of writing, signed by at least ten (10) supporting students to the Chairman of the Judicial Council.

ARTICLE ELEVEN

CODE OF ETHICS FOR SRC OFFICERS

Any Officer of the SRC who contravene the provisions of this article is subject to the provisions of article 8.5 of this constitution. The following behaviors shall constitute ethical contrivances.

- a) Misappropriation of SRC funds or any other funds that shall be entrusted to you.
- b) Being openly drunk
- c) Fighting in public
- d) Cheating in exams
- e) Showing disrespect to university authorities

- f) Abusing office, i.e. over-directing, bullying fresher's etc.
- g) Pounding of colleagues.
- h) Using abusive words and jargons in public.
- i) Dressing shabbily.
- j) Falling short of general comportment as enshrined in the university's general rules and regulations.
- k) Leading a lifestyle that will bring the name the SRC to disrepute.

Any officer(s) who shall be charged with any of these ethical contrivances shall have the right defend himself to the judicial council that shall be tasked to deal with such matters.

ARTICLE TWELVE

REMOVAL, RESIGNATION AND SUSPENSION

Section 12.1 –Removal from Office

Grounds

The Executive Officer shall individually or severally be removed from office if found in accordance with the provision of this article to have:

- a) Acted in violation of the oath of office set out in the schedule or in violation of any provision of this constitution.
- b) Misappropriated or embezzled funds of the SRC
- c) Grossly misconduct himself
- d) Suspended or dismissed from this University
- e) Conducted himself in a manner which brings or is likely to bring the name of the SRC into disrepute.
- f) Deferred his course of study.
- g) Be incapable of performing the functions of his office by reason of infirmity of mind or body.

Section 12.2 – Resignation

- a) Any SRC member shall communicate his resignation to the respective heads of the three working bodies of the SRC in writing seven days before the date of resignation.
- b) The executive council shall make such resignation known the general students body within four days on the receipt of this letter of resignation.
- c) In a case of en bloc resignation of the executive officers they shall communicate their resignation to the judicial council and copied to the parliamentary council seven days before the date of the resignation.

- d) The chairperson of the judicial committee shall convey an SRC emetic within seven days on the receipt of such resignation and shall form an interim management committee from SRC until fresh elections are held.
- e) Any officer relinquishing his post shall hand over all documents and property of the SRC in his possession to the judicial council three days before the official date of resignation is due.
- f) Any officer of the SRC shall relinquish his position before vying for any other political position, NUGS or SRC sponsored office.

Section 12.3 – Suspension

- a) An Executive Officer of the SRC may be suspended for not more than four (4) weeks by a two-third ($\frac{2}{3}$) majority of the entire membership of the SRC at a meeting specially called for that purpose
- b) Any other Officer may be suspended for proven cases of misconduct for not more than four (4) weeks by 50% majority of the entire membership of the SRC at a meeting specially called for that purpose
- c) Without prejudice to any provision of this constitution, any Officer of the SRC who shall be involved in any misbehavioral activities, which will bring the name of the SRC into dispute, shall be suspended for not less than four (4) days and shall only be reinstated upon formal apology in writing to the executives. However, if such an Officer fails to write such a formal apology to the Executive after six (6) weeks of the suspension, such an officer relinquishes his position in the SRC.
- d) Any Officer of the SRC who indulges in any of the ethical contrivances as enshrined in Chapter 12 of this constitution shall be suspended for four (4) weeks.
- e) Any member of the SRC who shall absent himself from meetings for a consecutive number of times shall be suspended for a period not exceeding 4 weeks.

Section 12.4 – Impeachment

Any student shall by notice in writing addressed to the Judicial Council, and stating grounds for removal, commence impeachment proceedings against an Executive Officer.

Such a proceeding shall be authenticated by the signatories of fifty (50) students.

- a) A copy of the proceedings shall be served on the Executive Officer whom such a proceeding has been preferred against at least two days before the hearing of such a case.
- b) The Chairperson of the Judicial Council shall within seven days on the receipt of such a notice of impeachment, convene a judicial council meeting and ascertain the merits of such proceedings.
- c) The outcome shall be copied to the SRC and to the entire student body.

- d) If there is a merits as per the decisions of the Judicial Council then the Judicial Chairperson shall within two(2) days call a general assembly meeting for deliberations after which votes may be cast.
- e) An officer so impeached shall forthwith cease to be a member of the SRC.
- f) Any vacancy created by virtue of any provision in this constitution shall be filled within twenty one (21) days after such vacancy is created.
- g) A review lies as of right to the judicial council from any officer so removed.
- h) An application for review in (i) above shall be made within seventy two hours.

