

**PENTECOST UNIVERSITY
SAFO HALL**



CONSTITUTION

OF

SAFO

HALL JCR,

PENTECOST

UNIVERSITY

2024

THE COSTITUTION OF SARO HALL, JCR

In the name of the Almighty God

we the members of Safo Hall Junior Common Room (JCR) of Pentecost University (PU),
In exercise of our natural and inalienable right to establish a frame work of the JCRC which shall secure for ourselves and posterity the blessings of liberty, equality of opportunity and prosperity;
In solemn declaration and affirmation of our commitment to
The principle that all powers of the JCRC spring from the sovereign will of members of the hall;
The rule of law;
Seeking to promote healthy competition among members of the Hall and other Halls of residence of PU as well as other universities and educational institutions within and without the confines of our nation, Ghana,
Determined to attain the highest level of excellence in our social, cultural, political and intellectual endeavors,
And striving to perpetuate the ideals: thus, being exceptional in every aspect of our lives and determined to uphold our avowed motto Nobles Among Equals.
DO HEREBY ADOPT, ENACT AND GIVE OURSELVES THIS CONSTITUTION

CHAPTER ONE THE COSTITUTION

ARTICLE 1. NAME AND MOTTO

- (1) The legitimate name of the student body of the Safo Hall shall be known and called the “Sarfo Hall Junior Common Room” of Pentecost University. Hereinafter referred to as the “Sarfo Hall JCR”.
- (2) The motto of the hall shall be “Nobles Among Equals.”

ARTICLE 2. SUPREMACY OF THIS CONSTITUTION

- (1) This constitution shall be the supreme law of Sarfo Hall JCR and any other law found to be inconsistent with any provision of this constitution shall, to the extent of its inconsistency be void.
- (2) Notwithstanding clause (1), this constitution shall be subject to the general rules and regulations of the University laws and statutes, the SRC constitution and the supreme constitution of the Republic of Ghana.
- (3) This constitution shall bind all residents of Sarfo Hall irrespective of Hall affiliation.

ARTICLE 3 ENFORCEMENT OF THE CONSTITUTION

(1) A student who asserts or alleges that:

- a. an act, enactment or omission of any person or
- b. Any constitution, pronouncement, decision or resolution of any club or group under the Sarfo Hall JCR, is inconsistent with or violates the rules or law of a provision of this constitution, may bring an action for a declaration to that effect.

(2) The judicial committee shall for the purposes of such assertion under article 3, clause (1) makes such orders and recommend directions as deemed appropriate for giving effect or expediting effect to be given to the composed and crafted directions.

(3) Failure to obey or carry out the order or declaration made under clause (2) constitutes a violation of this constitution and condescension of the powers of the Judicial committee and may be liable to attracting punitive measures or sanctions and shall in the case of an executive committee member, administrative officer or a head of a committee or board or a member of any committee constitute a ground of removal from office.

CHAPTER TWO

THE JUNIOR COMMON ROOM(JCR)

ARTICLE 4. COMPOSITION

(1) The membership of Sarfo Hall JCR shall comprise

- a) All currently resident students in “statu puppilar” of Pentecost University registered as Sarfo Hall members.
- b) All officially recognized affiliates of good standing and
- c) Honorary members of Sarfo Hall.

(2) Notwithstanding article 4(1)(c) such members cannot and shall have no voting rights.

Articles 5- DUTIES OF JCR MEMBERS

- (1) All members shall uphold and defend the constitution of the Hall.
- (2) Members shall fulfill all financial obligations required by the hall
- (3) Members shall participate in all communal labor and social events organized by the Hall as fulfillment of their civic responsibilities.
- (4) Members shall pay respect to the Hall anthem, flags, motto, slogan and so forth.
- (5) It is a duty of members to respect the authorities and other members of the JCR and the Hall.
- (6) Members shall promote peace and security in the Hall.

- (7) Members shall ensure the maintenance of cleanliness and good sustenance of Hall assets and properties.
- (8) Members shall respect the rights of fellow members and students.
- (9) Members shall Co-operate with the Hall authorities, the JCRC and other appointed bodies of the JCR.

Article 6- RIGHTS AND PRIVILEGES

- (1) Every member shall be entitled to all items paid for. Such items may include hall constitution, the hall paraphernalia and so forth
- (2) Members shall have the right to hearing subject to the rules of natural justice.
- (3) Members shall have the right to vote and be voted for, subject to such qualifications in this constitution. Members are entitled to enjoy or use facilities in the hall subject to any legitimate condition(s).
- (4) All members shall have equal eligibility to participate in all general activities of the JCR subject to any legitimate condition(s).

CHAPTER THREE

THE JUNIOR COMMON ROOM COMMITTEE

Article 7- the structure of the JCRC

(1) There shall be established a JCRC, which shall be the executive council of the JCR and shall comprise: a) The Executive Committee, made up of

- I. The President
- II. The Vice President
- III. The General Secretary
- IV. The Financial Secretary
- V. Welfare chairman/ The organizer

b) Administrative officers who shall be members of the executive council and appointed by the executive committee. The Administrative Officers shall be responsible to the JCR and duly comprise of;

- I. The Entertainment Chairman
- II. Sports Chairman
- III. The legal affairs commissioner

c) The Independent Officers

- I. The Judicial Committee Chairman
- II. The Electoral Commissioner

Article 8 DUTIES OF THE JCRC

(1) The executive authority of the JCRC shall vest in the President and shall be exercised in consultation with the Executive Committee

(2) The powers of the Executive council under the JCRC shall be derived from the JCR which shall be the supreme policy making body.

