

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY



2023 AMENDED STUDENTS' GUILD CONSTITUTION

FOREWARD

Distinguished members of Mbarara University of Science and Technology (MUST) Students' Guild,

It is with great honor that I present to you the amended Constitution on behalf of the 34th Guild Government. While I do not claim sole responsibility for the amendments made, I bear witness that the process was a collaborative effort involving different stakeholders and all members of the Guild. Driven by a sense of purpose and urgency, we embarked on an arduous journey to review and refine the mighty Guild constitution. I am thus proud to say that all additions, rescissions, modifications, and repeals from the 2017 Guild Constitution were made with the utmost care and diligence to ensure that the new Constitution meets the needs and aspirations of MUST Students' Guild.

This amended Constitution was forwarded to and approved by the University Council during the 2022/2023 MUST Guild Government. We hope that this Constitution will receive humble consideration and acceptance and shall exist as alluded in SUPREMACY to be the supreme policy-making instrument of the Guild.

We extend our sincere appreciation and gratitude to the 34th Guild President, H.E. Nasasira Bill Clinton, and the 34th Guild Speaker, Rt.Hon. Bakwatanisa Jordan, for their remarkable leadership in spearheading the constitutional amendments process. Their unwavering dedication and commitment to this process have undoubtedly left a lasting impact on the entire University community.

We also extend our heartfelt thanks to the committee that worked tirelessly on the process of amending the constitution and the 34th guild house, who played a pivotal role in ensuring that the process was successful.

Furthermore, we would like to acknowledge and express our deepest gratitude to everyone who supported us throughout this amendment process, including the University Council, Students' Welfare and Disciplinary Committee, University Top Management headed by Professor Celestino Obua, University legal team headed by Counsel Mugumya Timothy Ndiana, Dean of Students

office headed by Mr. Kyagaba Emmanuel, and the Chairperson Students' Welfare and Disciplinary Committee Counsel Sarah Mwaka Nyachwo.

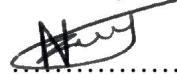
We also thank the 2021/2022 MUST Guild Government led by H.E Jastus Mugenyi Kizito, the Guild Speaker Ms. Nagawa Hellena Luyinda, and the Minister of Justice and Constitutional Affairs Hon. Muhamme Darius, who headed the previous Constitutional review committee and kick-started this process, giving us the mantle to continue with.

Finally, we express our gratitude to all former Guild leaders and members of the MUST Guild who contributed to the making of this amended Constitution. Your contributions and kindness will undoubtedly be rewarded, and we look forward to building on the solid foundation that you have laid.

Succeed we MUST

For God and My country

Sincerely,



.....

HON. DAVID NYAMUTALE

MINISTER FOR JUSTICE AND CONSTITUTIONAL AFFAIRS

MUST STUDENTS' GUILD 2022/2023.

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PREAMBLE

We, the students of Mbarara University of Science and Technology, recognizing our right to self-governance and the need for an effective organization to represent our interests, enhance our academic and social experiences, and foster mutual respect and understanding among students, the University management, and Council, do hereby establish and adopt this Constitution as a framework to promote the interests and welfare of the Students' Guild of Mbarara University of Science and Technology and govern its affairs.

In sympathy with our endeavor to instill, promote and preserve all desirable aspects of sound scientific and technological education and establish good will and acceptable moral codes among members of the Guild on one hand, and the University Administration, the government and/ or any other persons connected with the Guild in whatever manner, on the hand;

Do hereby Declare, Adopt and Bind ourselves and our successors by this Constitution approved by the University Council in accordance with Universities and other Tertiary Institutions Act 2001 as amended S 40 (b) as;

The Constitution of Mbarara University of Science and Technology Students' Guild on this 20th day of December the year 2023.

ARTICLE 1: NAME

1.1 The student body comprising of full, associate, honorary and life members, shall be called and known as Mbarara University of Science and Technology Student's Guild (MUST- SG) herein after referred to as “THE GUILD”

1.2. The purpose of the Guild shall be to represent and advocate for the interests and welfare of the students of MUST, to promote academic excellence, to foster a sense of community, and to uphold the principles of democracy and social justice.

ARTICLE 2: HEADQUARTERS

The headquarters of the Guild shall be located at the main campus of Mbarara University of Science and Technology, hereafter referred to as the MUST.

ARTICLE 3: PURPOSE

The purpose of this constitution is to guide, promote, and protect the interests, rights, and welfare of all its members in accordance with the laws of Uganda and University policies, as well as to facilitate communication among students, University management, and council, and to promote academic excellence, leadership, and social responsibility.

ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the Guild as established in this constitution shall be to:

- i. Establish a vibrant students' organization and Government.
- ii. To promote the welfare and rights of all students of the University, regardless of their gender, race, religion, ethnicity, nationality, or social status.
- iii. Protect and guide the rights and obligations of guild leaders and students.
- iv. To promote leadership development and effective communication among students, the University management, and council.

- v. To promote the physical, mental, and social well-being of students and provide support and assistance where necessary.
- vi. To facilitate the establishment and management of clubs, societies, and other organizations that promote the interests of students.
- vii. Cultivate values among its members and to train and prepare them for future service in the community. To foster academic excellence and encourage the pursuit of knowledge and innovation among students.
- viii. Work with the University Administration in all matters affecting the Guild members and to promote matters of interest to the University.
- ix. Represent the Guild on various organs of the University.
- x. Establish procedural guidelines that can be followed by students to address their grievances
- xi. Work in co-operation with other students' organizations and to establish friendly relations and understanding with other external organizations when, where and while desirable provided always that such co-operation is not detrimental to the University and the country.
- xii. Negotiate with Government or other bodies, through the University Administration on matters affecting the Guild and /or its members
- xiii. Represent the Guild at National and International level.

ARTICLE 5: MEMBERSHIP

Section I: Full membership

Full membership of the Guild shall be open to all duly registered students of the University who have paid the prescribed Guild membership fee and who agree to abide by this Constitution.

Section II: Associate members

All Alumni of the University shall be associate members of the Guild.

Section III: Honorary members

- a) Honorary membership of the Guild shall be bestowed on any person who is neither an associate nor full member, who has made significant contributions to the welfare and interests of the

students of the Guild or University, either financially, materially, or socially subject to the approval of the University Council.

- b) Honorary members maybe proposed by the Guild executive and recommended by the GRC to the University Council for approval.

Section IV: Life members

Any associate member who pays subscription fees as prescribed by the GRC shall be a life member.

ARTICLE 6: RIGHTS AND OBLIGATIONS

Section I: Rights of full members

Any person who is a full member of the Guild has the right to:

- a) Fully participate in the proceedings of the General Assembly.
- b) Vote in all elections and referenda of the Guild as provided subject to provisions of this Constitution.
- c) Elect and be elected to any office of the Guild as provided subject to provisions of this Constitution save for members of the University Staff/ employees of the University.
- d) Be elected, nominated, or appointed to be a delegate or representative of the Guild in any of the Guild undertakings.
- e) Access all services and facilities provided by the Guild.

Section II: Rights of Associate, Honorary and Life members

Every Associate, Honorary, and Life member of the Guild has the right to use the Guild's facilities in the manner prescribed by the Guild Executive and the GRC, as well as attend and participate in all Guild meetings, but are not eligible to vote or hold office in the Guild.

Section III: Obligations of all members

All members of the Guild shall be required to:

- a) Abide by the Constitution of the Guild.

- b) Preserve the dignity of the University Anthem, Motto and Flag.
- c) Pay the prescribed membership fee.
- d) Abide by the University rules and regulations
- e) Attend all meetings of the Guild and participate in its activities that they are mandated to.
- f) Promote the welfare and interests of the students of the University.
- g) Associate and Honorary members may be called upon to support and assist the Guild.

ARTICLE 7: ORGANS OF THE GUILD

Section I: The General Assembly

1. The General Assembly shall;
 - a) The General Assembly shall be the highest decision-making body of the Guild and shall only be convened in special circumstances. The Speaker, acting upon the advice of the Guild Representative Council and Executive, will preside over the calling of the General Assembly.
 - b) Be the formal informative and consultative forum for the Guild and all decisions which require action by the University Council or Government, shall be communicated through the Guild Representative Council.
 - c) Be convened in the following circumstances: in case of an ordinary assembly, be held after giving at least 5 working days' or 24 hours' notice in case of an extra ordinary or emergency assembly.
 - d) Receive matters for discussion raised by any member of the Guild or referred to it by the GRC or Executive if supported by 2/3 majority in the respective meetings.
2. All members of the Guild shall be under duty to attend in person all meetings lawfully convened by the Guild Government and to meaningfully contribute within the limits of their abilities and powers.
3. Have the responsibility to resolve contentious matters arising from the Guild Administration and to receive reports from the Guild Government.

