



**THE CONSTITUTION  
OF THE  
STUDENTS' REPRESENTATIVE COUNCIL  
OF THE  
CATHOLIC UNIVERSITY (COLLEGE)  
OF GHANA, FIAPRE  
2015**

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**THE CONSTITUTION**  
**OF THE**  
**STUDENTS' REPRESENTATIVE COUNCIL (SRC)**  
**OF THE**  
**CATHOLIC UNIVERSITY (COLLEGE) OF GHANA, FIAPRE**

TRUSTING IN THE NAME OF THE ALMIGHTY GOD

WE the Students of the Catholic University (College) of Ghana, Fiapre,

DETERMINED to raise to the highest level, the moral, spiritual, political and intellectual standards of our society for the worthy emulation of posterity,

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

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

INTENT on moulding a responsible student body to enrich the heritage and safeguard the principles of probity, accountability, transparency, veracity, impartiality and scrupulosity;

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

SO HELP US GOD!



## **CHAPTER ONE**

### **THE CONSTITUTION**

#### **NAME AND SOVEREIGNTY**

1. (1) The legitimate student representative body shall be known and called “Students’ Representative Council” of the Catholic University (College) of Ghana, Fiapre, hereinafter referred to as the *SRC*.

(2) The sovereignty of the *SRC* resides in the students governed by the *SRC* in whose name and for whose welfare the powers of the *SRC* are to be exercised in the manner and within the limits laid down in this Constitution.

#### **SUPREMACY OF THE CONSTITUTION**

2. (1) This Constitution shall be the supreme law for the governance of all Halls/Hostels, associations, societies, unions, clubs and students, under the *SRC* and any other constitution and/or law found to be inconsistent with any provision in this Constitution shall to the extent of the inconsistency, be null and void.

(2) Notwithstanding clause (1), this Constitution shall be subject to the Constitution of Ghana, laws of Ghana, the Act establishing this University and all laws made under their authority.

(3) In the event of any inconsistency, a provision of this Constitution shall take precedence over any provision to the contrary in any hall, association, society, union, and club’s constitution to the extent of the inconsistency.

#### **ENFORCEMENT OF THE CONSTITUTION**

3. (1) Any student who alleges that;

(a) any act or omission of any person or group of persons;

or

(b) a constitution, working document, decision, resolution of anybody, hall, association, society, union, or club; is in contravention with a provision in this Constitution may apply to the Judicial Committee for a declaration to that effect.

(2) The Judicial Committee shall for the purposes of such declaration under clause (1) of this article make such order(s) and give such direction(s) as it may consider appropriate for giving effect or enabling effect to be given, to the declaration so made.

(3) Any *person* or group of persons to whom an order or direction is addressed under clause (2) of this article by the Judicial Committee shall duly obey and carry out the terms of the order or direction.

(4) Failure to obey or carry out the terms of an order or direction made or given under clause (2) of this article constitutes a violation of this Constitution and contempt of the Judicial Committee and shall;

(a) in the case of an *SRC* officer, constitute a ground for removal from office under this Constitution and

(b) in the case of any other student governed by the *SRC* not be eligible for election or for appointment to any office under the *SRC*.

## **DEFENCE OF THE CONSTITUTION**

4.(1) Any person who;

(a) by himself or in concert with others, by any unlawful means suspends or abrogates this constitution or any part of it, or attempts to do such act;

(b) aids and abets in any manner any person referred to in paragraph (a);

commits an offence of this Constitution and shall in the case of an *SRC* officer constitute a ground for removal from office and in the case of any other student governed by the *SRC* not be eligible for election or for appointment to any office under the *SRC*.

(2) All students governed by the *SRC* shall have the right and duty at all times;

(a) to defend this Constitution, and in particular, to resist any person or group of persons seeking to commit any of the acts referred to in clause (1) of this article

(b) to do all in their power to restore this Constitution after it has been suspended, overthrown, or abrogated as referred to in clause (1) of this article.

## **CHAPTER 2**

### **STRUCTURE AND FUNCTIONS OF THE SRC**

#### **COMPOSITION OF THE SRC**

**5.**(1) The *SRC* shall be composed of three (3) working bodies:

- (a) The Executive Council
- (b) The Legislative (Parliamentary) Council
- (c) The Judicial Council

(2)The three (3) working bodies provided for in clause (1) above shall be independent of each other and the arrangement shall in no way prescribe a line of authority.

(3) The entire *SRC* shall meet at least at the beginning and end of every semester. This meeting shall be known as the General Council Meeting.

(4)The General Council meeting shall be convened in accordance with article 22(1)(a) of this Constitution.

(5) Each working body as stipulated in clause (1) above as well as all other offices recognized under this constitution shall have a working document to guide its operations.

#### **FUNCTIONS OF THE SRC**

**6.** (1) The functions of the *SRC* shall be to:

- (a) serve as a mouthpiece of the entire student body of this University.
- (b) advise on matters relating to the general welfare of students.
- (c)be responsible for the planning and coordination of major social, cultural, recreational and intellectual activities of the students in this University.
- (d)collaborate with the Sports Directorate in the promotion of sports and games in this University.
- (e) cooperate with students' representative bodies of other universities and institutions of higher learning in the country and abroad in matters of mutual interest.

(f) promote cordial relations among all units of the university and maintain good relations with past students of this university.

(g) foster the maintenance of the right academic atmosphere for the students of this university to pursue their studies and encourage the organization of seminars by halls/hostels and or academic bodies.

(h) promote a cordial relationship among students or groups of students without discrimination on grounds of gender, creed, ethnic origin or course of study.

(i) appoint sub-committees and ad-hoc committees to promote or manage the affairs of the student body.

(j)work towards the maintenance of good and healthy staff-student relations, based on mutual trust and respect.

## **CHAPTER 3**

### **REPRESENTATION OF THE PEOPLE**

#### **RIGHT TO VOTE**

7. (1) Every student governed by the *SRC* has the right to vote.
- (2) All students shall have one vote each.
- (3) There shall be voting by proxy, and in respect to this, a medical report and a proxy application letter signed by the student designated shall be submitted to the Electoral Commission, not later than 48 hours to commencement of polls.
- (4) All students may be allowed to vote:
- (a) upon producing their CUCG / CUG photo identity card or Library Card.
  - (b) in the event where a student does not have any of the cards as stated in (4)(a) above;
    - (i) such a student shall obtain from the registry, a note authenticating his or her status as a student of this University;
    - (ii) the said student shall present to the Officer in charge of the Polling Station, the note obtained in (b)(i) above with a valid Photo Identity Document of the Republic of Ghana;
    - (iii) in the case of an international student, he or she shall provide in addition to the note obtained in (b)(i) above, his or her valid International Passport or non- citizen Identity Card to the Officer in charge of the Polling Station.
- (5) A simple majority vote is required to win an election, and candidates who stand unopposed shall require at least fifty percent plus (50% +) of the total valid votes cast to win the election.
- (6) Notwithstanding clause five (5), fresh nominations shall be opened within three (3) days after declaration of the provisional results by the Electoral Commission where an unopposed candidate fails to attain the requisite percentage.
- (7) A run-off may be conducted for candidates who may tie.

## **ELECTORAL COMMISSION**

**8.** (1) There shall be an Electoral Commission under the *SRC* chaired by a commissioner, who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) The commissioner shall be assisted by two deputy commissioners who shall be appointed in a manner specified in the working document of the Electoral Commission.

(3) The two deputy commissioners shall be appointed from among the other members of the commission which shall include:

- (a) electoral commissioners of the halls/hostels
- (b) electoral commissioners of the Faculties
- (c) one (1) representative from the non-residential constituencies
- (d) one (1) representative from the Graduate Students
- (e) one (1) representative from the International Students' Association

## **FUNCTIONS OF THE COMMISSION**

**9.** (1) The Electoral Commission shall have the following functions;

- (a) to compile the register of voters and revise it at such periods as may be necessary;
- (b) to conduct and supervise all *SRC* elections, referenda and opinion polls;
- (c) to educate the students on the electoral process and its purpose;
- (d) to make additional rules and regulations in the performance of its functions;
- (e) to publish on all notice boards one week before the period of elections the rules and regulations governing the conduct of elections.