(3) The executive committee under the JCRC shall be responsible for the formulation and execution of approved policies by the JCR.

(4) The executive committee under JCRC shall, except otherwise provided,

- a. Be responsible for the day-to-day administration of the JCR
- b. Be collectively and individually responsible to the JCR

(5) The JCRC shall have the power to set up or establish bodies, committees or any other ad hoc committee or body as may be deemed necessary for a particular duty. Each committee or body, except otherwise stated shall have a minimum of three (3) members and a maximum of five (5) members.

(6) Members of the various ad hoc committees or bodies shall be appointed by the executive committee or the appointed chairman of those committees with the prior directive and approval by the JCRC.

(7)(a) The JCRC shall have the power to confer honorary membership on students it deems worthy.

(b) Honorary members shall apply to the JCRC if they desire to be given such a title. Such applications must be approved by the Senior Common Room through the Hall Master or Hall tutor.

Article 9 - TENURE OF OFFICE

(1) Members of the JCRC shall be elected or appointed from and by members of the JCR Executive committee members of the JCRC shall hold office for one electoral year. Such members may be eligible for another term of office of the same or different other office. The tenure of office of all committees or bodies shall be contemporaneous to that of the JCRC. The maximum term of office of a JCRC member shall not exceed three (3) years.

Article 10- CODE OF ETHICS FOR THE JCRC

(1) A JCRC member shall not put herself in a position where her personal interest conflicts with the performance of the functions of her office.

(2) Any duty or power vested in the JCRC member shall be deemed to imply a duty to be fair and candid.

(3) The exercise of any power shall not be arbitrary, capricious or biased whether by resentment, prejudice or personal dislike and shall be in accordance with the due process of the law and subject to this constitution

(4) A JCRC member shall act at all times in good faith, which would be in the interest of the JCR as a whole so as to preserve its assets, further its aims, beliefs and promote the purposes for which it was formed, and in a manner that an ordinarily skilled person would act in the circumstances.

Article 11- FUNCTIONS OF THE MEMBERS OF THE JCRC

(1) The President

- a. He shall be the leader and chief spokesperson of the hall in all matters coming under the jurisdiction of the JCR, unless otherwise provided.
- b. He shall direct the general affairs of the JCR and represent the JCR at the SRC level and any other level of representation of the JCR unless otherwise specified.
- c. He shall preside over all general meetings of the JCR and the JCRC with all powers in compliance with provisions of this constitution.
- d. He shall countersign all vouchers and money bills issued in the name of the JCR which are chargeable against the JCR account.
- e. He shall coordinate the functions of all JCRC members and ensure that all JCRC members discharge their duties.
- f. He shall have the power to setup committees to investigate any matter as may be deemed necessary with the prior approval of the JCRC.
- g. Reports shall be presented within a period stated in terms of reference of the committee whereupon it shall be studied and its recommendation(s) may be implemented by the President in consultation with the JCRC.
- h. The president shall have the final say in all matters in which there is a tie in decision taking at JCR meetings.
- i. Except otherwise provided by the constitution, the president and the other members of the executive committee shall appoint one person amongst them to act in the interim absence of any other executive.
- j. The president shall address his people at the end of his tenure during a JCR meeting called for such a purpose

(2) The Vice President

- a) He shall assist the president in all his duties and act in his absence.
- b) He shall supervise the work of the service providers.
- c) He shall coordinate the activities of all dependent sub-committees set up by the executive committee as provided by this constitution JCRC except the Independent major and sub-committees.
- d) He shall be responsible for coordinating the affairs between the Hall and its affiliate members or alumni.
- e) He shall perform any other duty delegated to him by the president which is not inconsistent with this constitution
- f) He shall assume the role of other executive council members in their absence
- g) The vice president shall have the duty of taking appropriate measures to promote the educational needs of the students by instituting schemes, projects, programs ,lectures ,seminars or any other means and all these must be geared towards the educational fulfillment of every student.

(3) The General Secretary

- a) He shall keep records of all meetings, both the JCR and JCRC.
- b) He shall in consultation with the president summon all meetings, both JCR and JCRC. Notices of such meetings shall be made at least forty-eight (48) hours before such meetings.
Notwithstanding, an emergency meeting or any form of meetings of urgency may be held with short notice.
- c) The handling of external correspondence of the JCR shall be his sole prerogative unless in his absence.
- d) He shall cause to be published the minutes of all meetings on the notice boards and any other official means within a week after such a meeting. He shall handle all correspondence
- e) He shall perform all secretarial duties as is customarily performed by persons in such office.
- f) He shall perform any other duties as may be assigned to him by the president or the JCRC, consistent with the constitution
- g) General Secretary shall be in charge of all editorial functions