Section II: The Executive

- a) The Executive shall be the executive organ of the Guild, and shall be responsible for the day-to-day administration of the affairs of the Guild.

b) The Executive shall be composed of:

- i. The President
- ii. The Vice President
- iii. The Prime Minister
- iv. The Deputy Prime Minister
- v. The Minister of Education and Professional Affairs
- vi. The Minister of Social Affairs
- vii. The Minister of Environment
- viii. The Minister of Finance
- ix. The Minister of Student Affairs
- x. The Minister of Health
- xi. The Minister of Information and Technology
- xii. The Minister of Foreign Affairs and Public Relations
- xiii. The Minister of Justice and Constitutional Affairs
- xiv. The Minister of Gender and Guidance
- xv. The Minister for Disability Affairs
- xvi. Chairperson Sports and Games Union (Ex Officio)

c) The Executive shall have the following powers and functions;

- i. To implement the policies and decisions of the General Assembly and Guild Representative Council;
- ii. To prepare and present the annual budget of the Guild to the Guild Representative Council for approval;
- iii. To initiate and execute programs and projects aimed at improving the welfare of the members of the Guild;
- iv. To represent the Guild in all matters affecting the welfare of the members of the Guild;
- v. To provide leadership and direction to the Guild;
- vi. To perform any other functions assigned to it by the Constitution, the General Assembly, or the Guild Representative Council.

Section III: The Guild Representative Council

- a) There shall be an organ of the Guild known as the Guild Representative Council here in after referred to as the GRC, which shall be the legislative organ of the Guild, and shall be responsible for making laws and policies for the Guild. It shall be composed of:
 - i. Speaker
 - ii. Deputy Speaker
 - iii. Executive
 - iv. Clerk to GRC
 - v. Chairperson Sports and Games Union
 - vi. Constituency GRC's and secretaries in proportion to the number of non-resident and resident students as determined by the GRC
- b) The Guild Representative Council shall have the following powers and functions:
 - i. To make laws and policies for the Guild, subject to the provisions of the Constitution;
 - ii. To approve the annual budget of the Guild, as presented by the Executive;
 - iii. To approve or reject appointments of special officers of the Guild;
 - iv. To receive and consider reports from the Executive and other organs of the Guild;
 - v. To pass motions and resolutions on matters affecting the Guild;
 - vi. To perform any other functions assigned to it by the Constitution, the General Assembly, or the Executive.

Section IV: Standing Committees

1. The Guild Representative Council may establish Standing Committees to assist it in the performance of its functions. The Standing Committees shall be composed of members of the Guild and Guild Representative Council. The Standing Committees shall have such powers and functions as may be assigned to them by the Guild Representative Council.
2. Every standing committee shall be responsible for the task entrusted to it and shall consist of five (5) members including the chairperson, except the standing committees for Constituency management, and professional affairs which shall be constituted in accordance with Article 8

section VII. The committees shall be presented to the GRC in the second GRC meeting for approval.

3. Standing committees shall be as follows:

- a) Committee for Finance
- b) Committee for Social Affairs
- c) Committee for Environment
- d) Committee for Health
- e) Committee for Justice and Constitutional Affairs
- f) Committee for Information and Technology
- g) Committee for Professional Affairs
- h) Committee for Constituency Management
- i) Committee for Disability Affairs
- j) Committee for Property management and business establishment.
- k) Committee for Foreign Affairs and Public relations
- l) Committee for Gender and Guidance

Section V: The Caretaker Government

1. The Caretaker Government shall be formed in the event that the Guild Representative Council and Executive is dissolved or has resigned, or the Executive has been voted out before their term expires, or other circumstances arise that may necessitate the appointment of a Caretaker Government, and shall undertake responsibilities, financial and or otherwise, on behalf of the Guild and shall only serve until the next Government is put in place, as indicated in Articles 9 and 10 of this Constitution.

2. The Caretaker Government shall;

- i. report to the University Management and be responsible for ensuring the continuity of the functions of the Executive and shall not undertake any major policy changes or initiatives without its approval.
- ii. hold a meeting within 24 hours of assuming office to determine its priorities and to develop an action plan for the interim period.
- iii. ensure that all financial transactions are conducted in accordance with the provisions of this Constitution and shall submit regular financial reports to the University Council.
- iv. On appointment of a Substantive Government the Caretaker Government will make a handover report to the new Government through the Guild Representative Council and handover office.

3. The caretaker Government shall be composed of the;

- i. The Dean of Students as the Chairperson
- ii. The Academic Registrar
- iii. The Speaker as the Secretariat
- iv. The Chairperson MUST Convocation
- v. The Financial Advisor
- vi. The Legal Advisor
- vii. Public Relations Officer
- viii. The Chairperson Sports and Games Union

Section VI: The Sports and Games Union

- i. The Sports and Games Union shall be a semi-autonomous body under the Guild and shall be governed by this Constitution and any other relevant policies or regulations.
- ii. The Sports and Games Union shall consist of two arms. These shall be the Sports and Games Union Council and the Executive Committee.
- iii. The Sports and Games Union Council shall be composed of:
 - a. Two sports representatives elected from each faculty during the general elections. These shall have a proven record of participation and involvement in Sports activities at Mbarara University of Science and Technology.

- b. Club captains as shall be elected from their respective clubs in different sports disciplines at Mbarara University of Science and Technology.
- iv. The Executive Committee shall consist of nine members. Six shall be directly elected from and by the Sports and Games Union Council, one shall be a representative of the Guild appointed by the Guild President from the Guild Executive and two ex-officials who shall be the Guild President and Sports Tutor. This shall be the Composition of the Executive Committee:
 - a. Chairperson
 - b. General Secretary
 - c. Finance secretary
 - d. Publicity secretary
 - e. Equipment Secretary
 - f. Technical advisor
 - g. Guild representative
 - h. Guild President
 - i. Sports Tutor
- v. The organization and functions of the Sports and Games Union shall be as specified in its Bylaws.
- vi. The Sports and Games Union shall be responsible for organizing and managing all sports and games activities of the Guild and shall be under the general Supervision of the Dean of Students office.
- vii. The Executive of the Union shall present their budgets for approval to the GRC and shall ensure that accountabilities of all expenditures of the Union funds are presented to the GRC before the end of their term of office.
- v. The Officers and Secretaries of the Union shall remain answerable to the GRC through the Sports and Games Union Council, in the event of financial impropriety, incompetence and/or exploitation of Guild members.
- vi. The Chairperson of the union shall be a member of the Guild executive as ex-officio and attend every executive and GRC meeting to deliberate on the issues of the union.

Section VII: The MUST –Students’ Guild Editorial Board

The MUST-SG Editorial Board shall be established as an organ of the Guild, responsible for the publication of the Students’ Guild newsletter, news bulletins, and other communication materials.

1. The MUST -SG Editorial Board shall consist of: -

- i. The Chief Editor who shall be appointed by the Minister of Information and Technology with consultation of the Guild President and presented to the GRC for approval at its second meeting after general elections and swearing in of the new Guild Executive.
 - ii. 5 other members of the board as the Chief Editor may appoint with the approval of the Minister of Information and Technology in consultation with the Guild President.
2. The chief Editor shall be responsible to the GRC through the Minister of Information and Technology.
3. The Chief Editor, shall in liaison with the Minister of Information and Technology, be in charge of Guild magazine and all other Guild publications.
4. The Chief Editor shall attend the GRC meetings at the invitation of the GRC through the Guild Speaker.
5. The Editorial Board shall operate under the direction of the Executive in consultation of the Guild Representative Council, and shall be responsible for the following:
- a) Developing editorial policy and guidelines for the publication of the Guild newsletter and other communication materials.
 - b) Soliciting, selecting, and editing articles and other content for publication.
 - c) Ensuring that all published materials adhere to the highest standards of accuracy, fairness, and impartiality.
 - d) Ensuring that all published materials are consistent with the principles and objectives of the Guild Constitution and shall consult the Legal Advisor where necessary.

- e) The Editorial Board shall be accountable to the Guild Representative Council for the efficient and effective management of its affairs.
 - f) The Editorial Board shall provide regular reports on its activities to the Guild Representative Council and the General Assembly.
6. The Guild shall provide the necessary resources and support to enable the Editorial Board to carry out its functions effectively.

Section VIII: The Class Presidents' Forum

The Class Presidents 'Forum shall:

- i) Be a semi-autonomous organ of the guild under the ministry of education and professional affairs.
 - ii) Consist of all class Presidents and their deputies from all programs of study at MUST.
 - iii) Have powers to elect members to its executive who shall be responsible for the affairs of the Forum.
 - iv) The Chairperson MUST Class Presidents' Forum shall be responsible to the GRC through Minister of education and professional affairs.
 - v) The Chairperson Must Class Presidents' Forum shall be a member of the professional affairs committee
 - vi) The Chairperson Class Presidents' Forum shall attend GRC meetings at the invitation of the GRC through the Guild Speaker.
- .

Section IX: MUST Debate Society

- i. The MUST Debate Society shall be an organ of the guild under the ministry of justice and constitutional affairs, whose purpose shall be to promote critical thinking, public speaking and leadership skills among the members of the guild and the broader community through organizing and participating in Debate related activities.

- ii. Membership of the MUST Debate Society shall be open to all registered students of Mbarara University of Science and Technology who are interested in debate and public speaking.
- iii. Members of the MUST Debate society shall elect their leaders based on the procedures established by the society itself and these shall be in line with the provisions of this constitution
- iv. The Chairperson Must Debate Society shall be responsible to the GRC through Minister of Justice and Constitutional Affairs
- v. The Chairperson MUST Debate Society shall attend GRC meetings at the invitation of the GRC through the Guild Speaker.
- vi. The functions of MUST Debate Society shall be as set out below;
 - a. Organizing and hosting regular debates on a wide range of topics.
 - b. Participating in debate competitions as a form of representation and publication of the University
 - c. Advocating for public policy issues affecting the community and the country through leveraging the collective voice of its members.