(2) Notwithstanding article **9.(1)(d)** the electoral commission shall make the additional rules and regulations in consultation with the Legal Affairs Commission.

## **INDEPENDENCE OF THE COMMISSION**

**10.** (1) Except as provided in this Constitution, the Electoral Commission, in the performance of its functions, shall not be subject to the direction or control of any person or authority.

## **QUALIFICATION FOR CANDIDATES**

**11.** (1) Any student governed by the *SRC* shall be qualified to contest elections provided he satisfies the criteria set hereof:

(a) he shall have been a student of this University for at least one Academic Year and is not in his final year of study.

(b) for the purposes of clarity and without prejudice to paragraph (a) of this clause, aspirants for the offices of the President and Financial secretary shall have completed one (1) academic year as students of this University and be in LEVEL 200.

(c) he has not been found guilty of embezzlement and or misappropriation of students or university funds by any judicial committee or by any quasi-judicial committee set up by the *SRC* or the University.

(d) he shall not have been impeached, suspended, or dismissed as an officer of anybody, hall, association, society, union, or club.

(e) he shall not have been found guilty of violation of this Constitution and contempt of the judicial committee as provided under Article 3 of this Constitution or offence of this Constitution as provided under Article 4.

(f) he shall not be an officer holding any position under the *SRC* at the time of filing his or her nomination.

(g) he shall submit himself for public vetting by a vetting panel that shall be set up in a manner provided in this Constitution.

(2) Any person shall petition the Electoral Commission for the enforcement of the provisions of clause one (1) during the period provided by the Electoral Commission for hearing of petitions after the display of aspirants.

(3) The qualification requirements provided for under **11.(1)** applies to all elected members of the Executive Council.

(4) Any person seeking to contest for an office shall file nomination duly accompanied with a résumé/ Curriculum Vitae and two passport sized pictures.

## **CONDUCT OF GENERAL ELECTIONS**

**12.** (1) The Executive Committee Officers of the *SRC* with the exception of the Vice President shall be elected through secret ballot by the students governed by the *SRC*.

(2) Notwithstanding any provision in this Constitution the Electoral Commission may adopt the electronic voting system if it appears prudent to do so in the conduct of any elections.

(3) At the time of the filing of nominations:

(a) the Vice President shall be designated by the candidate for the office of the President.

(b) the deputy general secretary shall be designated by the candidate for the office of the general secretary.

(c) the deputy financial secretary shall be designated by the candidate for the office of the financial secretary.

(4) A person designated for the position of Vice President, deputy general secretary and deputy financial secretary shall satisfy the provisions laid down under article **11. (1)**.

(5) All offices shall be held for one academic year and any retiring officer shall be eligible for re-election subject to satisfying the relevant provisions under article **11.** of this Constitution.

(6) All elections and handing over(s) under the *SRC* shall be held from the fifth to eleventh (5th - 11th) week after the beginning of the second semester in an academic year.

(7) Notwithstanding clause (6) above and subject to this Constitution, all other elections such as those of Clubs and Societies shall be held before the *SRC* general elections.

(8) The Electoral Commission shall in the event where the office of an elected member of the Executive Council becomes vacant organize a by-election within two weeks to fill the vacancy.

(9) Any Student intending to contest any by-elections shall satisfy the provisions in article **11.(1)**

(10) A by-election shall not be held if the position becomes vacant one month before the general election.

(11) Pursuant to clause (10) the Executive Committee shall appoint any member of the Executive Council to fill the vacancy.

## **ELECTORAL OFFENCES AND IRREGULARITIES**

**13.** (1) A person commits an electoral offence if he:

(a) sells, offers for sale or purchases a ballot paper;

(b) is found in possession of an officially marked ballot paper if he is not designated to be in possession of such a ballot paper;

(c) destroys, takes or otherwise interferes with a ballot box or ballot paper intended to be used;



- (d) prints a ballot paper without authority;
- (e) attempts to vote on behalf of another person whether with or without authorization;
- (f) directly or acting through another person bribes or attempts to bribe another to vote or refrain from voting;
- (g) treats or attempts to treat another, for purposes of influencing voting by that person or on account of that person having voted in a particular way;
- (h) unduly influences or attempts to unduly influence another to compel or induce the person from voting in a particular way;
- (i) obstructs or attempts to obstruct the free exercise of franchise by other persons;
- (j) seeks to excite or promote disharmony, hatred or enmity against another person or group of persons by words, written or verbal, songs, or through any other medium during electioneering process;
- (k) organizes persons or group of persons with the intention of training them in the use of force, violence, be it physical or verbal against other persons during electioneering process;
- (l) seeks to influence voting pattern in whatever manner within 100 meters of polling station such as campaigning, carrying of candidates' paraphernalia;
- (m) without lawful excuse destroys, defaces or removes an electoral document exhibited under authority of the law as determined by the Electoral Commission;
- (n) interferes or obstructs an electoral officer in the performance of his official duties;
- (o) publishes or causes to be published of another person for the purpose of effecting or preventing the election of a candidate, words, written or spoken or even song which is false or has no reason to believe is true;
- (p) votes at an election he is not eligible or entitled to vote at;
- (q) engages in double voting;

(2) Any candidate or their duly authorized agent may petition the Electoral Commission in the event of a breach of the provisions under clause (1) of this article.

(3) The Electoral Commissioner shall set up a five (5) member committee from among members of the commission to investigate the allegation(s) stated in the petition referred to in clause (2) of this article.

(4) The Committee shall submit their recommendations to the Electoral Commissioner who shall be bound by such recommendations.

(5) The penalties to be prescribed by the committee set up by the Electoral Commissioner shall be payment of fines, amount of which shall be determined by the committee, and in grave circumstances disqualification of the candidate.

(6) In the event where the person who is found to have committed the electoral offence or any irregularity is not an aspirant, the person shall be referred to the office of the Dean of Students' for the appropriate action to be taken.

(7) Any person affected adversely by the recommendation may as of right, appeal to the Judicial Committee for redress and their ruling shall be final.

### **VETTING AND VETTING PANEL**

**14.** (1) The Electoral Commissioner shall for the satisfaction of article 11. (1)(f) form at most a fourteen (14) member vetting panel of which seven (7) shall score the candidates at a time for the purposes of vetting the aspirants and ensuring that candidates for any election under this Constitution satisfy the requirements provided for in this Constitution or regulations as may be set out by the Electoral Commission.

(2) The members of the Vetting Panel shall be appointed by the Electoral Commissioner in consultation with the Dean of Students and the Chaplain both of whom shall be members of the vetting panel.

(3) The Electoral Commission shall publish the criteria by which every candidate shall be vetted at least one week before the day of vetting.

(4) Any aspirant may petition the Electoral Commission within forty-eight (48) hours after the publication of the criteria envisaged under clause (3) for a revision, amendment or otherwise.

(5) The Electoral Commissioner shall within twenty-four (24) hours set up a five (5) member committee from the Commission to adjudicate on such a petition and any decision of the committee shall be final.

(6) The Electoral Commission shall publish on all notice boards a full report of all candidates so vetted at least seven (7) days before the day of elections.

(7) Such a report shall entail;

(a) whether or not a candidate so vetted is recommended.

(b) the total score obtained by each candidate so vetted detailing the score obtained under each criterion.

(8) Any student not recommended by the vetting panel shall not be presented to the electorates for voting.

(9) Candidates not recommended shall be given a written notice of their status by the Electoral Commissioner and such notice shall contain a detailed account of the reasons for their non-recommendation not later than seventy-two (72) hours after vetting of the candidate in question.

(10) Any candidate who intends to petition the Judicial Committee on the results of the vetting is entitled to do so not later than twenty-four (24) hours after receiving a notice of non-recommendation as in clause (9) of this article.

(11) The Judicial Committee shall hear the petition as in clause (10) of this article within forty-eight (48) hours upon receipt of such petition and its ruling shall be final.