(4) The Financial Secretary

- a) He shall be responsible for keeping records of the finances of the JCR.
- b) He shall present and issue audited financial reports of the JCRC to the JCR, at a meeting convened for that purpose, at least once a semester, this shall be in the middle of the semester Such a report shall be published on the notice boards for at least three (3) days before and after the said meeting.
- c) He shall countersign all vouchers and money bills of the JCR.
- d) He shall not be a member of any adhoc audit board of the JCR.
- e) He shall report to the JCRC all sponsors and acts undertaken by the finance committee in areas such as sponsorship and or fundraising for the JCR.
- f) He shall perform any other duty as may be assigned to him/her by the president or JCRC consistent with the provisions of this constitution

(5) The Welfare Committee Chairman

- a) He shall be the chairman for the welfare committee. He shall be responsible for the general welfare and security of the members of the JCR.
- b) He shall be responsible for the proper sanitation in the Hall.
- c) He shall ensure that all reported utility cases concerning electrical, plumbing and carpentry problems are attended to.
- d) He shall coordinate the affairs of the floor representatives
- e) He shall inspect the quality of food and items being sold by the traders at the canteen and all shops or supermarkets in the hall and ensure that the interest and welfare of students are protected.
- f) He shall represent the Hall at the SRC level and other levels of representation required of his office.

(6) The LEGAL AFFAIRS COMMISSIONER

- a) The legal affairs commissioner shall be the principal legal advisor to the JCRC and JCR
- b) He shall discharge such other duties of a legal nature as may be referred or assigned to him by the president or imposed on him by the constitution
- c) He shall be appointed by the president
- d) He shall be present at meeting of the council and committee to advise them on matters of law
- e) He shall be a student of the faculty of law (Resident or an Affiliate in good standing)
- f) He has no voting rights during meetings of the council and committee

(7) The Entertainment Committee Chairman

- a) He shall be the chairman of the entertainment committee.
- b) He shall in consultation with the JCRC spearhead the organization of all entertainment activities.
- c) He shall be responsible to the JCR for anything in respect of entertainment spearheaded by him.
- d) He shall be responsible for the proper and decent furnishing and maintenance of JCR TV room, games room etc. with the provision of relevant equipment or gadgets, including general cleanliness.
- e) He shall represent the Hall at the SRC level and other level of representation required of his office.

(8) Sports Chairman

- a) To be appointed, he should must be an active sportsman of the Hall.
- b) He shall be responsible for all the sports and game equipment belonging to the Hall and shall ensure any equipment given out is returned safely at a reasonable time.
- c) He shall represent the Hall at the University sports union.
- d) He shall appoint captains for the various disciplines in consultation with team members and shall have regular meetings with them.
- e) He shall be the chairman of the games and sports committee.
- f) He shall in consultation with his committee organize games and sporting activities between members of the Hall and other Halls on PU campus as well as other institutions.
- g) He shall together with his committee be responsible for the purchase and safekeeping of sports equipment in the Hall.
- h) He shall be held accountable for any careless loss of any sports equipment

CHAPTER FOUR

BOARDS, COMMITTEES AND OTHER OFFICES

Article 12

(1) The Editorial Committee

The general secretary shall be the chairperson of this committee. For the purposes of this constitution the committee shall perform editorial duties. The committee must be made up of not more than ten members

- a) Members of the committee shall be appointed within six (6) weeks after the general secretary officially resumes office.
- b) The committee shall be responsible for the newsletter and the Hall magazine and other publications at least once in an academic year.
- c) The committee shall institute a mechanism to encourage JCR members to write articles for publications.
- d) The committee shall have the power to remove and or confiscate any unsigned notices in the Hall.
- e) Any notice unattested by a porter on duty before it was posted on the notice board shall be deemed as an unsigned notice.

(2) The Sports Committee

- a) There shall be a Sports and Games Committee comprising the chairman and all captains of the various sports discipline.
- b) Members of this committee shall be appointed by the chairman at most six (6) weeks after his official assumption of office.
- c) Members of this committee shall assist the chairman in the exercise of his duties.

(3) The Entertainment Committee

- a) It shall comprise the chairman and at least six (6) members of the JCR.
- b) Members of this committee shall be appointed by the chairman at most six (6) weeks after his official assumption of office.
- c) Members of this committee shall assist the entertainment committee chairman in the performance of his duties.
- d) The committee shall sit and plan all entertainment activities or any of such programs coming under its jurisdiction.
- e) Members shall comprise of not more than ten members

(4) The Finance Committee

- a) There shall be a finance committee comprising the financial secretary and not less than three (3) and not more than five (5) members
- b) Members of this committee shall be appointed by the financial secretary in consultation with the executive committee. And such appointment must be done at most six weeks after his or her assumption of office
- c) The financial secretary shall be the chairman of the finance committee under the auspices of the vice president

- d) Members of the finance committee shall assist the financial secretary in the execution of his duties.
- e) The finance committee shall be in charge of all sponsorship and fundraising transactions, as well as payments on behalf of the JCR unless otherwise specified by the JCRC.
- f) It shall propose projects and programs in consultation with the JCRC to raise funds for the Hall.