ARTICLE 8: FUNCTIONS AND POWERS

Section I: The Guild Representative Council (GRC)

The GRC shall:

- i. Elect officers as provided for in this Constitution and has powers to remove them by a simple majority vote.
- ii. Represent the interests of the student body in all matters affecting their welfare and that of the University.
- iii. Be the legislative organ of the Guild.
- iv. Make and enforce rules, regulations, and policies governing the affairs of the Guild and the student body.
- v. Initiate policies to be supported by the at least two thirds (2/3) of those present during the meeting.

- vi. Sanction and approve policies of the Executive.
- vii. Review, allocate and approve budget and all expenditures of the Guild and Sports Union.
- viii. Ratify and have the powers to pass a vote of no confidence in Executive as provided for in article 10 section III (A).
- ix. Ratify any agreement or memorandum of understanding made by the Executive with any organization, government, or other entity with the approval of Management and Council.
- x. Conduct inquiries and investigations on any matter brought to its attention concerning the Guild or the student body, as necessary, and to forward the same to be handled in accordance with existing University policy.
- xi. Deliberate on all matters that affect the members of the Guild and make resolutions to be taken by cabinet in its committees and representation to council and senate.
- xii. Elect another student representative to the University Council in an event where the Guild President and the Speaker are of the same sex. The student representative to the University Council shall be of a different sex in this case.
- xiii. Vote on any matter presented to it in accordance with the procedures set out in this Constitution.
- xiv. Refer to the General Assembly all matters that require their approval.
- xv. Decide on its allowances at its first sitting in line with approved Guild budget.
- xvi. Carry out any other function as may be conferred upon it by this Constitution or the resolutions of the General Assembly.

Section II: Guild Executive

A) COLLECTIVE RESPONSIBILITY

The Executive shall:

- i. Be answerable to the GRC and General Assembly.

- ii. Be responsible for the day to day running of the affairs of the Guild.
- iii. Implement decisions of the GRC.
- iv. Initiate policies and carry them out after the approval of the GRC.
- v. Have powers to deal with emergency matters and take decisions but shall report to and seek approval of the GRC at its next session.
- vi. Decide on its allowances at its first sitting in line with the approved Guild budget.
- vii. Shall receive facilitation when running Guild activities.

B) THE PRESIDENT

The President shall:

- i. Be the Executive head of the Guild.
- ii. Be the head of the Executive.
- iii. Preside over meetings of the Executive.
- iv. During Executive meetings, have a casting vote.
- v. Be an ex- officio member of the Guild Committees.
- vi. In the event of a temporary absence of a member of the Executive, delegate duties of the absentee to another member of the Executive save when the absentee is the Minister for Finance when the President shall be in-charge.
- vii. Be co-signatory to all Guild financial transactions.
- viii. Be one of the Student's Representatives on organs of the University.
- ix. Have the following emergency powers:
 - a. To call emergency meetings of the Executive.
 - b. In consultation with the University Dean of Students and the Legal Advisor, take emergency decisions on behalf of the Guild in extraordinary circumstances. He/she shall seek approval of the Executive and GRC as specified in article 8, section II (A).

- x. Have the powers to reshuffle Executive, suspend, or replace any member(s) of the Executive in accordance with article 10 section II (i).
- xi. Shall chair any students General Assembly, in the event there being no Speaker.
- xii. Once elected, the Guild President shall be accorded such privileges as may be determined by management and GRC
- xiii. Appoint student representatives to the various University Committees.

C) THE VICE PRESIDENT

The vice President shall;

- i. Deputize the President and act as President in his/her absence.
- ii. Be students' representative on various Guild Committees.
- iii. Perform any duty as shall be assigned to him or her by the Guild President.
- iv. Be a member of the Finance Committee.
- v. Represent the Guild on the University Senate and University Disciplinary Committee.

D) THE PRIME MINISTER

The Prime Minister shall:

- i. Be the chairperson of the Committee for property management and business establishment.
- ii. Be the leader of Guild Cabinet business.
- iii. Keep a register of and be responsible for all Guild property.
- iv. Be in charge of all employed staff of the Guild.
- v. Be in charge of and keep records of production facilities and equipment.

- vi. Liaise with the Guild Executive and the GRC on the marketing of products.
- vii. Perform any other duties as assigned to him/ her by the Guild.
- viii. Present the position or decision of the Cabinet to the GRC which shall call for debate if found viable by the Guild Speaker.

E) THE DEPUTY PRIME MINISTER

The Deputy Prime Minister shall;

- i. Be Secretary to the Executive
- ii. In consultation with the President, call meetings of the Executive and be responsible for preparation and circulation of Executive agenda.
- iii. Deputize the Prime Minister and act in his/her absence.
- iv. Perform any other duties assigned to him/her by the Guild President.

F) MINISTER OF EDUCATION AND PROFESSIONAL AFFAIRS

The minister of Education and Professional Affairs shall;

- i. Chair the Professional Affairs Committee.
- ii. Liaise between Academic Registrar's office and the students' body and heads of departments.
- iii. Be Guild representative to the Professional organizations.
- iv. Co-ordinate matters pertaining to the Professional clubs, associations'/ or affairs in the University.
- v. With approval from the minister of Justice and constitutional affairs, register all Professional / academic organizations affiliated to the Guild upon payment of a non-refundable standard annual registration fee to the Guild.

- vi. After registration, issue a certificate of registration to each of the Professional/academic organizations affiliated to the Guild.
- vii. Perform any other duties assigned to him/her by the Guild.

G) MINISTER FOR SOCIAL AFFAIRS

The Minister for Social Affairs shall;

- i. Chair the Social Affairs Committee.
- ii. Organize all entrainment in co-ordination with the Executive members.
- iii. Co-ordinate the activities of clubs, association and societies that are not Professional clubs.
- iv. Register all societies that are not Professional/Academic organizations upon payment to the Guild of the prescribed fees with approval of the minister of Justice and Constitutional affairs.
- v. After registration, issue a certificate of registration to each of the Professional societies affiliated to the Guild.
- vi. Perform any other duties assigned to him/her by the Guild.

H) MINISTER OF ENVIRONMENT

The Minister of Environment shall;

- i. Chair the Students' Environment Committee.
- ii. Sit on the University Environment Committee.
- iii. Monitor and supervise all the activities of the environment club
- iv. Be concerned with sanitation within the University.
- v. Liaise with the University Environment Focal person on matters concerning environmental management.
- vi. Perform any other duty assigned to him/her by the President.

I) THE MINISTER FOR FINANCE

The Minister for Finance shall;

- i. Chair the Finance Committee.
- ii. Look after financial interests of the Guild.
- iii. Be co-signatory to the students' Guild account
- iv. Be co-signatory to all Guild financial transactions.
- v. Append signature on all requisitions
- vi. Take initiative of raising Guild Funds with approval of the Executive and GRC.
- v. Seek advice on Guild financial affairs from the GRC, Finance Committee, financial advisor and University Administration and act accordingly.
- vi. Ensure all accountability is cleared by the internal auditor.
- vii. Be a member of the Professional Affairs Committee.
- viii. Perform any other duties assigned to him/her by the Guild.

J) THE MINISTER FOR STUDENTS' AFFAIRS

The Minister for Students 'Affairs shall;

- i. Chair the Students' Welfare Committee
- ii. Be responsible for the day-to-day operation facilities in and outside campus.
- iii. Be responsible for students' welfare in and outside campus
- iv. In conjunction with the administration and local authorities, co-ordinate accommodation for students.
- v. Be a member of the Professional Affairs Committee.
- vi. Perform any other duty assigned to him/her by the Guild President.

K) THE MINISTER FOR HEALTH

The Minister for Health shall;

- i. Chair the Committee for Health.
- ii. Be responsible for the day-to-day monitoring of the medical facilities for the students' community.
- iii. Liaise with the University clinic and Administration on health matters generally.
- iv. Report on causality cases among the student's community.
- v. Deal with such other matters concerning students' health.
- vi. Perform any other duty assigned to him/her by the Guild president.

L) THE MINISTER FOR INFORMATION AND TECHNOLOGY

The Minister for information and Technology shall;

- i. Chair the Committee for Information and Technology.
- ii. Be in-charge of Guild communications.
- iii. Appoint the chief editor and his/her name presented to the GRC for ratification.
- iv. Monitor and supervise all the activities of the Editorial Board.
- v. Be responsible for the day-to-day monitoring of the ICT facilities for the students' community.
- vi. Liaise with the University Administration, Public Relations Office and Computing unit on ICT matters.
- vii. Deal with other matters concerning ICT in the students' community.
- viii. Perform any other duty assigned to him/her by the Guild President.

M) THE MINISTER OF FOREIGN AFFAIRS AND EXTERNAL RELATIONS

The Minister for Foreign Affairs and external relations shall;

- i. Chair the Committee for foreign affairs and external relations.

- ii. Establish relations with other student organizations and the public outside campus for the benefit of the Guild.
- iii. Be responsible for foreign affairs in the Guild.
- iv. Perform any other duty assigned to him/her by the Guild President.