## **ADDITIONAL RULES**

**15.** (1) Every candidate may have an authorized polling agent at the various polling stations on the day of voting.

(2) Notwithstanding the provision in clause (1), a candidate wishing to present representatives at the various polling stations shall provide the Electoral Commission with the details of such representatives not less than twenty-four (24) hours before the day of voting.

(3) In the event where a position is vacant at the close of a nomination period, the nomination time shall be extended by forty-eight (48) hours and all students shall be duly notified.

(4) If the position is still vacant after the forty-eight (48) hour extension then the election shall proceed.

(5) Such a vacancy envisaged under the preceding clause shall be filled by an appointment by the incoming SRC Executives in consultation with the Dean of Students and Chaplain, and he (the appointee) shall satisfy the provisions of article 11(1)(a-e).

(6) The Electoral Commissioner shall after an election declare provisional results which shall become final if the result of the election is not challenged within seventy-two (72) hours.

(7) Any instrument from the electoral commission which states that a student named in the instrument is declared elected shall be *prima facie* evidence that the person is duly elected.

(8) Any electoral procedure on which this Constitution is silent shall be referred to the Judicial Committee for determination.

### **CHALLENGING ELECTION RESULTS**

**16.** (1) The provisional results of an election shall after it has been published be challenged within seventy-two (72) hours and NO petition shall be received after this period.

(2) Any petition for challenge of elections shall be presented to the Judicial Committee for adjudication.

(3) The Judicial Committee shall without prejudice to any provision in this Constitution adjudicate on the merits of the petition within twenty-four (24) hours after receipt of the petition.

(4) Any petition filed for the challenge of an electoral result shall have attached to it a schedule which shall contain the names, academic year, course and signatures of at least one hundred and fifty (150) students evenly representing all faculties.

## **CHAPTER 4**

### **EXECUTIVE COUNCIL**

#### **COMPOSITION**

- 17.** (1) The Executive Council shall be composed of:
- (a) the Executive Committee
  - (b) the Local *PUSAG* President
  - (c) the Gender (Women's) Commissioner
  - (e) the Legal Affairs Commissioner
  - (f) the Welfare Commissioner
  - (g) the Entertainment Commissioner
  - (h) the Sports and Games Commissioner
  - (i) the Properties and Facilities Commissioner
  - (j) the Transport Commissioner
  - (k) the Deputy General Secretary
  - (l) the Deputy Financial Secretary
  - (m) the Local *PUSAG* Secretary
  - (n) the Part-time (Weekend) Representative

#### **FUNCTIONS**

- 18.** (1) The functions of the Council shall be;
- (a) to formulate and initiate policies for the *SRC*;
  - (b) to ensure performance of the functions of the *SRC*;
  - (c) to enforce the principle of rule of law as enshrined in the constitution.

## **CHAPTER FIVE**

### **COMPOSITION AND FUNCTIONS OF THE EXECUTIVE COMMITTEE**

#### **THE EXECUTIVE COMMITTEE**

- 19.** (1) The Executive Committee shall be composed of:
- (a) the President
  - (b) the Vice President; anon-voting member in the presence of the President
  - (c) the General Secretary
  - (d) the Financial Secretary
  - (e) the Public Relations Officer (*P.R.O*)
- (2) The executive authority of the *SRC* shall be vested in the President and shall be exercised in consultation with the Executive Committee.
- (3) The functions of the Executive Committee shall be;
- (a) to approve and endorse activities of the *SRC*
  - (b) to implement policies and programmes of the *SRC* working in concert with the appropriate body.

#### **THE PRESIDENT**

- 20.** (1) There shall be a President of the *SRC* who shall be elected in a manner provided for in this Constitution, and shall be the leader and chief spokesperson of the *SRC* in all matters coming under his jurisdiction (and shall be the Commander-in-Chief of the University Cadet Corps if any), and shall;
- (a) take precedence over all other persons under the *SRC* and in descending order, the Vice President, the Speaker of Legislative Council and the Judicial Council Chairperson.
  - (b) in consultation with the executive committee, Dean of Students, the Chaplain and unless otherwise stated in this Constitution, appoint chairperson(s) or other members of committees and commissions of the *SRC*.
  - (c) preside over all General Students' Body, General Council and Executive Council meetings respectively under the *SRC*.
  - (d) by virtue of his office, be an *ex-officio* member of the University's Governing Council, the Senate, the Hostel Council and the Health Services Committee

(2) Without prejudice to the provisions of **article 4** of this Constitution, and subject to the operation of the prerogative writs, the president shall not, while in office, be liable personally to proceedings in any judicial or quasi-judicial committee for the performance of his functions, or for any act done or omitted to be done, or purported to be done, or purported to have been done or purporting to be done in the performance of his functions, under this Constitution.

(3) Notwithstanding **article 19.(2)** of this Constitution, the executive authority of the *SRC* shall be exercised in accordance with the provisions of this Constitution and shall extend to the execution and maintenance of this Constitution.

(4) The President shall in consultation with the Executive Council and acting on their advice:

(a) at the first week of the beginning and at the end of each semester deliver at the General Council meeting an address on the state of affairs of the *SRC*

(b) at the third week of the beginning and at the end of the semester deliver at the general students' body meeting an address on the state of affairs of the *SRC*

(c) within two weeks before handing over to the incoming *SRC*, deliver an address on the state of affairs of the *SRC* before the Legislative Council where the General Student Body shall have the right to attend and observe.

(5) The President shall while in office communicate to the Speaker of Legislative Council his intention to travel outside the country in writing by giving two (2) weeks prior notice or in cases of emergency within a reasonable time.

(6) Subject to clause (5) the Speaker shall for the purposes of this provision inform members of the *SRC* within a reasonable time of such intention by the President.

(7) The President shall have the power to demote or remove any appointments made in accordance with article 20 (1)(b) of this provision unless otherwise stated in this constitution.

(8) The President shall perform such other functions as may be assigned to him by this Constitution.

(9) Without prejudice to any provision in this constitution, where votes on any motion by the Executive committee are equal, the president shall have a casting vote.

## **THE VICE PRESIDENT**

**21.** (1) There shall be a Vice President who shall perform such functions provided for in this Constitution, and;

(a) shall act as an ex-officio member of all committees of the *SRC* with the exception of the independent committees.

(b) shall coordinate the activities of representatives on all University Committees and other committees coming under his jurisdiction.

(c) shall be the Chairperson of the Students' Academic Board and may represent students at senate.

(d) may attend sittings of the Legislative Council, but shall have a passive voice – no right to vote.

(e) shall coordinate programmes and activities between the *SRC* and other Universities and/or Organizations, within and outside Ghana.

(2) Notwithstanding any provision in this Constitution;

(a) If the President travels or is incapacitated and unavailable to perform his duties, the Vice President shall perform the functions of the President on a temporary basis until such time as the President is available.

(b) If the President dies, resigns, or is removed from office, the Vice President shall assume office as President for the unexpired term of office with effect from the day of the death, resignation or removal of the President.

(c) The Vice President shall upon assuming office as President under clause (2)(b) of this article, nominate a person to the office of Vice President subject to approval by the Legislative Council.

(3) The Vice President shall perform such other functions as may be assigned to him by the President under this Constitution.

## **GENERAL SECRETARY**

**22.** (1) There shall be a General Secretary, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

(a) in consultation with the President and acting on his advice convene General Council, Executive Council, Executive Committee and General Students' Body meetings.

(b) keep true records and accurate minutes of all proceedings and resolutions of these meetings.

(c) in consultation with the President handle all general correspondence on behalf of the *SRC*.

(d) within seven (7) days after every meeting with the General Students' Body, publish on all notice boards in the Halls/Hostels of Residence and on Faculty notice boards, the true and accurate outcome of such meetings.



(e) be the Chairperson of the Editorial Board and the Clubs and Societies Commission if any.

(f) be a member of any executive delegation(s) of all conferences both local and international.

(g) perform any other functions as may be assigned to him by the Executive Committee.

(2) There shall be a Deputy General Secretary who;

(a) shall assist the General Secretary in the discharge of his or her duties

(b) shall perform the functions of the General Secretary if the General Secretary travels or is incapacitated or unavailable to perform his duties

### **THE FINANCIAL SECRETARY**

**23.** (1) There shall be a Financial Secretary, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

(a) have custody of all *SRC* cheque books and cash books which are to be kept safe in the office of the Dean of Student Affairs.