(5) Welfare Committee

- a) For the purposes of this constitution, the welfare chairperson shall form a welfare committee within six weeks after his assumption to office
- b) The welfare committee shall meet and deliberate on issues on welfare of the Hall and JCR members.
- c) The welfare committee shall be in charge of the day-to-day administration of all welfare affairs of the Hall and JCR members and shall be chaired by the Welfare committee chairman.
- d) The welfare committee shall comprise the chairman, floor representatives and other JCR members drafted into the committee by the Chairman.
- e) The floor representatives shall assist the welfare chairman in the performance of his welfare duties
- f) They shall present reports pertaining to welfare issues within their jurisdiction to the welfare chairman any time such issues arise

(6) Floor representatives

- a) All floor representatives shall be elected within five (5) weeks after beginning of every academic year
- b) The electoral commissioner shall spell out the rules and regulations as well as the criteria governing the election of floor representatives
- c) All floor representatives shall be members of the welfare committee.
- d) All floor representatives shall assist the welfare chairman in the performance of his welfare duties
- e) All floor representatives shall be accountable to the welfare chairman, the JCRC and JCR

(7) Regulations for various committees

- a) All standing committees shall have regulations which shall be subject to the Sarfo Hall constitution.
- b) The regulations of the committees must clearly spell out their functions and modus operandi.
- c) The regulations shall be adhered to by all committees and members of the JCR and JCRC where applicable.

- d) The regulations of these committees shall be made available to the Judicial committee chairperson and be an open document accessible and viewable by all JCR members.
- e) All committees of the JCR shall follow the directions of their work regulations and call on the Judicial Committee for interpretation and further clarification which the work regulations are silent on, raises ambiguity or does not capture in writing.

CHAPTER FIVE

INDEPENDENT BODIES

Article 13(1)-THE JUDICIAL COMMITTEE

a. THE CHAIRPERSON AND COMPOSITION

- I. by the president subject to the approval of the executive committee through a simple majority decision
- II. The chairperson, It shall comprise the Chairperson who shall be a student of the faculty of law nominated and shall be responsible for the affairs of the judicial committee and head all proceedings.
- III. The Chairperson shall cause the formation of not less than three but not more than seven members in their committee six weeks after official assumption of office.
- IV. The Chairperson shall represent the JCR on the SRC Judicial committee and on the Disciplinary committee of the Hall.
- V. Members of the committee must be students of the faculty of law and affiliates of Sarfo hall

b. FUNCTIONS/JURISDICTION

- i. The Judicial committee shall have jurisdiction in every matter relating to the enforcement and or interpretation of any provision of this constitution.
- ii. It shall have the jurisdiction in every matter where it is alleged that a person or a body of persons have acted ultra vires or abused the powers conferred on him/her/them by this constitution or any other law for the time being in force.
- iii. The Judicial committee shall have the mandate to resolve any conflict between students or group of students in the Hall.
- iv. All impeachment proceedings against any member of the JCRC, other officers and or members of any committee(s) of the JCR shall be brought before the Judicial committee with a formal notice within two weeks before such impeachment proceedings will begin
- v. The Judicial committee shall publish its findings, conclusions and recommendations on any such proceedings on the notice board prior to a JCR meeting convened for that purpose if such a meeting is deemed necessary.

- vi. Notwithstanding any provision to the contrary, the judicial committee shall recommend any decision to the appropriate Hall authorities for implementation.
- vii. The Judicial committee of the JCR shall have the power to rule on matters on which this constitution is silent or ambiguous. Such ruling(s) shall be expressed in precise terms and shall be communicated to the entire Hall via the Hall notice boards and any other means available.
- viii. The Judicial committee shall ensure that copies of this constitution are made available or are given to members of the Hall.
- ix. The Judicial committee shall have jurisdiction in every matter relating to electoral petitions and all constitutional matters.
- x. The Judicial committee shall see to the enforcement of the transitional provisions.
- xi. The Judicial committee shall at least once in a year, educate members of the JCR on the provisions of this constitution.
- xii. In exercise of its functions, the judicial committee shall be subject only to this constitution, the constitution of the SRC Pentecost University as well as the general rules and regulations of Sarfo Hall and Pentecost University. It shall not be subject to the control of the Hall authorities or any other persons in the Hall.
- xiii. All cases that are beyond the jurisdiction of the judicial committee shall be referred to the SRC Judicial Committee.
- xiv. With references to article 3 clause (3) of this constitution, the judicial committee shall decide on appropriate sanctions in such violations and contempt of the constitution and the Judicial Committee.

c. HEARING / POWER

- i. The hearing of the committee except otherwise determined by the chairman, shall be held in public.
- ii. The Judicial committee shall have the power to subpoena any member(s) of the Hall and other persons to appear before it.
- iii. All matters involving students and non-student members of the Hall shall be referred to the Disciplinary committee through the chairman of the judicial committee and other representatives of the judicial committee.
- iv. The findings and decisions arising during any sitting(s) shall be brought to the notice of the JCR in writing at least one week prior to a meeting convened for that purpose if the meeting is deemed necessary.
- v. Notwithstanding any provision to the contrary, the judicial committee shall within two (2) weeks after completion of every sitting publish its findings and decisions to the JCR via the notice board and any other means. Publishing of such notices shall be subject to the discretion of the Judicial Committee.
- vi. The Judicial committee have the power to do such things, as shall be reasonably necessary including issuing prerogative writs or orders as mandamus, certiorari, prohibition, injunction and any other order(s) that it deems legally necessary, in its discretion, for and creation of such committees to deal with specific issues.
- vii. The Judicial committee shall have the power to summon any member of the JCR to its hearing(s).