Section 12.5 – Vote of No Confidence

- a) Without prejudice to any provision in this constitution an Executive Officer(s) shall be removed from office on the passing of a vote of no confidence by at least two-thirds ($\frac{2}{3}$) majority of the entire student body, during an extraordinary emergency general meeting which shall be summoned by the Chairperson of the Judicial Council.
- b) During such a meeting, the Executive Officers shall be given the opportunity to defend himself/themselves. In such a situation, where the student has passed a vote of no confidence, the Executive Officer shall relinquish their positions immediately and handover all SRC documents and properties in their possession to the Judicial Committee. The Committee shall in turn act as in place of the dismissed Officers and shall within fourteen (14) days hold fresh elections in consultation with the Electoral Commission.
- c) All dismissed Officers of the SRC shall be held in ransom until a thorough financial audit has been conducted into their financial dealings. If detected that the dismissed Officers have misappropriated the SRC funds, they shall be made to refund the money in full with interest. Failure to do so, legal action shall be taken against them.

ARTICLE THIRTEEN

ADOPTION AND AMENDMENT OF THE CONSTITUTION

- a) The constitution shall become operative upon a critical study by the student body and approval by the SRC.
- b) No addition, subtraction or alteration of any form to this constitution shall be made except at a general meeting of the SRC or at an extraordinary meeting of the entire student body specifically called for that purpose at the request of not less than one third ($\frac{1}{3}$) of the total student body or at a special meeting of the Judicial Council.

- c) Any notice for a revision or amendment of this constitution shall be made to the chairman of the Judicial Council and published to the student's notice boards. In case of a total review, a Constitutional Review Committee shall be set up by the SRC in consultation with the Judicial Council to collate views of students.
- d) Notice for the review or amendment of any provision of this constitution may be made by any student in writing and submitted to the chairman of the Judicial Council. Such a notice shall be supported by at least fifty (50) students whose signature shall be appended hereto.
- e) The Judicial Council shall sit within fourteen (14) days of the receipt of any valid notice of amendment or revision.
- f) All amendments and revisions shall be subject to the approval of the quorum forming number of the entire student body.

ARTICLE FOURTEEN

MISCELLANEOUS

Section 14.1 –Honoraria

- a) The vacation resident fees and the cost of meals of members of the SRC of or any other student on SRC assignment shall be paid out of SRC funds.
- b) Certificates of Office shall be presented to the SRC Officers on the day of handing over to their successors.
- c) Certificates of Membership shall be presented to members of the SRC at the end of their term of office.
- d) Certificates of Membership shall be presented to members of the various SRC standing bodies and committees.
- e) All SRC Officers shall have a badge depicting their pictures, names and rank and when on official duties.
- f) Sitting allowances either (item 13 or cash) shall be paid from the SRC funds to honourable members of the SRC

SCHEDULES

Schedule 1 – Interpretation

- a) ‘He’, ‘His’, ‘Him’, ‘Himself’ as used in this constitution shall refer to any students, both male and female.
- b) ‘Chairman’ or ‘Chairperson’ as used in this constitution shall refer to any student, both male and female.
- c) The Council shall have power to rule on matters on which the constitution is silent or ambiguous and such rulings shall be expressed in precise terms and shall, subject to the approval of the quorum forming number of the entire student body serve as precedence for similar matters in future until the constitution is reviewed and provisions made for.

Schedule 2 – Standings Orders for SRC Meetings

-Conduct of Meetings

On the floor of the house;

- a) A speaker shall direct his speech to the issue on the floor. Every member shall address himself solely to the chair.
- b) No member shall be allowed to speak more than once on a motion as long as a member who has not spoken on that motion desires the floor. No member shall speak for more than ten (10) minutes at one time without permission of the chair.
- c) The chairman shall interpret the standing orders. He shall be free to take part in all discussions.
- d) Any more standing orders may in case of urgency, or after notice duly given, be suspended or changed at any meeting so far as regards business at that particular meeting provided that there is two-third ($\frac{2}{3}$) majority in favour.

-Orderliness During Meetings

- a) The Public Relations Officer shall act as the porter to maintain orderliness and calm during SRC and general meetings.
- b) Any student wishing to be on the floor of the house shall do so by raising the hand, and can only talk when he is recognized by the porter or the chair.
- c) Any student who wishes to come to the floor of the house on the points of order, correction and information shall do so by making the appropriate “signs” and shall only address the house when given the floor.