N) THE MINISTER FOR JUSTICE AND CONSTITUTIONAL AFFAIRS

The Minister for Justice and Constitutional Affairs shall;

- i. Chair the Justice and Constitutional Affairs Committee
- ii. Advise on matters pertaining to interpretation of the Constitution.
- iii. Be responsible for approval of registration of affiliated associations and clubs with aligned ministries
- iv. Be responsible with sensitization and circulation of the Guild constitution
- v. Supervise all activities of MUST Debate Society
- vi. Keep custody of the flag and official records of the University motto and anthem.
- vi. Perform any other duty assigned to him/her by the Guild President.

O) THE MINISTER FOR GENDER AND GUIDANCE.

The Minister for Gender and Guidance shall;

- i. Chair the Committee for Gender and Guidance.
- ii. Be concerned with matters pertaining to Gender and equity.
- iii. Liaise with the University Gender focal person to coordinate various gender activities in the University.
- iv. Perform any other duty assigned to him/her by the President.

P) THE MINISTER FOR DISABILITY AFFAIRS.

The minister for disability affairs shall;

- i. Be the chairperson of the committee for disability affairs.
- ii. Conduct barrier analysis to identify the needs of the students with disabilities.

- iii. Conduct orientation of new students with disabilities on life at campus.
- iv. Be in touch with the University nurse on matters concerning students with disabilities.
- v. Register students with disabilities and special needs and liaise with the University focal person for persons with disabilities to link them to support services.
- vi. Submit status report to the Dean of Students at least three days before the welfare committee.
- vii. Perform any other duty assigned to him/her by the President.

Section III: Special Officers

A. The Speaker

The speaker shall;

- i. In consultation with the Guild President call for GRC and General Assembly meetings, except for meetings called in accordance with Article 10 section IV
- ii. Preside over all meetings of the General Assembly and the Guild Representative Council (GRC).
- iii. Ensure that all meetings are conducted in accordance with the Constitution and Standing Orders
- iv. Maintain order and decorum during meetings.
- v. Ensure that all motions and resolutions passed are carried out
- vi. Serve as a non-voting ex-officio member of all standing committees.
- vii. Serve as the official spokesperson for the Guild on matters of policy and governance.
- viii. Hold office till the end of the GRC meeting in which a new Speaker has been democratically elected.
- ix. Be elected from and by the GRC at its first meeting after the general elections and swearing in of the Guild President and GRC.

- x. Be the other students' representative on the University Council except when both the Guild President and Speaker are of the same gender.
- xi. Be Secretariat of caretaker Government
- xii. Be returning officer and chairperson of the Electoral Commission of the Guild elections
- xiii. In the event of the Speaker and Deputy Speaker being absent at a GRC meeting, members forming a quorum shall elect an acting Speaker for that particular session.
- xiv. Keep a register of attendance of G.R.C meetings
- xv. Have the power to discipline late coming, absenteeism, misconduct and/or use of improper language during meetings in accordance with the Constitution.
- xvi. Be responsible for appointing the Clerk to the G.R.C.
- xvii. Appoint members to ad-hoc committees as necessary.
- xviii. Once elected, the speaker shall be accorded such privileges as may be determined by management and the GRC
- xix. Perform any other duties as specified in the Constitution or delegated by the GRC.

B. Deputy Speaker

- i Assist the Speaker in performing his or her duties
- ii Assume the duties of the Speaker in his or her absence.
- iii Chair the meetings of the GRC in the absence of the Speaker
- iv Perform any other duties as delegated by the Speaker or specified in the Constitution or Standing orders.
- v Oversee the functioning of the standing committees of the GRC
- vi The Deputy Speaker shall hold office till the end of the GRC meeting in which a new Deputy Speaker has been democratically elected.

C. The Clerk to GRC

The Clerk to GRC shall:

- i. Be appointed from the members of the Guild.
- ii. Be Secretary to the GRC and General Assembly.

- iii. Hold office till the new Clerk to GRC has been appointed.
- iv. Ensure due attendance and voting at GRC meetings.
- v. Organize the business in the house and ensure that all members are adequately refreshed during meetings.
- vi. Have no voting rights and does not participate in the proceedings.
- vii. Be under the office of the Guild Speaker.
- viii. Be accountable to the GRC.

Section IV: The Financial Advisor

1. The financial advisor shall be;

- (i) The University Bursar.
- (ii) a non- voting member of the Finance Committee
- (iii) an advisor to the Guild on financial matters
- (iv) a non – voting ex officio member of the GRC

2. Serve in such capacity till the end of the first GRC meeting at which a new Financial Advisor is elected.

Section V: The Legal Advisor

1. The legal advisor shall:

- i. Be the University Head of legal affairs.
- ii. Be a non-voting ex officio member of the GRC.
- iii. Be a non-voting member of the Committee for Justice and Constitutional Affairs.
- iv. Advise the Guild on legal matters.

Section VI: The Guild Standing Committees

a) Committee for Finance

Shall watch over finances of the Guild and undertake all such financial duets as GRC may determine from time to time

b) Committee for social affairs

Shall be responsible for organizing and supervising all forms of entertainment

c) Committee for Foreign Affairs and Public Relations

Shall deal with Guild matters pertaining to foreign affairs and public relations.

d) Committee for Information and Technology

Shall be in-charge of Guild Communications, and matters concerning ICT in the students' community.

e) Committee for Health shall;

- i) Be concerned with matters related to health of the students' community
- ii) Be composed of five members including the GRC member for persons with disabilities (PWDs).

f) Committee for Professional Affairs shall;

- (i) Co-ordinate professional affairs and activities in the University
- (ii) Consists of the Chairperson Class Presidents' Forum and all chairpersons of professional clubs registered with the Guild

g) Committee for Environment shall;

- i) Be concerned with matters affecting the University environment.

h) Committee for Constituency Management shall;

(i) Consist of all the constituency secretaries who shall elect their own leader to be chairperson of the Committee

(ii) Be concerned with general welfare and constituency administration in the University

h) Committee for Gender and Guidance shall;

i) Be concerned with matters pertaining to gender and equity

ii) Consist of 5 members, three of whom shall be women.

i) Committee for Justice and Constitutional Affairs shall:

Be concerned with civil justice among the students' community and the interpretation of the Guild Constitution

j) Committee for disability affairs shall:

Be concerned with matters pertaining to welfare of students with disabilities.

k) Students' Welfare committee

Be concerned with the general welfare of the students in and outside campus.

l) Committee for Property Management and Business Establishment shall:

i) Be concerned with the control, monitoring, supervision and management of all Guild property.

ii) Generate business aimed at bringing incomes to the Guild.

iii) Consist of the Prime Minister as its chairperson, Minister of Finance as a member and three other GRC members appointed by the Prime Minister from the Guild.

iv) Account all the Guild property in the second GRC meeting of the new Guild council and first GRC meeting in the second academic semester.

ARTICLE 9: ELECTIONS AND ELECTORAL REGULATIONS

Section I: General Procedures

This section outlines the basic procedures for conducting elections, such as the time and place of voting, voter eligibility, the role of the Electoral Commission and Election Petitions Tribunal

- i. All Guild Elections shall be by secret ballot on simple majority system on the basis of one member one vote.
- ii. All Guild Elections including Speaker elections and Sports Union elections will be governed under this section including dispute resolution process.
- iii. The electoral process shall be transparent, free and fair.
- iv. Whenever there is a tie amongst any of the candidates during Guild Elections, there shall be a re-run of the Election until a candidate obtains a simple majority
- v. Elections shall be held once every academic year, except where a bye-election is necessary
- vi. Elections of the Guild President and GRC members shall take place during the 9th – 12th week of the 2nd academic semester.
 - vii. The electoral process shall be conducted in accordance with the Electoral Rules and Regulations.
- viii. The Electoral Commission shall be responsible for the conduct of the elections.

Section II: Eligibility for Nomination to Guild Offices

1. This section lays out the qualifications for running for office in the Guild, such as being a registered student in good standing and meeting certain academic criteria.
2. All members of the Guild are eligible for nomination to Guild offices, provided they satisfy the requirements for the particular office.
3. The eligibility criteria for each office shall be as set out below:
 - i) Only students that are duly registered with the University shall be eligible for nomination.

- ii) A student who has been the subject of disciplinary proceedings and found guilty shall not be eligible for nomination.
- iii) A student seeking nomination shall not be in breach of the fees policy.
- iv) A student who has failed up 15% of courses offered in an academic year shall not be eligible for nomination.
- v) A student who has been convicted by court of law of an offence involving moral turpitude shall not be eligible for nomination to Guild offices.

Section III: The Electoral Commission

This section details the composition and functions of the Electoral Commission, which is responsible for overseeing elections in the Guild.

- (i) The guild electoral commission shall be composed of a representative from each faculty, who shall be appointed by the chairperson electoral commission.
- (ii) A member to the electoral Commission shall be a person of integrity, with no criminal record or conviction by any court of law.
- (iii) The electoral commission shall be under the guidance and supervision of the Dean of Students.