- viii. The Judicial committee shall have the power to prescribe any appropriate punishment as regards breach of any provision(s) of this constitution provided that the punishment so described shall be capable of being enforced by the JCRC and / or the JCR as the case may be.
- ix. In proven cases of misdemeanor on the part of a member(s) or the whole Judicial Committee, the JCRC in consultation with the JCR shall institute disciplinary measures against such member(s) of the committee; or shall have recourse in the SRC Judicial Committee for remedy

Article 13(2)-THE AUDIT BOARD

- a. There shall be an Audit Board comprising four (4) members of the JCR and one representative appointed by the Hall Tutor.
- b. The members of the board shall be elected by the JCR at the first JCR meeting organized by the JCRC.
- c. The rules and regulations governing the election of the members of the board shall be set out by the Electoral Commissioner.
- d. The Chairperson of the Audit Board shall be appointed by members of the board at their first meeting.
- e. The Audit Board shall audit the account of any activity/function organized by any person or group of persons for and on behalf of the JCR.
- f. The Audit Board shall audit finances of the JCR as and when it is deemed necessary by the JCR.
- g. The Audit Board shall be responsible for auditing the accounts of the JCR each semester but before the JCRC handing over.
- h. The board shall take an inventory of all JCR property.
- i. The Audit Board shall submit its audit and inventory report at least once every semester to the JCR.
- j. The report(s) of the board shall be displayed on notice boards at least one (1) week before presentation of the report(s) to the JCR for the deliberation pending acceptance. Such meetings for purposes of deliberation pending acceptance of the audit report shall be held before the JCRC handing over.
- k. The Audit Board shall have the power to recommend to the Judicial Committee that legal action should be taken against a person(s) who is alleged of financial malfeasance.
- l. The audit board shall determine the time and duration when auditing shall commence and end.

Article 13(3) - THE ELECTORAL COMMISSION

- a. There shall be an Electoral commission comprising at least five (5) members of the JCR and at most seven (7) members of the JCR headed by an electoral commissioner.

- b. The electoral commissioner shall be nominated by president and be approved through majority decision of the executive committee and should preferably have served on a previous electoral commissioner at the Hall, department, faculty or /and SRC level.
- c. The electoral commissioner shall appoint members of the commission at least six (6) weeks after assumption of office.
- d. The electoral commission shall conduct all JCR elections including all by-elections arising from any vacancy in accordance with the provisions of this constitution.
- e. The electoral commissioner shall serve as the JCR representative on the SRC electoral commission and any other level of representation.
- f. The electoral commissioner in consultation with the judicial committee shall have the power to make any additional rule(s) and regulations as they may find necessary to affect an orderly and impartial elections. Such rules and regulations shall be brought to the notice of the JCR at least forty-eight (48) hours before they shall be deemed to be effective.
- g. Rules and regulations governing the conduct of elections shall be published on all notice boards at least one (1) week before the period of elections commences.
- h. The electoral commission shall be independent in the performance of its duties and shall be subject only to this constitution.
- i. The electoral commission shall be responsible for the supervision of proceedings and the publications of provisional results of elections not later than forty (48) hours after such elections and the final results at least seven (7) days and not more than ten (10) days.
- j. With reference to article 13 (3) (i), the electoral commission shall receive petitions which shall be forwarded to the Judicial Committee for resolution before final results are published.

CHAPTER SIX

ELECTIONS

Article 14 - ELIGIBILITY

(1)(a) With reference to article 4, every member of the JCR shall be deemed eligible to contest for any election in provided:

- i. He has spent at least one academic year in this University
- ii. He is not a final year student
- iii. He is an affiliate of good standing that is, he should have paid his affiliate dues at most one month into the beginning of the academic year and have attended at least two general meetings.
- iv. He is not an honorary member of the Hall or a member of another Hall as may appear on his student ID card.
- v. He has not been voted out of office in this University or elsewhere for any proven case of misconduct.
- vi. He has not been declared by the findings of the judicial committee of the JCR and other bodies (example department, faculty, college, SRC etc.) to be incompetent to hold any post or office in the JCR.

- vii. He is neither a member of another Hall as captured on his Pentecost students' ID card nor an honorary member.
- viii. He has not been found guilty by any student judicial committee of Pentecost University or the University for any Proven Case of misconduct.
- ix. He has resigned from his office as a JCRC member within and in the interest of Sarfo Hall.
- x. He has a C.G.P.A not less than 2.6

(2) The position of the vice president will not be up for elections; however, The Vice President shall be designated by the candidate for the office of the President before filing his nomination.