(b) have responsibility for all financial accounts and keep true records of all financial transactions and assets of the union.

(c) be the Chairperson of the Financial Committee.

(d) be a signatory to the bank account(s) of the *SRC*.

(e) publish the budget of the *SRC* on all notice boards at the beginning of the Academic Year.

(f) report to the Legislative Council, the financial state of the *SRC* on the assumption of office and at the beginning and end of each semester

(g) submit the financial report of the *SRC* to the Audit Committee, not later than three (3) weeks before the end of the first semester, and in the case of the second semester, not later than three (3) weeks before handing over.

(2) There shall be a Deputy Financial Secretary who;

(a) shall assist the Financial Secretary in the discharge of his or her duties

(b) shall perform the functions of the Financial Secretary if the Financial Secretary travels or is incapacitated or unavailable to perform his duties

## **THE PUBLIC RELATIONS OFFICER (*P.R.O*)**

**24.** (1) There shall be a Public Relations Officer, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

(a) be the chairperson of the Public Relations office of the *SRC* and shall have the power to disseminate any information on behalf of the *SRC* through any medium of communication such as radio and bulletins.

(b) be the liaison of the *SRC* in all off-campus matters.

(c) be responsible for making effective publicity and advertisement of all *SRC* activities.

(d) be responsible to the Executive Council in the performance of his duties

(e) advise the Executive Council on all media related issues and handling of information.

(f) perform any other function assigned to him in relation to the office by the Executive Council and by this Constitution.

## **CHAPTER 6**

### **OTHER EXECUTIVE OFFICERS**

#### **THE LOCAL *PUSAG* PRESIDENT**

**25.** (1) There shall be a Local *PUSAG* President, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

- (a) be the head of the Local *PUSAG* Secretariat.
- (b) lead delegations to all congresses and other programmes organized by *PUSAG*.
- (c) be the liaison officer between the *SRC* and *PUSAG*.

#### **THE LOCAL *PUSAG* SECRETARY**

**26.** (1) There shall be a Local *PUSAG* Secretary, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

- (a) keep true records of all proceedings and resolutions of conferences, Central Committee and National Executive Council of *PUSAG*.
- (b) do *PUSAG* related duties assigned to him by the Local *PUSAG* President.
- (c) undertake any other function, specified by Conference, Central Committee or National Executive Council of *PUSAG*.

#### **THE GENDER (WOMEN'S) COMMISSIONER**

**27.** (1) There shall be a Gender (Women's) Commissioner, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

- (a) be the chairperson of the Gender (Women's) Commission.
- (b) advocate the cause and interest of female students.
- (c) ensure that *SRC* policies are not inimical to the development of female students in general.
- (d) perform any other function assigned to her by the Executive Council in relation to her office.

#### **THE PART-TIME (WEEKEND) REPRESENTATIVE**

**28.** (1) There shall be a Part-time (Weekend) representative, who shall be elected and perform such functions in a manner provided for in this Constitution, and shall;

- (a) serve as a liaison between the *SRC* and the Part-time school students.
- (b) collaborate with the various class representatives of the Part-time school to ensure the smooth running of the affairs of the school.
- (c) see to the welfare of students of Part-time school.

### **THE LEGAL AFFAIRS COMMISSIONER**

**29.** (1) There shall be a Legal Affairs Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) he shall be the chairperson of the Legal Affairs Commission.

(3) he shall be the Chief Legal Counsel of the Executive Council.

(4) he shall represent the Executive Council at all Judicial Committee hearings under the *SRC*.

(5) he shall perform any other function assigned to him by the Executive Council in relation to the office and by this Constitution.

### **THE WELFARE COMMISSIONER**

**30.** (1) there shall be a Welfare Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(a) be the chairperson of the Welfare Commission.

(b) inform the Executive Council on the state of the general welfare of students.

(c) advise the Executive Council on all welfare-related matters.

(d) perform any other function assigned to him by the Executive Council in relation to the office and by this Constitution.

### **THE ENTERTAINMENT COMMISSIONER**

**31.(1)** There shall be an Entertainment Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(a) be the chairperson of the Entertainment Commission.

(b) advise the Executive Council on all Entertainment-related issues of the *SRC*.

(c) be responsible for entertainment of the entire student body and *SRC*

(d) perform any other function assigned to him by the Executive Council in relation to the office and by this Constitution.

## **THE SPORTS AND GAMES COMMISSIONER**

**32.** (1) There shall be a Sports and Games Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) The Sports and Games Commissioner shall be the chairman of the Sports and Games Commission.

(3) The Sports and Games Commissioner shall advise the Executive Council on sports-related issues under the *SRC*.

(4) The Sports and Games Commissioner shall perform his duties in consultation with the Sports authority of the University.

(5) The Sports and Games Commissioner shall perform any other function assigned to him by the Executive Council in relation to the office.

## **THE PROPERTIES AND FACILITIES COMMISSIONER**

**33.** (1) There shall be a Properties and Facilities Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) The Properties and Facilities Commissioner shall be the chairperson of the Properties and Facilities Commission.

(3) The Properties and Facilities Commissioner shall be the sole commissioner in charge of general supervision of *SRC* owned properties and facilities.

(4) The Properties and Facilities Commissioner shall inform the Executive Council on the state of all *SRC* owned properties and how they are being maintained.

(5) The Properties and Facilities Commissioner shall perform other functions relating to his office assigned to him by the Executive Council and by this Constitution.

## **THE TRANSPORT COMMISSIONER**

**34.** (1) There shall be a Transport Commissioner who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) The Transport Commissioner shall be the chairperson of the Transport Commission.

(3) The Transport Commissioner shall be the sole commissioner in charge of transport under the *SRC*.

(4) The Transport Commissioner shall supervise all transport activities on behalf of the *SRC*.

(5) The Transport Commissioner shall perform all other functions relating to his office assigned to him by the Executive Council and by this Constitution.

## CHAPTER 7

### LEGISLATIVE COUNCIL

#### ESTABLISHMENT

**35.** (1) There shall be established a Legislative Council under the *SRC* which shall perform such functions as are specified in this Constitution.

(2) The first Legislative Council meeting shall be held on the day of handing over of the *SRC* executives

(3) Subject to the provisions of this Constitution, the legislative power of the *SRC* shall be vested in the Legislative Council.

#### COMPOSITION

**36.** (1) The Legislative Council shall be composed of:

(a) the Speaker who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(b) the Deputy Speaker who shall be elected in a manner specified in this Constitution.

(c) the Clerk who shall be appointed in a manner specified in this Constitution.

(d) the President and Secretary of *ISA*.

(e) the Presidents and Secretaries of all Halls/Hostels and Faculties.

(f) the President/Representative of Graduate Student sif any.

#### FUNCTIONS

**37.** (1) The Legislative Council shall:

(a) vet and approve all appointments for offices under the *SRC*, except for the independent bodies of the *SRC*.

(b) receive, discuss and approve budgets of bodies under the *SRC*.

(c) debate issues concerning the interest of students and may pass resolutions on them and such resolutions shall be binding on the commission related to such an issue.

(d) receive, discuss and approve the working documents of all committees and commissions under the *SRC* except that of the Judicial Council.

(e) have the authority to inquire into the activities and administration of Executive Officers as Legislature may determine by summoning such officers before Legislative Council or any legislative committee.

### **THE SPEAKER**

**38.** (1) There shall be a Speaker of Legislative Council who shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution subject to approval by the Legislative Council.

(2) The Speaker shall vacate his office if:

(a) he becomes an Executive Officer under the Executive Council; or

(b) he resigns from office by writing signed by him and addressed to the Clerk of Legislative Council; or

(c) any circumstance(s) arise(s) that if he were not a Speaker, would have disqualified him from becoming a member of the Legislative Council; or

(d) he is removed from office by a resolution bill of Legislative Council supported by the votes of not less than three-quarters ( $\frac{3}{4}$ ) of all the members.