Section IV: Composition and conduct of Electoral Commission

The Electoral Commission shall comprise of one member from each faculty, whose duties and responsibilities are outlined below:

(a) The Chairperson shall:

- i) Be the Guild Speaker. In a situation where there is no Guild Speaker, the Chairperson shall be elected from and by the GRC not later than fifteen days to the general Elections.
- ii) Have the power to appoint other members of the commission, one from each faculty save for the faculty which he/she represents
- iii) Coordinate all the Commission work and that of his or her officers;

- iv) Preside over all meetings of the Commission.
- v) Ensure that regular, free and fair Elections are held.
- v) Present a report to the caretaker government before the general election and to the GRC in a GRC meeting after general Elections.
- vi) Appoint and present other members of the Commission for ratification in the last GRC meeting of the second academic semester, before it is dissolved.
- vii) Supervise and oversees the duties of the Commissioners and other members of the Commission.

(b) The Vice Chairperson, whose duties shall be:

- (i) To assist the Chairperson on all matters of the Commission
- (ii) To serve as the Chairperson and act on his/her absence
- (iii) To perform any other duties that may be assigned by the Commission Chairperson

(c) The Secretary to the Commission, whose duties shall be:

- (i) To take and keep minutes of the Commission meetings
- (ii) To manage and keep a proper register of all voters
- (iii) To handle all correspondences of the Commission.
- (iv) To perform any other duties that may be assigned by Commission Chairperson

(d) The Commissioner for Finance, whose duties shall be:

- (i) To receive and manage all Commission finances;
- (ii) To keep proper records of the Commission's account books
- (iii) To prepare a financial report of the Commission.

(iv) To perform any other duties assigned by the Chairperson

(e) The Commissioner for Public Relations, whose duties shall be:

(i) To disseminate information about Elections.

(ii) To liaise with the media on behalf of the Commission.

(iii) To perform any other duties that may be assigned by the Commission Chairperson.

(f) The Commissioner for general duties whose role shall be:

(i) Assist other commissioners in the running of EC activities

Section V: Functions and powers of Electoral Commission:

1. The Electoral Commission shall:

i Organize and oversee the Guild and Sports Union Elections.

ii Publish the results of the elections not more than one hour after receiving results from the polling station.

iii Be responsible for resolving issues during Elections and in a situation where a candidate accuses the Electoral Commission of improper conduct, a candidate shall lodge a petition to the Elections Petitions Tribunal as provided in this article section XII.

iv In consultation with the outgoing President, announce nomination day of candidates and invite constituencies to nominate the names of the elected GRC representatives.

v Budget for resources for the Commission to enable it perform its functions effectively and shall be presented to the GRC in the first GRC meeting of the second academic semester for approval.

vi Determine the criteria for selecting other polling officers.

2. The GRC may remove a commissioner from office on the following grounds;

a) Inability to perform his or her duties arising out of physical or mental incapacity;

b) Indiscipline or Misconduct

c) Incompetence.

Section VI: Electoral Rules and Regulations

- i) The nominations of candidates for Presidential Elections signed by the candidates, proposer and seconder shall be submitted in writing to the Electoral Commission on nomination day.
- ii) A campaign program shall be drawn after the nomination day and every candidate in co-operation with other Guild members shall abide by it
- iii) During campaigns and polling exercise:
 - a) A candidate or his/her supporters who shall be accused with irrefutable evidence of instigating any form of violence during the Electoral exercise shall be disqualified forthwith
 - b) No campaigns shall take place beyond the time set by Electoral Commission
 - c) No campaigns shall be allowed on polling day.
 - d) One day before polling day, there shall be an open-air campaign where each candidate shall have an opportunity to address students and the details of the campaign shall be communicated in due time.
 - e) Each voter shall have proper and valid identifications before poling, any voter with wrong or invalid identification shall be expelled from the voting exercise.
 - f) On identification, any voter shall have one ballot paper, sign against his/her name in the voters' register and shall not carry the ballot paper beyond the radius of five (5) meters from the polling desk.
 - g) A voter shall tick against the name of one candidate of his/her choice. Any ambiguity such as ticking two or more names or unclear cancelling shall lead to nullification of the vote.
 - h) Each ballot shall bear a serial number with Returning Officer's signature and a respective stamp.
 - i) The voting exercise shall not go beyond time set by Electoral Commission

- j) At each station, a ballot box shall be openly displayed and not placed more than three (3) meters from the polling desk.
- k) The counting of votes shall start soon after the time set by the electoral commission. The Exercise shall be conducted by the polling assistants (at each station) who shall be determined by electoral commission and supervised by the representatives of Electoral commission
- l) Each candidate shall send at most two representatives to each polling station. A candidate shall make known and register with the Returning Officer all agents at least one day to the polling day
- m) No ballot paper and other relevant documents whether nullified or genuine shall be destroyed but shall be kept for subsequent scrutiny until the swearing in ceremony is over.

Section VII: Presidential Elections

The election of Guild President shall have to follow all regulations and procedures in the above (Section V)

- i. No member of the Guild who has not been a full member of the Guild for at least one full academic year shall be eligible to stand for Elections to the Presidency of the Guild
- ii. A full member of the guild intending to run for the guild presidency must have a CGPA that is at least equivalent to a second class lower and should have no pending retake in their entire academic record for the current study programme.
- iii. Any member of the Executive shall be eligible to stand for Elections to the President of the Guild.
- iv. No candidate shall be allowed to withdraw from the candidacy to the Presidency within 12 hours to the open-air campaigns as provided in the regulations.
- v. The Guild President shall be elected to office for a maximum of one term only, the term being equivalent to not more than 12 calendar months.

- vi. No member of the Guild who has less than one full academic year to cease being a full member of the Guild shall be eligible to stand for Elections for the Presidency of the Guild or for Guild Speaker.

Section VIII: GRC Elections

- i. Shall take place seven days before Guild Presidential Elections.
- ii. Every constituency shall elect its members to the GRC as per article 7 section III.
- iii. By virtue of their position, constituency secretaries shall be GRC members but shall not be eligible for other executive posts or other elective positions.
- iv. Shall have to follow all regulations and procedures in (section V)

Section IX: Sports and Games Union Elections

- i. Each faculty shall elect two sports representatives to the Sports and Games Union Council during the general elections.
- ii. Each club in different sports disciplines at MUST shall elect a captain whose details shall be submitted to the electoral commission within the period of the general elections. Club captains shall by default become members of the Sports and Games Union Council
- iii. The Sports and Games Union Council shall thereafter sit and elect members to the Executive Committee of the Sports and Games union.
- iv. The election of the Sports and games Union executive Committee shall be presided over by the Chairperson Electoral Commission.
- v. The Sports and Games Union elections shall have to follow all regulations and procedures in (section V)

Section X: Election and Appointment of other Guild Officers

A. The Speaker

- i. Shall be elected democratically at the first GRC meeting after the general Elections and swearing in of the new guild President and GRC.

- ii. Shall be elected by and from the GRC's, and thereafter sworn in by the outgoing Speaker and shall assume his/her duties immediately.

B. The Deputy Speaker

- i Shall be elected democratically in the first GRC meeting after general Elections and swearing in of the new Guild President and GRC.
- ii Shall be elected by and from the GRC's and thereafter sworn in by the outgoing Speaker and shall assume his/her duties immediately.

C) The Executive

- i The Executive members shall be appointed from GRC members to their specific ministries by the President who shall make known his/her choice before the first GRC meeting.
- ii The President shall table these appointees to the GRC for ratification at its first sitting. These shall be sworn in by the new speaker immediately after his/her swearing in.
- iii The President shall have powers to nominate not more than two (2) members outside the GRC.

D) The Clerk to the GRC

- i. The clerk to GRC shall be appointed from the members of the Guild by the Guild Speaker and his/her name shall be presented to the GRC for ratification.
- ii. A member of the GRC shall not be appointed to the position of Clerk to GRC.
- iii. The Speaker shall appoint the acting Clerk to GRC where there being no Clerk to GRC in the GRC meeting who shall be in charge of only that particular meeting.

E) Students' Representatives to University Organs

- i. Upon election, the Guild President shall become a student representative to University Organs.
- ii. The election of the other students' Representative shall be dependent on the outcome of the speaker's election. Where the speaker turns out to be of the same sex as the Guild

President, the GRC shall immediately elect a students' representative of the opposite sex.

G) The Committees

- i) Members of the various Committees shall be appointed by respective chairpersons and presented in the second GRC meeting. At least two GRC members shall be appointed to be Committee members.
- ii) Each Committee shall consist of five (5) members including the Chairperson save for: Committee for Professional Affairs and the Committee for Constituency Management whose composition is given in Article 8 section VI.

Section XI: Bye- Elections

Bye- elections shall;

- i Take place whenever an office falls vacant.
- ii Take place within fourteen (14) days of the seat falling vacant.

Section XII: Election petitions:

1. The purpose of this section is to provide a fair and transparent appeals process for disgruntled participants in Guild elections.
2. All disputes in any Guild election, including those for Speaker and Deputy Speaker, will be resolved through the filing of Election Petitions as guided under this section.
3. Election petitions shall be addressed to the Dean of Students who shall constitute a petition tribunal whose ruling shall be final.

A. Election petitions tribunal

The tribunal shall comprise of:

- i. the Dean of Students who shall chair the tribunal;

- ii. the Financial Advisor /University Bursar;
- iii. the Legal Advisor/ University Lawyer
- iv. the Chairperson Deans Committee;
- v. the Academic Registrar.