Article 15 - NOMINATIONS

- (1) Nominations shall take place over a minimum period of three (3) days and maximum of five (5) days.
- (2) A candidate who wishes to contest a JCRC position shall have at least ten (10) supporting members of the JCR whose official names and signatures shall appear on the nomination form of the candidate in question.
- (3) The person thus nominated shall certify that he has consented to be nominated.
- (4) When nominations for position have been opened for at most two times and no one files for a particular position An electoral college comprising the incoming JCRC elect shall nominate, vet and appoint members of the JCR to fill the vacancy.
- (5) The nominated candidate shall be presented to members of the JCR at a meeting convened for that purpose pending acceptance

Article 16- VETTING AND CAMPAIGN

- (1) Vetting shall take place within forty-eight (48) hours after the electoral commission has publicized particulars of all contesting candidates on notice board(s).
- (2) Any student who wishes to stand and contest elections shall submit himself to the electoral commission for a thorough vetting.
- (3) For the purposes of this constitution the electoral commissioner shall form a vetting committee made of six members, these members shall be students affiliates of Sarfo hall of, good standing , high moral standards and proven integrity
- (4) The vetting committee shall submit its full report or findings to the electoral commissioner a day after the vetting process.
- (5) The electoral commission shall base on the report or findings of vetting committee disqualify ineligible candidates and accordingly in writing let any candidate deemed ineligible know why they have been deemed ineligible
- (6) The electoral commission shall present such certified candidates to the JCR for voting Such Qualified Candidates shall be given three (3) days to campaign Campaigning by qualified candidate shall be terminated after manifesto presentation.
- (7) All candidates shall be required to present manifestos to members of the JCR at a meeting convened for that purpose at least a day before the elections.

- (8) Campaigning shall cease after the manifesto reading and all campaign materials shall be removed immediately.

Article 17- ELECTION PERIOD AND OTHERS

(1) a) JCRC elections shall be held within the period specified by the SRC electoral time table accepted by the Hall electoral commissioner provided nothing happens to disrupt the both SRC and Hall process. With reference to article 7, JCRC members shall be elected through the ballot box or any other means deemed fit by the electoral commissioner and acceptable to the JCR. In an election process,

- i. A simple majority is required to win an election of more than one candidate contesting the same position.
 - ii. A candidate who stands unopposed shall at least have fifty (50) percent plus one (1) vote (50% + 1) of total valid vote cast to win the election.
 - iii. Where a candidate who stands unopposed fails to pull the required percentage thereof, fresh nominations shall be opened within three (3) days after the official declaration of the provisional results by the electoral commissioner.
 - iv. Without prejudice to paragraph iii, above, the electoral commissioner shall declare the unopposed candidate as elected if after the close of fresh nomination lasting a minimum of two (2) days and a maximum of three (3) days; no opposition emerges provided he is vetted by the JCRC.
- b) Fresh elections may be conducted for candidate who may tie.
- c) Each and every member of the JCR has the right to cast one vote for each office being contested for.
- d) There shall be no voting by proxy.
- e) Only JCR members bearing Sarfo Hall Students ID cards and proof of original membership of this Hall and have satisfied all requirements of a JCR member shall be allowed to vote. Honorary members shall be having no voting rights nor be eligible for contesting in elections.
- f) Voting shall take place within seven (7am) to six (6) pm on the voting day subject to the additional rules of the electoral commission.

(2)

- (1) Candidates shall conduct themselves in accordance with the rules, regulations and by-laws for elections.
- (2) Any member of the JCR who qualifies to contest elections and intends to contest any executive JCRC position shall make available two (2) recent passport sized photographs of himself accompanied with the duly filled nomination forms and a CV to the electoral commissioner not later than the specified date and time given by the electoral commissioner.
- (3) Any act(s) of intimidation that influences voters' franchise constitutes an offence. If it is sufficiently proved that a particular candidate or any person(s) acting on behalf is/are involved in any act(s) of intimidation, the number of votes obtained by the said candidate shall be declared null and void by the electoral commission.

- (4) A member of the JCR shall be allowed to vote only upon showing his PU students' photo ID card and any form of proper identification showing he is officially registered as a Sarfo Hall member to the officer in charge at polling station.
- (5) The provisional results of the elections may be challenged within seventy (72) hours after they have been made public to the JCR. Outside the prescribed period, no complaints shall be entertained and the provisional results shall be declared final by the electoral commission.
- (6) Candidates wishing to present their polling agents to witness polling on the day of voting shall furnish the electoral commission with the names and particulars of such representative(s) not later than forty-eight (48) hours before the day of voting.
- (7) Any candidate who breaks any of the standing rules shall be sanctioned. Such sanctions may include disqualification by the electoral commissioner.
- (8) The electoral commission shall have the power to disqualify or sanction, where it deems appropriate by any measure, any member, aspirant or candidate involved in an election process who acts in a way frowned upon by any law in this constitution or any additional rules of the electoral commission but in consultation with the judicial committee.
- (9) Any instrument from the electoral commissioner which states that a candidate named in the instrument is declared as executive council member elect at general elections shall be prima facie evidence that the person is duly elected.
- (10) Any electoral procedure or issue on which this constitution or additional rules is silent on shall be referred to the judicial committee who shall deal with it within three (3) days.