(3) No business shall be conducted in Legislative Council other than an election to the office of Speaker, at any time when the office of Speaker is vacant.

(4) The Speaker shall be sworn in by the outgoing Judicial Council Chairperson on the first day of Legislative Council sitting after dissolution of the outgoing Legislative Council before any business of Legislature is conducted.

### **THE DEPUTY SPEAKER**

**39.** (1) There shall be a Deputy Speaker of Legislative Council who shall be elected by the members of Legislative Council from among the members.

(2) The members of Legislative Council shall elect a person to the office of Deputy Speaker when Legislative Council first meets after dissolution of Legislature and if the office becomes vacant otherwise than by reason of dissolution of the immediate past Legislative Council, at the first sitting of Legislative Council after the office becomes vacant.



(3) The Deputy Speaker shall assume the position of Speaker in the absence of the Speaker and shall on such circumstances waive his voting rights.

(4) The Deputy Speaker shall be the Chairman of the Vetting Committee of Legislative Council.

### **THE CLERK**

**40.** (1) There shall be a Clerk of Legislative Council who shall be appointed by the Speaker of Legislative Council and approved by a simple majority of the members of Legislative Council.

(2) The Clerk shall not be elected from among the members of Legislative Council.

(3) The Clerk shall be the Secretary of the Legislative Council and shall perform such other administrative functions as the Speaker may request.

(4) The Clerk shall receive all motion papers for the passing of resolution bills.

### **COMMITTEES OF LEGISLATURE**

**41.** (1) Legislative Council shall appoint standing committees and other committees as may be necessary for the effective discharge of its functions.

(2) The standing committees shall be appointed at the first meeting of Legislative Council after the election of the Speaker and the Deputy Speaker.

(3) Without prejudice to clause (1) of this article, the standing committees of Legislative Council shall include:

(a) The Vetting Committee

(b) Budget, Audit and Finance Committee

(c) Committee on Residence and Welfare

(d) Academic Committee

(e) Privileges Committee

(4) Committees of Legislative Council shall be charged with such functions, including the inquiry into the activities and administration of Executive Officers and Commissions as the Legislative Council may determine and such inquiries may extend to proposals for resolution bills.

(5) Every member of Legislative Council shall be a member of at least one of the standing committees.

(6) Every committee shall elect from among themselves a chairperson on their first Sitting that shall coordinate committee meetings and report activities directly to the Speaker.

(7) All standing committees shall within two (2) weeks upon receipt of a report, submit their findings through the Speaker to the Executive Committee.

## **PROCEDURE IN PARLIAMENT**

**42.** (1) A member of Legislative Council shall, before taking his seat in Legislative Council take and subscribe before the Speaker the Oath of allegiance and the Oath of a member of Legislative Council set out in the Third Schedule of this Constitution.

(2) A member of Legislative Council may, before taking the oath referred to in clause (1) of this article, take part in the election of the Speaker.

(3) The Speaker of Legislative Council shall preside in all Legislative Council sittings and in his absence, the Deputy Speaker shall preside.

(4) A quorum of Legislative Council, apart from the person presiding, shall be one third ( $\frac{1}{3}$ ) of all the members of Legislative Council.

## **VOTING IN PARLIAMENT**

**43.** (1) Except as otherwise provided in this Constitution, matters in Legislative Council shall be determined by the votes of the majority of members present and voting, with at least half of all the members of the Legislative Council present.

(2) The Speaker shall have neither an original nor a casting vote.

(3) Where the votes on any motion are equal it shall be taken to be lost.

(4) Where the voting is in relation to the election or removal of any person under this Constitution voting shall be by secret ballot.

(5) Any person who sits or votes in Legislative Council knowing or having reasonable grounds for knowing that he is not entitled to do so commits an offence and shall be liable on conviction by the Judicial Committee, to such penalty which may range from suspension or disqualification from contesting elections under the SRC.

## **MODE OF EXERCISING LEGISLATIVE POWER**

**44.** (1) The power of Legislative Council to make resolutions shall be exercised by resolution bills passed by Legislature and assented to by the President.

(2) Every motion for a resolution shall be submitted by a member to the Clerk seven (7) days before a Legislative Council sitting who shall in consultation with the Speaker and the Deputy Speaker and acting on their advice, move such a motion on the floor of Legislative Council.

(3) Members shall debate the motion paper and vote on the issue on the floor of Legislative Council.

(4) Notwithstanding clauses (2) and (3) the Speaker shall notify the President and the Executive Officer to be affected by such a motion paper five (5) days before Legislative Council sitting and the Executive Officer shall have the right to appear before Legislative Council to give further clarification on the issues discussed on the motion paper.

(5) The Clerk shall submit to the President for assent any resolution agreed upon by Legislative Council and such a paper shall be known as a resolution bill.

(6) Every resolution bill shall be accompanied by a memorandum setting out in detail the policy and principles of the bill, the defects of the existing practice, the remedies proposed to deal with those defects and the necessity for its introduction.

(7) Where a resolution bill passed by Legislative Council is presented to the President for assent he shall signify within five (5) days after the presentation, to the Speaker that he assents to the resolution bill or that he refuses to assent to the bill.

(8) Where the President refuses to assent to a resolution bill, he shall within five (5) days after the refusal;

(a) state in a memorandum to the Speaker any specific provisions of the bill which in his opinion should be reconsidered by Legislative Council including his recommendations for amendments if any.

(9) Legislative Council shall reconsider a resolution bill taking into account the comments made by the President as the case may be under clause (8) of this article.

(10) Where a resolution bill reconsidered under clause (9) of this article is passed by Legislative Council supported by the votes of not less than two-thirds (2/3) of all members the President shall assent to it within seven (7) days after the passing of the resolution.

(11) Legislative Council shall have no power to pass a resolution bill:

(a) to alter the decision of the Judicial Committee as between the parties to that decision or judgment.

(b) which operates retrospectively to impose any limitations on or to adversely affect the personal rights and liberties of any person or to impose a burden, obligation or liability on any person.

## **STANDING ORDERS OF LEGISLATURE**

**45.** (1) Subject to the provisions of this Constitution, the Legislature may, by standing orders, regulate its own procedure.

(2) Legislature may act notwithstanding a vacancy in its membership, including a vacancy not filled when Legislative Council first meets after dissolution of legislature; and the presence or participation of a person not entitled to be present shall not invalidate these proceedings.

## **ATTENDANCE IN LEGISLATURE OF VICE PRESIDENT AND OTHER EXECUTIVE OFFICERS**

**46.** (1) The Vice President or any Executive Officer shall be entitled to participate in the proceedings of Legislature and shall be accorded all the privileges of a member of Legislative Council except that he is not entitled to vote or to hold an office in Legislative Council.

## **CONTEMPT OF LEGISLATURE**

**47.** (1) An act or omission which obstructs or impedes Legislative Council in the performance of its functions or which obstructs or impedes an officer of Legislative Council in the discharge of his duties or affronts the dignity of Legislative Council or which tends either directly or indirectly to produce that result, is contempt of Legislative Council.

(2) A person found guilty by the Judicial Committee of contempt of Legislative Council shall in the case of an Executive Officer constitute a ground for suspension from office and in the case of any other person constitute disqualification from contesting elections under the *SRC*.

## **RIGHT TO OBSERVE**

**48.** (1) All students shall have the right to attend and only observe Legislative Council sittings.

(2) Notwithstanding clause (1) of this article students shall not attend and observe Legislative Council sittings where:

(a) Legislative Council is debating a motion paper concerning the removal of an Executive Officer.

(b) Legislative Council is casting a vote of no confidence in an Executive Officer.

## **PRIVILEGES AND IMMUNITIES**

**49.** (1) There shall be freedom of speech, debate and proceedings in the Legislative Council and that freedom shall not be impeached or questioned in any judicial committee or place out of Legislative Council under the *SRC*.

(2) Subject to the provisions of this article, but without prejudice to the general effect of clause (1) of this article proceedings shall not be instituted against a member in any judicial committee or place out of legislature for any matter or thing brought by him in or before legislature by a motion paper or otherwise.