-Interpretations of Interventions

The following interventions shall be allowed during meetings;

a) Point of order

Points of order shall deal with the conduct or procedure of the debate. A student rising to put the point of order shall prove one or more of the following;

- i. That the speaker is travelling outside the scope of the motion under discussion.
- ii. That he is using an improper language.
- iii. That he is infringing upon the constitution or standing orders.

The President or Porter shall always allow a point of order except during the act of voting.

b) Point of Correction.

A point of correction shall be a factual presentation seeking to correct a statement made by that last speaker and must be heard at all time, except during the act of voting.

c) Point of information.

When in the course of a meeting, a student wishes to seek or give information from or to a speaker or the chairman; he may do so on a point of information. The president shall have the prerogative to comply with or ignore the request.

-Motion

All accredited members have the right to file motions/proposals.

- a) All motions shall be submitted in writing and must be handed to the chairman.
- b) No matter shall be discussed until it concerns the matter under discussion.
- c) A motion shall only be opened for discussion or amendment after the proposer and seconder have had the opportunity to speak on the motion. The debate must be limited to the motion pending question by the Chair. The Chairman shall have the prerogative to rule out of order any speaker failing to adhere to the subject of discussion.
- d) No motion or amendments, which have been accepted by the house, shall be withdrawn without the consent of the proposer; neither shall any addendum be made to a motion once accepted by the house without such consent.

-Voting

- a) Voting shall be by registered students only. Each registered student shall be entitled to one vote.
- b) Voting privileges shall include the right of members to make or second motions of nominations.
- c) In voting, motions shall be carried by simple majority, unless otherwise provided for by the constitution. The casting of votes shall be in the following order; vote for, against, and abstention. If the votes for and against on issues are equal in number the Chairperson

for the meeting shall exercise the veto. Members abstaining shall be considered as non-voting.

- d) Voting shall be by a show of hands or as determined the chairman, unless otherwise stated by the constitution.

-Administration of Halls of Residence

- a) The administration of the halls of residence shall be autonomous from the SRC, but where the rules and regulations of the halls are inconsistent with that of the SRC, the halls of residence rules and regulations shall to the extent of that inconsistency be rendered null and void.
- b) All halls of residence shall have SRC officers who shall be duly elected by popular votes of their hall members.
- c) Each hall of residence shall also elect officers into the various SRC Council and Committees viz. the Judicial Council, the Electoral commission, Sports committee, Audit committee, welfare Committee, Faculty committee and any other ad-hoc committee that shall be set up by the SRC.
- d) All halls of residence shall charge the same hall dues as agreed upon by the finance officer of the university campus, except on special situations where two-thirds of the hall members must have agreed to pay an extra fee for a specific purpose. This must be made known to the SRC and the finance officer of the University campus for approval before its implementation.
- e) All non-resident students shall be affiliated to the various halls of residence.
- f) Each hall of residence shall have its own rules and regulations with copies lodged at the library and the SRC offices.

Schedule 3 – Rules Governing Elections

- a) A determined number of posters per hall of residence and the rest at vantage points selected by the electoral commission.
- b) The size of a poster shall not exceed the size of an A3 sheet.
- c) Only masking tape and staple (and no other adhesive) should be used in pasting posters.
- d) All posters must be removed by midnight on the eve of voting.
- e) All acts of intimidation that influence voters right to exercise franchise constitute an offence, if it is sufficiently proven that a particular candidate or any person(s) acting on his behalf is involved in any acts of intimidation, the number of votes obtained by the said candidate shall be declared null and void.
- f) Any electorate shall be allowed to vote only upon producing his or her student's identity card to the officer in charge of the polling station.
- g) With respect to voting by proxy, an official letter signed by the said student with an attached ID card must reach the Electoral Commission twenty four (24) hours before the voting time.

- h) The Electoral Commissioner shall have the right to disallow any question(s) posted to a contestant during the course of screening if in his opinion such questions are not relevant.
- i) The Screening Committee shall have the right to recommend or not to recommend any candidate.
- j) The provisional results of the elections can be challenged within forty-eight (48) hours after they have been made public to the general student body through the Electoral Commission.
- k) Candidates wishing to present representatives at the various polling stations (as polling agents) on the day of the voting should furnish the Electoral Commission with the names and particulars of such representatives not later than twenty four (24) hours before the voting.

OATH OF OFFICE FOR SRC OFFICERS

I President/Secretary etc. of Students' Representative Council of Kessben College do solemnly swear to work faithfully and diligently to promote harmony and success in Kessben College; to promote the interests and general welfare of students; to be faithful and loyal to Kessben College and hold high the flag of the institution. To obey those whom my obedience is required and to rise above all forms of social, religious and political fanaticism.

SO HELP ME GOD.