Article 18 BY- ELECTIONS

- (1) A by- election shall be held within two (2) weeks where an office becomes vacant either by resignation, removal from office, death or for any other reason acceptable by the JCR.
- (2) No executive council member shall be eligible for elections without first resigning his office one week before elections. Such a letter of resignation shall be presented to the judicial committee
- (3) A by-election shall not be held if the position becomes vacant three (3) months before the general election but such positions shall be held by appointment by the JCRC
- (4) Any officer elected by a by-election shall occupy the tenure of office not exceeding the end of the electoral year for which he was elected.

CHAPTER SEVEN

MEETINGS

Article 19 - Executive Committee Meeting

- (1) There shall be a minimum of two executive meetings within ten (10) days of the beginning of the semester to draw an agenda for the first meeting of the JCR.

Article 20- JCRC Meetings

- (1) There shall be JCRC meeting every month whenever the university is in session.
- (2) The JCRC may schedule any other meeting(s) as may be deemed necessary.
- (3) Five (5) members of the JCRC shall form a quorum at the JCRC meetings.

Article 21- General Meetings

- (1) The president shall request the general secretary to summon a general meeting of the JCR within six (6) weeks on assumption of office or at the beginning of the semester: which of them is applicable, at which the financial secretary shall present budget of the JCR for approval.
- (2) A general meeting shall be convened for not later than twenty-one (21) days after each vacation for discussion of items in the agenda.
- (3) The president in consultation with the JCRC may convene a general meeting at any time and for the purpose that he may deem necessary.
- (4) Notices of all general meetings together with the agenda for the meeting shall be published at least forty-eight (48) hours before the effective date for the meeting.
- (5) Thirty (30) members of the JCR, excluding members of the JCRC shall constitute a quorum.
- (6) The president shall have the right to call off a meeting if the quorum is not formed within a reasonable time limit.
- (7) All decisions during meetings shall be taken by a simple majority votes
- (8) At all general meetings there should be at least one member from each room present.

Article 22- Special General Meetings

- (1)a) The president or any thirty (30) members of the JCR may request the general secretary to summon a special general meeting provided at least forty-eight (48) hours' notices with an agenda published.

Article 23 - Emergency Meetings

- (1)a) Emergency general meetings may be convened at a shorter notice by the executive committee with attached agenda.

CHAPTER EIGHT

MISCELLANEOUS

Article 24 - Honoraria

- a) The executive committee shall be honored at the end of the academic year.
- b) Determined persons are eligible for a certificate of honor, service or merit approved by the JCRC. Certificates of office as well as other awards, prize and benefits may be presented to the following categories of people.

- i. JCRC members
- ii. Members of all standing committees, bodies or sub-committees
- iii. Persons who have contributed to the welfare of the hall as may be approved by members of the JCR. Such persons could be members of the JCR, workers, honorary members, philanthropists and so forth.
- iv. Resigned JCRC members as a result of contesting in JCRC elections.
- v. On grounds of resignation as a result of misconduct or incompetence, impeachment or vote of no confidence passed against an executive of the JCR and JCRC he shall automatically forfeit his certificate of honor.

Article 25 Amendments and Review

- (1) Any notice for the revision or amendment of any provision of this constitution shall be made to the judicial committee and published to the JCR members. In the case of total revision, a constitutional review shall be set up by the judicial committee chairperson to collate views of the JCR members for the laid purpose.
- (2) Notice of the revision or the amendment of any provision of this constitution may be made by the executive committee or by any student in writing and submitted to the judicial committee. Such a notice shall be supported by at least thirty (30) other members of the JCR who shall append their signatures thereto.
- (3) A Constitutional Review Committee, an adhoc committee set up by the judicial committee chairperson shall be responsible for performing a thorough constitutional review to act the issue within thirty (30) academic days.
- (4) Reports of the adhoc committee shall be submitted to the judicial committee.
- (5) Members of the judicial committee may be part of the adhoc committee.
- (6) The Judicial Committee shall sit to consider the issue within fourteen (14) academic days upon the receipt of any valid notice of amendment. They shall then submit a report to the Executive Committee who may summon the entire membership JCR to debate, discuss and approve of the amendments within twelve (12) academic days.
- (7) Any meeting convened for /by the JCR under this article shall be decided by two-thirds (2/3) majority of members present.
- (8) In case of a constitutional review, this shall be done at least four (4) years after the last review.
- (9) All amendments and review shall be subjected to referendum at a JCR meeting called for such a purpose or by other means of voting championed by the electoral and judicial committee.

Article 26 Interpretation

- (1) In this constitution, unless the context otherwise requires:
 - a) JCR shall mean Junior Common Room.
 - b) JCRC shall mean Junior Common Room Committee.
 - c) SRC shall mean Students' Representative Council.
 - d) Executive council shall mean JCRC.
 - e) Hall shall mean Sarfo Hall.