(3) Whenever in the opinion of the Speaker a statement made by a member is *prima facie* defamatory of any person the Speaker shall refer the matter for inquiry to the Legislative committee on privileges which shall report its finding to the Speaker not later than five (5) days after the matter was referred to it.

(4) Where the committee referred to in clause (3) of this article reports to the Speaker that the statement made by the member is defamatory of anyone, the member who made the statement shall within three (3) days render an apology on the floor of Legislative Council, the terms of which shall be approved by the Legislative Council committee on privileges and communicated to the person who has been defamed.

(5) Where a member refuses to render an apology in accordance with clause (4) of this article the Speaker shall suspend that member for the duration of the session of Legislative Council in which defamatory statement was made and the member so suspended shall lose his Legislative privileges, immunities and any form of remuneration but they shall be restored to him if at any time before the end of the session he renders the apology as required by clause (4) of this article

## **CHAPTER 8**

### **JUDICIAL COUNCIL**

#### **JUDICIAL POWER OF THE SRC**

**50.** (1) The Judicial Power of the *SRC* resides in the Judicial Council and shall be exercised by the Judicial Committee in accordance with the provisions of this Constitution and accordingly neither the President nor Legislature nor any office under the *SRC* shall have or be given final judicial power.

#### **COMPOSITION OF THE COUNCIL**

**51.** (1) The Judicial Council shall be composed of:

(a) The Judicial Committee, comprising:

(i) Judicial Council Chairperson

(ii) Judicial Recorder/secretary

(iii) Judicial representatives of the campus Halls/Hostels and other recognized hostels

(iv) Judicial representatives of the faculties

(v) Judicial representative of *ISA*

(vi) Judicial representative of Graduate Students

(b) The Cadet Commanding officer of the *CUCG/ CUG* Cadet Corps if any.

(c) The Legal Affairs Commissioner or his representative from among member of the Commission.

#### **INDEPENDENCE OF THE JUDICIAL COUNCIL**

**52.** (1) The Judicial Council shall in the performance of its function be subject to this Constitution, the rules and regulations of this University and the Constitution of Ghana and shall not be subject to the control or direction of any person or authority.

(2) Neither the President nor the Legislative Council nor any person acting under the authority of the President or Legislative Council nor any other person shall interfere with Judicial Council officers or other persons exercising judicial power, in the exercise of judicial functions and

all students shall accord to the Judicial Committee such assistance as the judicial committee may reasonably require to protect the independence, dignity and effectiveness of the Judicial Committee, subject to the Constitution.

(3) A Judicial Committee member or any person exercising judicial power in accordance with this constitution shall not be liable to any action or suit for any act or omission by him in the exercise of the judicial power.

### **FUNCTIONS OF THE JUDICIAL COUNCIL**

**53.** (1) The Judicial Council shall be responsible for formulation of rules of procedure for the Judicial Committee.

(2) The Judicial Council shall organize workshops aimed at training Judicial Committees of the various Halls/Hostels of resident and faculties and may formulate any other policy matters affecting the council.

### **JUDICIAL COUNCIL CHAIRPERSON**

**54.** (1) There shall be a Judicial Council Chairperson who shall also be the Judicial Committee chairperson, and shall be appointed by the President in accordance with **article 20.(1)(b)** of this Constitution.

(2) No student shall be qualified to be appointed as Judicial Council chairperson unless;

(a) he is actively serving or has actively served in any former Judicial Committee of the SRC; or

(b) he is a member of any substantive judicial committee of the JCR or academic bodies.

(3) In the event of a Chairperson being appointed from the substantive chairpersons of the Judicial Committee he shall resign from his position at his Constituency.

(4) The Chairperson shall be the head of the Judicial Council and shall have the right to empanel members of the Judicial Committee for hearings and shall perform other duties provided for under this constitution.

### **GENERAL JURISDICTION OF THE JUDICIAL COMMITTEE**

**55.** (1) The Judicial Committee shall be the final committee of appeal and shall have such appellate and other jurisdiction as may be conferred on it by this Constitution.

(2) The Judicial Committee shall not be bound to follow the decisions of any other committee.

(3) The Judicial Committee may while treating its previous decisions as normally binding, depart from a previous decision when it appears to it right to do so; and all other lower adjudicatory bodies shall be bound to follow the decision of the Judicial Committee on questions of law.

### **ORIGINAL JURISDICTION**

**56.** (1) The Judicial Committee shall have original jurisdiction in:

(a) All matters relating to the enforcement and interpretation of this Constitution.

(b) All matters arising as to whether a resolution made by Legislative Council is in excess of the powers conferred on Legislative Council or any other authority.

(2) Where an issue that relates to a matter or question referred to in clause (1) of this **article** arises in any proceedings in a lower adjudicatory body, that body shall stay the proceedings and refer the question of law involved to the judicial committee for determination; and the adjudicatory body in which the question arose shall execute the case in accordance with the decision of the Judicial Committee.

### **APPELLATE JURISDICTION**

**57.** (1) The Judicial Committee shall have appellate jurisdiction in every issue relating to resolving conflicts between students or group(s) of students.

(2) The Judicial Committee shall have appellate jurisdiction over all electoral disputes lodged with the electoral commissioner.

### **SUPERVISORY JURISDICTION**

**58.** (1) The Judicial Committee shall have supervisory jurisdiction over all lower adjudicatory bodies under the *SRC* and may, in the exercise of that supervisory jurisdiction, issue orders and directions for the purpose of enforcing or securing the enforcement of its supervisory power.

### **REVIEW JURISDICTION**

**59.** (1) The Judicial Committee may review any decision made or given by it on such grounds and subject to such conditions as may be prescribed by the Petitioner's Code.

(2) The Judicial Committee when reviewing its decision under this article shall be constituted by not less than seven judicial committee members.



## **SOLE ADJUDICATORY POWER**

**60.** (1) Notwithstanding any provision in this chapter, the Judicial Council Chairperson in extreme and exigent circumstances may sit as a sole adjudicator.

## CHAPTER 9

### STANDING COMMITTEES

#### LEGAL AFFAIRS COMMISSION

**61.** (1) There shall be a Legal Affairs Commission established under the *SRC* which shall consist of:

(a) the Legal Affairs Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) at least six (6) Legal Affairs Commission members who shall be appointed by the Legal Affairs Commissioner subject to the approval of the president.

(2) The Legal Affairs Commission:

(a) shall scrutinize the constitutions of all clubs and societies and academic bodies and ensure that they are in conformity with the *SRC* Constitution and the University regulations.

(b) shall advise the Executive Council on all legal matters that may arise.

(c) shall perform any function assigned to it by the Legislative Council or the Executive Council.

(d) shall represent any *SRC* officer at Judicial or quasi-judicial Committee hearings.

(e) shall advise Legislative Council on all legal related matters and aid them in the formulation of standing orders.

(f) shall present periodic reports to Legislative Council on the state of the legal affairs commission.

(g) may represent any student who is a party in a case before the Judicial Committee, except in cases involving the Executive Council.

(h) shall discharge such other duties of a legal nature as may be referred to it by the President or imposed on it by this Constitution or resolution of Legislative Council.

(3) All proceedings against the President shall be instituted against the Legal Affairs Commission.

(4) The Legal Affairs Commissioner and any member of the Commission shall have audience in all Judicial Committee hearings under the *SRC* Halls/Hostels, schools/faculties and any such person shall be accorded assistance by the Judicial Committee.

(5) The Legal Affairs Commissioner shall be solely responsible for representing the *SRC* at all hearings at the Judicial Committee and may delegate any member of the Commission to represent him at such hearings.

## **WELFARE COMMISSION**

**62.** (1) There shall be established a Welfare Commission under the *SRC* which shall be composed of:

(a) the Welfare Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) a representative from the various Halls/Hostels.

(c) one (1) representative from Graduate Students.

(d) one (1) representative from *ISA*.

(e) one (1) representative each from the various Non-Residential Constituencies who shall be appointed by the Non-Residential members of Legislative Council in a letter signed by the Non-Residential member of Legislative Council in question.