B. Functions and responsibilities of the tribunal

- i Any member of the Guild may lodge a petition to the tribunal whenever he/she thinks there have been substantial irregularities during the Elections of any official.
- ii The petition must be filed within three (3) days of the Elections and signed by at least 500 full members for Guild President, one-third of the constituency members for GRCs and their secretaries, one-third of Guild Representative Council members for Speaker and Deputy Speaker and one-fifth for faculty representatives to Sports and Games Union.
- iii The proceedings shall be held in camera and the Tribunal shall hear all petitions in a timely and impartial manner and shall provide a written decision to the appellant within 5 days of the hearing.
- iv The tribunal shall observe basic principles of natural justice. However, neither the petitioner nor the respondents shall engage legal representatives for purposes of the proceedings before the tribunal.

Section XIII Swearing In

- i) The President elect, GRC members shall be sworn in, in that order by the outgoing Speaker in presence of Vice Chancellor or his/her representative.
- ii) The ceremony shall take place in public before the commencement of their duties.
- iii) The President elect shall notify members of the Guild at least three (3) days before the ceremony.
- iv) The Speaker and other officials elected and or appointed after the GRC is constituted will swear oath immediately they are ratified or voted into office and immediately assume office.
- v) All those taking the oath shall swear to abide by the Constitution (see Appendix).

Section XIV Electronic Voting

The purpose of this section is to establish electronic voting as an alternative means of voting for all electoral matters for the students' guild, providing convenience, accessibility, and efficiency for all members.

1. Implementation of Electronic Voting

- a. The Electoral Commission on approval of the GRC shall implement an electronic voting system to provide an alternative means of voting for all electoral matters in situations where electronic voting becomes the most viable option.
- b. The implementation process shall include:
 - i Research and selection of a secure electronic voting system.
 - ii Testing and verification of the chosen system to ensure its reliability and integrity.
 - iii Communication and training sessions to familiarize voters with the electronic voting process.
 - iv Periodic evaluation and improvement of the system based on feedback and technological advancements.

2. Accessibility, Confidentiality and Security

- i The Electoral Commission shall provide appropriate access to the electronic voting system, ensuring that all eligible voters can cast their votes securely and conveniently.
- ii Measures shall be implemented to verify the identity of voters and prevent multiple voting or any form of electoral fraud.
- iii The Electoral Commission shall prioritize the confidentiality and security of all electronic votes cast.
- iv The Electoral Commission shall collaborate with IT professionals and cybersecurity experts to conduct security audits and ensure the system's resilience against potential threats.

- v The Electoral Commission shall maintain transparency by providing regular reports on the electronic voting process, including the number of participants and the outcomes of each vote

ARTICLE 10: TERMINATION OF OFFICE

Section I: Resignation

- i) Resignation of the Guild Executive shall be effected by the President tendering formal resignation letter duly signed by all the members of the Executive to the GRC through the Speaker.
- ii) A member of the Executive who wishes to resign from office shall tender his/her resignation in writing to the President giving at least a seven (7) days' notice.
- iii) A Constituency Secretary, GRC member or a member of a Guild Committee may resign by tendering his/her resignation in writing to the Speaker.
- iv) If the Speaker wishes to resign, they must submit a resignation letter to the Dean of Students with at least seven (7) days' notice, which will be shared with the Guild president.
- v) The Deputy Speaker will resign from their position by submitting a letter of resignation to the Speaker with at least seven (7) days' notice.
- vi) Following these resignations Section IX will apply to fill these vacant positions.

Section II: Suspension and Dismissal from GRC

- i) The President shall have powers to suspend or dismiss any member of the Executive in accordance with the Constitution. The duration of the suspension shall be at the President's discretion but shall not exceed 21 days.
- ii) The Speaker shall have powers to suspend any member who fails to attend two (2) consecutive GRC meetings without satisfactory reason. The suspension period shall not exceed more than two successive GRC meetings.

- iii) Where the GRC is of the view that a member merits dismissal, the matter shall be referred to the constituency that the member represents in the GRC which shall determine whether the member be withdrawn or not. The ruling of the GRC shall be upheld where views of the constituency are contrary to the GRC.
- iv) Members of a given constituency have a right to recall any of their GRC representatives with the support of 2/3 majority.

Section III: Vote of no Confidence in the Executive

A vote of no confidence in the Executive can originate from the GRC or any member of the Guild.

A. Vote of no confidence by the GRC

- i) Any member of the GRC has a right to move a vote of no confidence in the President and or the Executive.
- ii) A person who intends to move a motion for a vote of no confidence shall notify the Speaker in writing at least seven (7) days prior to convening a meeting.
- iii) Upon receipt of the notice, the Speaker, shall publish the notice within 24 hours and issue a notice of the meeting at which the notice shall be tabled.
- iv) The motion shall be carried if supported by two thirds (2/3) of the members in secret ballot.
- v) The President or Executive have a right to appeal against the motion on grounds of undue process. The appeal must be in writing, made within 2 (two) days to the Speaker.
- vi) In a situation where the vote of no confidence has been carried as in Article 10, Section III A (ii), the Executive or President shall be expected to resign within 24 hours.
- vii) In an event of failure to resign as in Article 10 section III A (v) as above, the Speaker shall arrange the vote of no confidence to be voted by the Guild within ten (10) days.
- viii) In case the Executive fails to resign within 24 hours without appeal, it shall be deemed out of office and the caretaker Government shall assume immediately after 24 hours.
- ix) Presidential Elections shall follow within 14 days of the Executive being voted out and resigning.

- x) Where the vote of no confidence by the GRC is rejected by the Guild by secret ballot, then members of the Executive shall resume their positions within 14 days.

B. Vote of no confidence by the Guild

- i) A vote of no confidence in the President and/or the Executive by the Guild shall require a petition signed by at least one tenth (1/10) of the full members to the Speaker.
- ii) The Speaker shall cause the list of signatories of the petition to be displayed on university notice boards and digital/electronic platforms within forty-eight (48) hours of receipt of the petition.
- iii) After twenty-four (24) hours display of the signatories, the Speaker shall give notice of a students' General Assembly to take place within seven (7) days to hear the petition of the President and the Executive.
- iv) The quorum of such meetings shall be one quarter (1/4) of the full Guild membership.
If no quorum is realized, the petition shall be deemed lost.
- v) No voting shall take place at the meeting.
- vi) After the General Assembly the Speaker shall conduct a secret ballot on the motion of no confidence within forty-eight (48) hours.
- vii) The vote of no confidence shall be carried if at least two thirds (2/3) majority of the full members of the Guild vote for it in the secret ballot.
- viii) In the event of the vote of no confidence being carried as provided for in (vii) above, the Executive shall vacate their offices within 24 hours and new Elections of the President shall be held within 14 days. The President shall form his/her Executive from the GRC present.
- ix) A caretaker Government shall assume office till a new Executive is formed

Section IV: Voting of No Confidence in the Speaker

- i) A vote of no confidence in the Speaker shall be moved after a petition duly signed by at least one quarter (1/4) of the members of the GRC.

- ii The petition shall be presented to the President of the Guild who shall publish the petition and chair the GRC meeting to discuss the petition within (14) fourteen days.
- iii The quorum of such a meeting shall be at least three fifth (3/5) of the members of GRC present during the meeting, if no quorum is raised, the petition shall be deemed lost.
- iv The motion of no confidence shall be carried if at least two thirds (2/3) of the members' present vote for it in a secret ballot.
- iv) A new Speaker shall be elected fourteen days (14) after a successful vote of no confidence as clause (IV) above.
- v) The President shall organize and oversees the elections of new Guild Speaker.

ARTICLE 11: SOCIETIES

1. A society shall be any student organization, club, association or group registered by the MUST- SG. Each of these societies shall be affiliated to the students' Guild on its application for affiliation to the Executive, having been approved by the GRC and the Dean of Students on the following conditions:
 - i) All its members are members of the Guild.
 - ii) No members of the Guild are denied membership due to their tribal, racial, political or professional identity.
 - iii) Its Constitution does not contravene the Guild codes and / or Guild Constitution.
 - iv) The society pays a non- refundable standards registration fee to the MUST- SG through the concerned Guild Minister as stipulated in Article 8 Section II (F), section II (G) and section VII (g).
 - v) The minimum number of its members is 15.

2. Any affiliated society may be eligible for financial assistance from the Guild on application to the minister of finance and on approval by the Executive.

ARTICLE 12: FINANCE

Section I: Source of Revenue

The Guild shall have the power to raise revenue through a variety of means, including but not limited to;

- a) Subscription from the members of the Guild as agreed upon by the GRC
- b) Fund-raising activities of the Guild.
- c) Grants and donations as approved by GRC.
- d) Interest and profit from the Guild capital.
- e) Any legal entitlement to the Guild.
- f) Money in form of nomination fees, registration fees, etc. collected from members of the Guild by any organ of the Guild Government during Elections or otherwise.
- g) Any other source or means approved by the GRC and/ or the General Assembly.