- f) PU shall mean Pentecost University.
- g) The Executive committee shall be a body consisting of the President, Vice President, General Secretary and the Financial Secretary and the welfare chairperson
- h) A unanimous decision shall be a decision where everyone is in total agreement, or when all voters are in absolute agreement. Where a decision is required to be unanimous and it is not, it renders all subsequent acts invalid
- i) Formal notice is a letter requiring its recipient to comply with an obligation or to correct a situation in accordance with this constitution and within a certain period of time
- j) A simple majority is the highest number of votes cast for any one candidate, exceeds the second highest number, while not constituting an absolute majority

(2) The judicial committee shall have the powers to rule on matters on which the constitution is silent on or which is ambiguous and such rulings shall be expressed in precise terms and shall become a precedent (Persuasive authority) on the JCR and the JCRC, until amended or revoked in accordance with the provisions of article 25 of this constitution.

(3) For the absolute avoidance of doubt no position by appointment shall require the buying of nomination forms or be subject to the buying of nomination forms, such an act will if done with be contrary to this constitution and therefore declared void.

(4) An outgoing committee chairperson shall recommend to the president and executive committee a member from his or her committee to be considered for appointment and the executive committee shall duly take this into consideration when making such appointments.

CHAPTER NINE TRANSITIONAL PROVISIONS

Article 27 – Official Positions

- (1) Any person who immediately before the coming into force of this review constitution held office shall be deemed to have been appointed or elected as far as it is in consistence with the provision of this constitution to hold such office under this constitution until expiration of his tenure of office.
- (2) The old structure of the JCRC shall be operative until the tenure of office of the currently elected JCRC members expires.
- (3) The members of the executive council of Sarfo Hall shall hand over power to a newly elected executive council within 45 days after the commencement of the election process of the new Executive Council.
- (4) Formal Dissolution of Sarfo Hall, PU on the eve of the scheduled date for handing over to the council- elect, after joint meeting of outgoing Council and Council-elect, where the new chairman of Judicial Commission alone retains his status as a member of Sarfo Hall, PU
- (5) The outgoing chairman of the Judicial Commission automatically relinquishes his status above immediately after swearing in the Judicial Commission chairman appointed.
- (6) Final Swearing in Ceremony of President and entire composition of the Sarfo Hall Executive Council before the student body by the judicial chairperson.

Article 28 An Adhoc Transitional Council

(1) There shall be an adhoc transitional council set up by the chairman of the judicial committee to promote the proper and legal transfer of power from the outgoing JCRC to the incoming JCRC. The council shall comprise

a) a member of the judicial committee

b) three JCRC members

c) three floor representatives

(2) The council shall exist during or after the whole period of the general election and end immediately after a new JCRC is sworn into office.

(3) The council shall ensure that all Hall assets are properly accounted for by an outgoing JCRC.

(4) The council shall see to it that the outgoing JCRC shall hand over power to a newly elected JCRC within thirty (30) days after the declaration of final election results of a JCRC election

OATHS OF OFFICE

The judicial committee chairperson- elect shall first swear the judicial oath followed by the executive oath. He (judicial committee chairperson elect) shall then swear in the other executive committee.

THE JUDICIAL OATH

Ihaving been elected Chairperson (Member) of the Judicial Committee of Sarfo Hall, do hereby in the name of the Almighty God swear that I shall at all times faithfully and truly serve the hall, that I shall bear true faith and allegiance to Sarfo Hall as by law established; that I shall uphold its sovereignty, nobility and integrity; and that I shall truly and faithfully perform the functions of my office without fear or favor, affection or ill-will in the adjudication of all matters that shall be brought under my jurisdiction; and that I shall at all times uphold, preserve, protect and defend the Constitution and laws of Sarfo Hall JCR. So, help me God.

(This shall be administered by the outgoing Judicial Committee Chairperson)

PRESIDENTIAL/ VICE PRESIDENTIAL OATH

Ihaving been elected President/Vice President of Sarfo Hall, do hereby in the name of the Almighty God swear that I shall at all times faithfully and truly serve all members of Sarfo Hall, that I shall uphold the principles of meticulous probity and accountability in my capacity as the President (Vice President). I shall bear true faith and allegiance as by law established. I shall uphold the sovereignty and integrity of Sarfo Hall that I shall faithfully and conscientiously perform my duties and I shall preserve, protect and defend the Constitution. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of Sarfo Hall JCR. So, help me God.

(This shall be administered by the outgoing Judicial Committee Chairperson and then followed by the executive oath)

THE EXECUTIVE OATH

Ihaving been elected/appointed for the position of Sarfo Hall, do hereby in the name of the Almighty God swear that I shall at all times faithfully and truly serve this honorable hall in my best capacity and in the Hall's interest. That I shall support and uphold the principles of meticulous accountability seek the welfare of Students of Sarfo Hall. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Sarfo Hall JCR thereof. So, help me God.

(To be sworn by all other JCRC- elect administered by the newly sworn-in Judicial Committee Chairperson at a ceremony organized for this purpose. This shall follow the Presidential and Vice-presidential oaths).

All other oaths for JCR appointed committees shall be drafted by the Judicial Committee Chairperson.

This constitutional review was initiated and completed by

Mr. Daniel Onwonah-Darteh Ntiamoah, Judicial Committee Chairperson (JCRC 2023/24)

Constitutional Review Committee

Mr. Michael Yaw Tsatsuu (former judicial committee chairperson)

Mr. Rexford Agyei

Mr. Francis Arthur

Mr. Sylvester Owusu Akyaw

Mr. Joshua Obeng