(f) the Local *PUSAG* Secretary

(g) the Part-time (Weekend) Representative

(2) The Welfare Commission shall:

(a) investigate cases relating to students boarding and lodging, health and sanitation services, financial condition and report its findings to Legislative Council for necessary action to be taken.

(b) exercise supervisory control over all sanitation policies of the various Halls/Hostels and faculties.

(c) develop strategies and solutions to address pertinent health and sanitation issues.

(d) present periodic reports to Legislative Council on the state of the welfare of students.

(e) formulate and implement policies aimed at improving the welfare conditions of the physically challenged students.

(f) discharge such other duties affecting welfare of students as may be referred to it by the President or imposed on it by this Constitution or resolution of Legislative Council.

(3)The Welfare Commissioner shall be the sole commissioner responsible for presenting the report on the state of the welfare of students and the welfare fund to Legislative Council once every semester and may delegate any member of the welfare commission to represent him at such hearings.

### **ENTERTAINMENT AND ORGANIZING COMMISSION**

**63.** (1)There shall be established an Entertainment and Organizing Commission under the *SRC* which shall be composed of:

(a) the Entertainment Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) entertainment or organizing committee chairperson of the various Halls/Hostels.

(c) entertainment or organizing committee chairperson of the various faculties.

(d) entertainment or organizing committee chairperson from *ISA*.

(e) entertainment or organizing committee chairperson from Graduate Students.

(f) Part-time (Weekend) Representative

(2)The Entertainment and Organizing Commission shall:

(a) organize and coordinate all entertainment activities of the *SRC*.

(b) be responsible for the formation of the *SRC* Week Planning Committee.

(c) present periodic reports to Legislative Council on the state of entertainment of the *SRC*.

(d) perform any other function as may be assigned to it by the Legislative Council or Executive Council.

(3) The Entertainment Commissioner shall be the sole commissioner responsible for presenting the report on the state of entertainment activities of students and student groups to

Legislative Council once every semester and may delegate any member of the Entertainment Commission to represent him at such hearings.

## **PROPERTIES AND FACILITIES COMMISSION**

**64.** (1) there shall be established under the *SRC* a Properties and Facilities Commission which shall be composed of:

(a) the Properties and Facilities Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the Person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) six (6) other members of the Commission who shall be appointed by the Properties and Facilities Commissioner subject to the approval of the president.

(2) The Properties and Facilities Commissioner shall for the purposes of the effective running of the commission create the offices of:

(a) *SRC* Hostel Management which shall be headed by one of the six persons appointed under sub-clause (b) of this **article** and chosen by the Properties and Facilities Commissioner specifically for this purpose if any.

(b) project Management which shall be headed by one of the six persons appointed under sub-clause (b) of this **article** and chosen by the Properties and Facilities Commissioner specifically for that purpose.

(c) Maintenance and Supervision which shall be headed by one of the six persons appointed under sub-clause (b) of this **article** and chosen by the Properties and Facilities Commissioner specifically for that purpose.

(3) Pursuant to clause 2, all other remaining members of the Commission shall aid the persons chosen under clause 2(a), (b) and (c) of this article in the performance of their duties.

(4) The Properties and Facilities Commission shall:

(a) keep records of all properties and facilities of the *SRC*.

(b) strategize as to how to maintain and keep properties and facilities of the *SRC*.

(c) shall perform any other duty assigned to it by the Executive Council and or the Legislative Council.

(5) Persons chosen to head the various offices created under clause (2) shall report directly to the Properties and Facilities Commissioner who shall be the sole commissioner exercising supervisory control over their functions.

(6) The Properties and Facilities Commissioner shall in consultation with the Legal Affairs Commission draft a working document to regulate the affairs of the Commission.

(7) The Properties and Facilities Commissioner shall be the sole commissioner responsible for delivering the report on the state of Properties and facilities of the *SRC* to the Legislative Council at least once every semester and may delegate any other member of the commission to represent him.

### **THE PROJECT AND IMPLEMENTATION COMMITTEE**

**65.** (1) There shall be established a Project and Implementation Committee of the *SRC* which shall be composed of:

(a) the Project and Implementation Chairperson who shall be appointed by the President in a letter signed by the President and the General Secretary to the person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) four (4) other members appointed by the President.

(c) the Dean of Students and the Head of the Works and Physical Development Directorate, as special consultants to this committee.

(2) This committee will see to the implementation and execution of all project initiated by the executive council.

(3) They shall handover all projects, successfully executed to the properties and facilities commission.

### ***SRC* TRANSPORT COMMISSION**

**66.** (1) There shall be established a Transport Commission of the *SRC* which shall be composed of:

(a) the Transport Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.

(b) two (2) other members of the commission who shall be appointed by the Transport Commissioner in a letter signed by the President and the Transport Commissioner.

(2) The *SRC* Transport Commission shall:

- (a) be responsible for the operation of *SRC* commercial transport businesses.
- (b) receive all applications for the use of all the transport facilities of the *SRC*.
- (c) be responsible for the arrangement of student transport services outside campus.
- (d) coordinate all transport arrangements of groups travelling under *SRC* sponsorship.
- (e) perform any other duty assigned to it by the Executive Council and or the Legislative Council such as commercial transport fare negotiations.

(3) The Transport Commissioner shall in consultation with the Legal Affairs Commission draft a working document to regulate its affairs.

(4) The Transport Commission shall be in consultation with the Properties and Facilities Commission on the usage, management and maintenance of all *SRC* transport facilities.

(5) Notwithstanding anything in this Constitution the Properties and Facilities Commission shall have full control of all *SRC* transport facilities and shall make it available to the Transport Commission on demand by the Commission.

(6) The Transport Commissioner shall be the sole commissioner responsible for delivering the report on the state of transport affairs of the *SRC* to the Legislative Council at least once every semester and may delegate any member of the commission to represent him.

## **SPORTS AND GAMES COMMISSION**

**67.** (1) There shall be established under the *SRC* a Sports and Games Commission which shall be composed of:

- (a) the Sports and Games Commissioner who shall be appointed by the President in a letter signed by the President and the General Secretary to the Person and copied to the Speaker, upon satisfying **article 37.(1)(a)**.
- (b) all Sports and Games Chairpersons of the various Halls/Hostels and faculties.
- (c) one (1) representative each from Graduate Students and *ISA*

(2) The Sports and Games Commission shall:

- (a) be responsible for the general development of sports and games under the *SRC*.
- (b) initiate programmes aimed towards the development of Sports and Games on campus.

(c) shall be responsible for the welfare of all sports representatives under the *SRC* working in close relation with the University's Sports Directorate.

(d) shall perform any other duties assigned to it by the Executive Council and or the Legislative Council.

(3) The Sports and Games Commission shall in consultation with the Legal Affairs Commission draft a working document to regulate the affairs of the Commission.

(4) The Sports and Games Commissioner shall be the sole commissioner responsible for presenting the report on the state of Sports and Games under the *SRC* to Legislative Council at least once every and may delegate any member of the commission to represent him.

### **CLUBS AND SOCIETIES COMMISSION**

**68.** (1) There shall be a Clubs And Societies Commission under the *SRC* which shall be composed of:

(a) the General Secretary of the *SRC* who shall be the chairperson of the commission.

(b) four other members of the commission who shall be appointed by the General Secretary in consultation with the President in a letter signed by the President and the General Secretary to the person.

(2) The Clubs and Societies Commission shall:

(a) receive application for registration of new clubs and societies and forwarded to the Dean of Students after due consideration.

(b) organize programs and symposiums aimed at involving students in the activities of clubs and societies.

(c) collaborate with the various clubs and societies on campus to strategize on how to improve club and society participation in the *SRC*.

(d) perform any other function as may be assigned to it by the Executive Council or Legislative Council resolution.

(3) The General Secretary shall appoint any one of the four members of the commission to act as Deputy Clubs and Societies Commissioner and the person shall have all the powers of a commissioner and represent the commission when the General Secretary is absent.



(4) The General Secretary shall in consultation with the Legal Affairs Commission draft a working document for the regulation of its affairs and draft by-laws to regulate the operation of all clubs and societies.