Section II: Budget allocation and Authorization of expenditure

- a) Budget Allocation: A clear procedure shall be established for budget allocation amongst the different organs of the Students' Guild, including the Executive, the Speaker, the Sports and Games Union, and other standing committees. The budget allocation process shall be conducted annually and shall be based on the needs and priorities of the Guild. Budget allocation shall be approved by the Guild Representative Council, and all expenditures shall be accounted for and audited by the Financial Advisor and the auditors. The budget shall also be subject to review and adjustment as may be necessary throughout the year.
- b) The Guild Executive shall have the power to authorize the expenditure of funds within the limits of the budget approved by the Guild Representative Council.
- c) The Executive may authorize the realization of the funds within the heads of expenditure and must report such expenditure to the following GRC meeting for approval.
- d) Copies of the approved budgets shall be presented to the Committee for Finance of the Guild for scrutiny before they are made available to the University officer concerned.

Section III: Supervision of Finances

- a) The Minister of Finance, appointed by the Guild President, shall oversee the financial affairs of the Guild, and provide regular reports to the Guild Representative Council.
- b) Guild funds shall be kept on an independent bank account approved by the University Council to ensure transparency and accountability in financial management. The account shall be operated by the accounting officer who shall be the principal signatory and co-signed by the University Bursar and the Dean of Students. The account shall be audited annually by the University auditor. The account shall be used to receive all revenues of the Guild, and all expenditures shall be made through the account.
- c) No requisition for funds on this account will be approved without the ratification of the Dean of Students as Patron of the Guild.
- d) The Minister for Finance shall keep up to date accounts indicating the income and expenditure of the Guild through or by any Minister or official or any members of the Guild.
- e) The Minister for Finance shall deposit the cash and/ or cheques on the Guild Account, and shall not keep more than an equivalent of three hundred thousand shillings (350,000) of the collected revenue. All monies advanced must be accounted for within seven (7) days after the event.
- f) No other Guild official shall keep Guild monies for longer than two (2) days unless specific authority has been granted by the Minister of Finance in any case, not exceeding five days.
- g) The requisition of money will be based on the approved budget and will be initiated by the Guild President and the Finance minister and authorized by the Dean of Students in line with laid down financial procedures of the university.
- h) Guild cheques shall be signed by the Dean of Students, the university bursar and the accounting officer.
- i) All financial transactions shall be made in the name of Guild.
- j) The Minister of Finance shall issue a receipt for any monies received by him in the name of Guild.

- k) The Executive shall present a balance sheet signed by the finance minister and Financial Advisor to the GRC meeting towards the end of their term of office.
- l) Any Committee of the Guild, on incurring any expenditure, should furnish the Minister of Finance and the Guild President with the necessary and accurate accountability.
- m) The Minister of Finance shall submit a monthly report to the Financial Advisor.
- n) In the event of the Minister for Finance resigning before his term of office comes to an end, the Minister shall handover a signed financial statement to his successor. The Executive must approve such financial statement.

Section IV: Auditing

- a) A balance sheet prepared, signed by the finance minister and Financial Advisor together with the accountabilities of the activities carried out under the respective ministries shall be presented to the GRC for scrutiny in the subsequent GRC meetings, thereafter the GRC within three days through the Guild Speaker shall present a report to the internal auditor which shall call for re-auditing in case financial miss management is detected.
- b) The account of the Guild shall be audited by the University internal auditor within two weeks before the swearing in and handover of new Guild Council.
- c) The audited accounts and balance sheet shall be approved and signed by the Financial Advisor before being presented to the GRC.
- d) The audited accounts and balance sheet signed by the Financial Advisor and approved by the GRC shall be published after not later than seven (7) days before Swearing in and handover of new Guild council.
- e) The swearing in and handover shall not take place in the Guild unless all the accountabilities have been approved by the GRC.

ARTICLE 13: GUILD / MANAGEMENT MEETING

The Guild / Management meeting shall be a special meeting between Management and Guild leaders aimed at addressing major issues in the students' community and shall be caused and chaired by the Vice Chancellor.

A. Initiation of Guild / Management Meeting

- i Meetings shall be held at the request of the University management, its Chairperson or the Guild President.
- ii The Guild President shall generate issues of great concern from the students' body through GRCs and shall channel them through the Dean of Students to the Vice Chancellor, who shall cause for a meeting to take place.

B. Participants

- i Members of top Management
- ii Guild executive and GRC
- iii Any other member(s) of the Guild, may be called upon to attend the Guild / Management meeting based on necessity and shall be recommended by the Guild President through the Dean of Students to the Vice Chancellor, who shall extend a formal invitation to them.

ARTICLE 14: MEETINGS

Section I: Convening of Meetings

- i. Meetings of the GRC shall be open to all full members of the Guild unless the GRC decides otherwise.
- ii. All meetings of GRC shall be convened by the Speaker in consultation with the Guild President except when a vote of no confidence in the Speaker is being carried when the President presides over.
- iii. The Speaker shall be responsible for convening General Assembly and meetings to debate a motion of no confidence in the executive as in Article 10 section III.
- iv. Standing Committee meetings shall be convened by the respective Chairpersons.
- v. All meetings of the Guild shall preferably be held after working hours.

Section II: Frequency and notice of Meetings

- i. All notices of the Guild meetings shall be dated.
- ii. The Executive and Committees shall meet as often as necessary as but not less than three (3) times during an Academic semester.
- iii. Any other students' Guild meeting shall be held only, when necessary, save for emergency meetings that can be held at appropriate moments.
- iv. The Executive members shall be given at least three (3) days' notice for ordinary meetings and twenty-four (24) hours' notice for emergency meetings.
- v. For Students' General Assembly, members shall be given
 - a. At least five (5) days' notice for ordinary meetings.
 - b. Twenty-four (24) hours' notice for emergency meeting.
- vi. GRC meetings shall be given at least
 - a. Four (4) days' notice for ordinary meetings.
 - b. Twenty-four (24) hours' notice for emergency meetings.

Section III: Presiding at Meeting

- i. The Speaker shall preside over subsequent Students' General Assembly meetings and motion of no confidence in Executive as provided for in this constitution
- ii. In absence of the Speaker and the Deputy Speaker, the members' present and forming quorum shall elect an acting Speaker from among themselves to preside over the students Guild meetings.
- iii. The Election of the Acting Speaker in clause (ii) above shall be supervised by the prime minister.
- iv. The President shall preside over Executive meetings.
- v. The Speaker shall preside over GRC meetings.

ARTICLE 15: STANDING ORDERS

Section I: Quorum

- i. The Executive shall have a quorum of two thirds (2/3) of its members.
- ii. The GRC shall have a quorum of one half (1/2) of its members.
- iii. The General Assembly shall require a quorum of a tenth (1/10) of the full members of the Guild except for a meeting to vote on a motion of no confidence either in the executive or the President, where quorum shall be one quarter (1/4) of the full members of the Guild;
- iv. Where quorum is not realized within 20 minutes after the time appointed for the meeting to start, the meeting shall be cancelled and rescheduled.
- v. At any meeting, should the attention be called at any time after the commencement of the business to the fact that a quorum is lacking, the person presiding over the meeting shall order the verification of members present and if less than the required quorum, shall adjourn the meeting.

Section II: Order of Business

- i. All business shall be conducted and recorded in English.
- ii. The Agenda shall be read by whoever is presiding over the meeting at the beginning of each meeting.
- iii. All matters thereon shall take precedence over all business.
- iv. Every agenda shall provide for “Matters arising from Minutes” with question time not exceeding fifteen (15) minutes.
- v. The questions shall be allowed only for information but no debate on the policy outlined by the minutes shall be allowed.
- vi. Minutes of all meetings of the Executive, GRC and the General Assembly shall be submitted to the Dean of students by the Clerk to GRC within fourteen (14) days from the meeting.

- vii. Minutes of all standing Committee meetings signed by the chairperson and the Guild President shall be submitted to the Dean of students within seven (7) days from the meeting.
- viii. Notice of motion to be discussed at a further meeting may be given.

Section III: Suspension of Standing orders

A standing order may be suspended where;

- i. An urgent matter which overrides the standing order is set in motion.
- ii. The mover of the motion states clearly the nature of the urgency and the time affected.
- iii. The motion is supported by two thirds (2/3) of those present during the meeting.

Section IV: Selection of Speakers

- i. When members raise their hands to speak, the first to be seen by the Speaker shall be given precedence.
- ii. Every member except the Speaker shall speak while standing save in Executive and

Committee meetings and shall address the chair as Mr. Speaker, sir or Madam Speaker.

Section V: Order of Precedence

During any meeting, the following points may be accepted by the Speaker in the following order:

- a) Points of order (when a member contrivance order).
- b) Motions.
- c) Points of information (when giving information).
- d) Point of information (when seeking information).
- e) Point of privilege.
- f) Point of guidance.

Section VI: Speeches

- i. A member shall speak only once upon any subject during the meeting save for point of order, information or guidance.
- ii. A member may speak again on amendments.
- iii. Members wishing to raise points of order or information or ask for a point of privilege, must first obtain the Speaker's permission and must rise immediately the alleged breach has occurred.
- iv. A member may formally second a motion or amendment and reserve his or her speech until a later stage of the debate.
- v. A member may start a speech and end with a motion or amendments.

Section VII: Breaches of Order

A. A member shall be guilty of breach of order if he/she:

- i. Uses un parliamentary language and refuses to withdraw it with a satisfactory apology.
 - ii. Disobeys a lawful order from the chair.
 - iii. Conducts him/herself in a manner unbecoming of a GRC member. B.
- i. Where the Speaker rises to call a member to order or for any purpose connected with the proceeding, the member speaking shall thereon resume his/her seat and no other member shall rise until the Speaker resumes his/her seat.
 - ii. The Speaker shall maintain order during the meeting.
 - iii. The Speaker shall rule out of order all matters that do not pertain to the question before the meeting or the business.
 - iv. The Speaker's ruling on any question shall be final unless successfully challenged by at least two thirds (2/3) of the members voting contrary to the matter in question.

Section VIII: Minutes

Minutes of previous meetings shall be read at every meeting before discussing other items on the agenda:

- i. The minutes shall be circulated to members at least three days before the next GRC meeting.
- ii. Minutes may not be circulated for emergency meetings.
- iii. The Speaker or whoever is chairing the meetings shall sign the minutes after confirmation through questions may be accepted in line with items of section II of this Article.

Section IX: Motion and Amendments

- i. All first formulations, if they are motions, shall have all succeeding formulation on them being called amendments.
- ii. All motions shall be affirmative in character and start with the word “that.”
- iii. All motions moved, amended or seconded by members’ present shall be in writing.
- iv. Agenda to motion shall be treated as amendments.
- v. The amended motion may be further amended if the amending portion covers what has not been covered by the initial amendment provided, they are consistent with the business and have no connection with any motion previously rejected.
- vi. Resolutions shall not be rescinded or amended at the same meetings of passing vii. Resolutions concerning important financial or policy issues will not be amended or rescinded unless the concerned committees are notified and have not agreed in advance.
- vii. The disposal of amendments shall be one by one.
- viii. Motions, amendments or rescindments once set shall not be withdraw unless withdrawal is supported by at least two thirds (2/3) of members’ present.
- x. The motion and further amendments to any portion of it may be moved provided they are consistent with the business and have not been covered by amendments or motion previously rejected.
- xi. After the vote on succeeding amendment is carried the surviving proposition shall be put to the vote as the main question and if carried shall become resolution of the meeting.

Section X: Censure Motion

- i. A motion to censure of an Executive member can arise either from the General Assembly or GRC. In the event that it arises from the General Assembly, it shall be referred to the GRC as an approved motion through the Speaker.
- ii. The concerned Executive member shall be given audience at the subsequent GRC meeting to defend him/ her self
- iii. The motion shall be upheld if at least two thirds (2/3) of the members' present vote for it in a secret ballot
- iv. In the event that the motion is upheld, the President shall take a decision within a period of 14 days on the concerned Executive member.

Section XI: Notice of Motions, Amendments or Rescindments

- i. Notice of motion, amendments or rescindments shall be sent to the Prime Minister in writing not less than seven (7) days to the meeting where they shall be debated upon.
- ii. Such motions, amendments or rescindments shall be placed on the agenda in the order which they reached the Prime Minister.

Section XII: Exemption

Any Executive or other Committees of the Guild shall be exempted from standing orders that do not specifically mention them.

Section XIII: Voting

Save as otherwise provided in this Constitution,

- i Voting on any motion shall be by show of hands unless otherwise decided.
- ii Two members shall be appointed by the Speaker to act as returning officers.
- iii The Speaker shall have no right to vote.
- iv Where there is a recount and the votes are equally divided, the motions shall be deemed lost.

- v In the meeting, where applicable, the names of those voting for, against and absentees shall be recorded in the minutes, whenever a difference in opinion on the proposition occurs.
- vi However, where inapplicable e.g., in the GRC or GA, only account for each of the above said categories will suffice.
- vii Any motion or amendment voted on and carried shall be resolution of the meeting.

Section XIV: Right of Reply

- i. Any member who opens a debate reserves the right to reply at the close of the debate.
- ii. In the case of amended motions being moved, the mover of the original motion has the right to speak as stipulated in this article section VI (i) and (ii) and shall lose the right to reply when the amendment is carried.
- iii. No mover of an amendment reserves the right to reply.

Section XV: Closing Debate

- i. Any member during the meeting has the right to move a motion closing the standing order on discussion provided that he/she is seconded by members who had not previously contributed to the same standing order at any time during the debate.
- ii. Such motions shall be as in the motion that “the motion be lost, then we proceed to the next business”. “The vote shall be carried on this question”, et cetera et cetera.
- iii. Speeches shall not be allowed during such motions.
- iv. If such a motion is lost the mover of the original motion shall reserve the right to reply in accordance with section (XV) (i) and ii) of this article.

Section XVI: Adjournment

- i. No motion of adjournment shall be moved unless it is by a member who had not spoken on the same subject and who should confine his/her remarks to the subject only.
- ii. The motion of adjournment can be replied by the mover of the original motion on which adjournment is being moved.
- iii. Motion of adjournment once lost shall not be moved again on the same subject.

- iv. In accordance with section I of this Article, the Speaker shall declare the meeting adjourned if a necessary quorum is not being realized.

Section XVII: Referendum

- a) A referendum shall be held within forty – eight (48) hours after the recommendation of the General Assembly.
- b) The voting shall be direct and by secret ballot.
- c) The vote shall be either “Yes” or “NO”.
- d) The decision (yes or no) shall be carried if at least two thirds (2/3) of those who participate vote for it and at least seventy percent (70%) of all the full members of the Guild shall have voted.
- e) The resulting decision made shall be final.

ARTICLE 16: INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

Section I: Amendments

Amendments to the Guild constitution shall be initiated:

- a) By Guild members as provided in the Constitution below, in consultation with the Minister of Justice and Constitutional Affairs.
- b) Copies of the proposed changes shall be displayed on all University notice boards and digital/electronic platforms for all members of the Guild to read at least (7) days before the GRC meeting in which they are to be discussed is convened.
- c) Any proposed changes in the constitution shall first require the approval of the GRC by the thirds (2/3) majority of all members present and the Minister of Justice and Constitutional Affairs.
- d) Upon receipt of a written endorsement of the changes from the University Council, the Guild President shall announce the approved changes as part of the Guild Construction.

- e) In situations where the view of the Minister for Justice and Constitutional Affairs conflicts with that of the two thirds (2/3) majority. The view of the two thirds (2/3) majority shall be upheld.
- f) Changes made shall not be used to settle constitutional disputes prior to their approval.

Their use will be valid for matters arising after their approval.

Section II: Interpretation

- a) The power to interpret the constitution is vested in the Minister for Justice and Constitutional Affairs whose interpretation shall be final and conclusive provided that the interpretation is not challenged by at least two thirds (2/3) of the members present at the meeting.
- b) In case of the Minister of Justice and Constitutional Affairs interpretation being successfully challenged, the view of the two thirds (2/3) majority shall be upheld and final.

ARTICLE 17: COMMUNICATION PROTOCOL

Section I: Purpose

The purpose of this article is to provide guidelines for communication between the students, management, and council to ensure effective and productive interactions.

Section II: Types of Communication

The Guild shall utilize a variety of communication methods, including email, phone, in-person meetings, and official notices to disseminate information to students, management, and council members, but all shall abide with the Communication Policy of the University.

Section III: Documentation

All communication between students, management, and council shall be documented and kept on file for future reference.

Section IV: Dispute Resolution

In the event of a dispute or disagreement between students, management, and council, the parties shall work to resolve the issue through amicable, collaborative and respectful processes in line with the existing University Policies/Guidelines.

ARTILCE 18: BREACH OF CONSTITUTION

Any person or group of persons breaching the Guild constitution shall be subject to disciplinary action in line with the University policies

ARTICLE 19: SUPREMACY

This Constitution shall be the supreme policy making instrument of the Guild. In case a conflict arises between it and any instrument within the Guild, this Constitution shall prevail over the other instrument.

APPENDICES:

Appendix I: Swearing In

a) The President

ISwear that I shall discharge my duties as Guild President of Mbarara University of Science and Technology Students' Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

b) The Speaker

ISwear that I shall discharge my duties as Guild Speaker of Mbarara University of Science and Technology Students' Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

c) The Executive and GRC Members

ISwear that I shall discharge my duties as Of Mbarara University of Science and Technology Students' Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

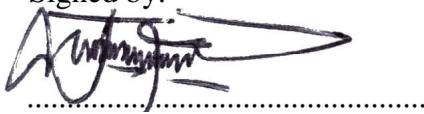
Appendix II: Handing over

The out – going President

“I the outgoing Guild President, hereby affirm that the files and all other Guild property for which my Executive and I have been in – charge are correct and up to date in each and every portfolio handed over to the in-coming Guild President.

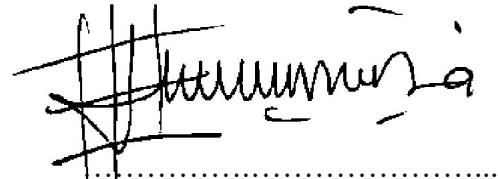
This Guild Constitution has been approved this 20th day December the year 2023 by the MUST University Council at its 96th Meeting and supersedes all previous MUST Guild Constitutions.

Signed by:



His Excellency Bill Clinton Nasasira

34^{THD} GUILD PRESIDENT



His Excellency Musa Kiyemba

35TH GUILD PRESIDENT

Drawn and Filed by;
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Mbarara University of Science and Technology,
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