(5) Notwithstanding anything in clause (4) of this article any by-law made shall be presented to Legislative Council for deliberation and approval.

(6) The General Secretary shall be the sole officer responsible for presenting the report on the state of clubs and societies under the *SRC* to Legislative Council and in his absence the Deputy shall be responsible for presenting the report.

### **STUDENTS' ACADEMIC BOARD**

**69.** (1) There shall be a Students' Academic Board of the *SRC* which shall comprise:

(a) the Vice President of the *SRC* who shall be the chairperson of the Board.

(b) a representative each from all the various faculties or departments appointed by the faculty or department presidents.

(2) The Students' Academic Board shall:

(a) advise the *SRC* on all academic matters affecting students.

(b) conduct surveys on the nature of teaching, research and content of course, conduct of examination and the availability of books and equipment to students.

(c) develop a vacation training Program for students for consideration and implementation by the Executive Council.

(d) be responsible for organizing an inter-faculty debate competition every academic year in consultation with the Executive Committee.

(e) perform any other function that may be assigned to it by the Executive Council or Legislative Council.

(3) The Vice President in consultation with the Legal Affairs Commission shall draft a working document to regulate the affairs of the Board.

(4) The Vice President shall be the sole officer responsible for presenting the report on the state of Students' Academic Board under the *SRC* to Legislative Council and may delegate any person of the board to represent him.

## **EDITORIAL BOARD**

- 70.** (1) There shall be an Editorial Board which shall be composed of:
- (a) the General Secretary of the *SRC* who shall be the chairperson of the Board.
  - (b) editors of the various Halls/Hostels and faculties.
  - (c) one(1) representative each from Graduate Students and *ISA*.
- (2) The Editorial Board shall:
- (a) be responsible for editing all *SRC* sponsored publications.
  - (b) develop a newsletter for the *SRC* which shall be published periodically to inform students on the state of affairs of the *SRC* and on the general happenings in and around campus.
  - (c) shall perform any other function as may be assigned to it by the Executive Council or Legislative Council.
- (3) Notwithstanding any provision in this constitution, the General Secretary shall appoint a Deputy Editorial Board Chairperson from among the members of the Editorial Board and the person shall have all the full powers of a commissioner and represent the Board when the General Secretary is absent.
- (4) The General Secretary shall present the report on the state of the Editorial Board under the *SRC* to Legislative Council and in his absence the Deputy shall represent him.

## **FINANCE COMMITTEE**

- 71.** (1) There shall be a Finance Committee under the *SRC* which shall comprise:
- (a) the Financial Secretary of the *SRC* who shall be the Chairperson of the Committee.
  - (b) four (4) other members of the committee who shall be appointed by the Financial Secretary in consultation with the President.
- (2) The Finance Committee shall:
- (a) be responsible for seeking sponsorship to fund *SRC* activities.
  - (b) ensure that all financial administration laws and regulation laws of the University are observed by all the bodies under the *SRC*.

(c) advise the Executive Council on all financial issues and develop best ways to maximize utility.

(d) review budgets of all commissions and offices under the *SRC* and aid the Financial Secretary to collate same into a single budget of the *SRC* for presentation to Legislative Council.

(e) aid the Legislative Council Budget and Finance Committee in their work whenever necessary.

(3) The Finance Committee shall have the power to inspect at any time the accounts and financial activities of any executive office or commission under the *SRC* and shall do so by exercising due diligence.

(4) Pursuant to clause (1)(b) of this **article** persons appointed by the Financial Secretary shall have good financial, negotiation and proposal drafting skills.

(5) The Financial Secretary shall appoint Deputy Finance Committee Chairperson from among the members of the committee and such a person shall have the full powers of a commissioner and represent the committee in the absence of the Financial Secretary.

## **PUBLIC RELATIONS OFFICE COMMITTEE**

**72.** (1) There shall be established a Public Relations Office under the *SRC* which shall comprise:

(a) the Public Relations Officer of the *SRC* who shall be elected by the student body in a manner provided by this constitution.

(b) the *PROs* of all the various faculties.

(c) the *PROs* of all Halls/Hostels

(d) one(1) representative each from Graduate Students and *ISA*

(e) one(1) representative each from the Non-Residential Constituencies.

(2) The Public Relations Office shall:

(a) be responsible for publicizing all activities of the *SRC* in consultation with the particular commission concerned.

(b) strategize as to how to disseminate information and make information accessible to all students under the *SRC*.

(c) be responsible for the organization of all meetings of the *SRC* and shall do this upon authorization by the General Secretary of the *SRC*.

(d) monitor and maintain all *SRC* notice boards and authorize the usage of same by any other body.

(e) perform any other functions that may be assigned to it by the Executive Council and or Legislative Council in relation to its office.

(3) The Public Relations Officer shall be the sole officer responsible for presenting the report on the state of information dissemination of the *SRC* to Legislative Council and may delegate any member of the office to represent him

## **CHAPTER 10**

### **PRIVATE UNIVERSITIES STUDENTS' ASSOCIATION OF GHANA CUCG**

#### **THE SECRETARIAT**

**73.** (1) There shall be established under the *SRC* a local *PUSAG* Secretariat which shall be composed of:

- (a) the Local *PUSAG* President
- (b) the Local *PUSAG* Secretary
- (c) the *SRC* Financial Secretary
- (d) the Gender/ Women's Commissioner.
- (e) the *SRC* president

(2) With the exception of the Gender Commissioner all other bodies shall be fully described by the working document of the Secretariat to the extent that it is not in contravention with any provision in this constitution.

(3) The Secretariat shall have the power to co-opt other members to perform specific tasks as may be assigned to them by the Secretariat and such members shall be guided by the working document of the Secretariat.

#### **FUNCTIONS**

**74.** (1) The Local *PUSAG* President, in consultation with the secretariat shall present a periodic report to the Executive and Legislative Council of the *SRC* on the activities of the secretariat and shall present such reports at the beginning and end of each semester.

(2) The Secretariat shall be in charge of student's loan scheme and shall to that extent work in the interest of all students.

(3) The Secretariat shall defend the welfare of students and shall constantly be in consultation with the Executive Council of the *SRC* on how best to improve the general condition of students under the *SRC*.

(4) The Secretariat shall in consultation with the Legislative Council do other things that are necessary for the smooth running of the Secretariat.

(5)The Secretariat and the Executive Committee of the *SRC* shall agree on the number of persons to represent students at activities outside the University particularly *PUSAG* congress.

## **CHAPTER 11**

### **GENDER (WOMEN'S) COMMISSION**

#### **THE COMMISSION**

**75.** (1) There shall be established under the *SRC*, a Gender Commission which shall be composed of:

- (a) The Gender Commissioner who shall be a female student elected in a manner specified in this Constitution.
- (b) The Gender Commissioners of the various faculties.
- (c) Organizers of various faculties
- (d) a representative of *ISA*

(2) The Gender Commissioner shall be the sole commissioner responsible for presenting the report on the state of gender related issues of students to Legislative Council once every semester and may delegate any member of the gender commission to represent her at such hearings.

(3) The Gender Commission shall have the power to co-opt other members (male/female) to perform specific tasks as may be assigned to them by the commission and such members shall be guided by the working document of the Commission.

#### **FUNCTIONS**

**76.** (1) The Commission shall be responsible for organizing seminars, symposia, public forums and other programmes with the aim of empowering the female students and sensitizing men on gender related issues.

(2) The Commission shall promote the rights and interests of women.

(3) The Commission shall encourage active participation of female students in leadership positions.

(4) The Commission shall inculcate in the female students a sense of inclusion, solidarity and active participation in activities on campus.

(5) The Commission shall be responsible for creating a link between the students and gender based organizations with the aim of sharing ideas and strategies on promoting gender related issues.

(6) The Commission shall present periodic reports to Legislative Council.

(7) Discharge such other duties affecting general welfare of female students as may be referred to it by the President or imposed on it by this Constitution or resolution of Legislative Council.

## **FINANCE**

**77.** (1) All expenses of the Commission shall be charged on the *SRC* accounts.

(2) The Gender Commissioner shall present the semester budget of the Commission to the Budget and Finance Committee of Legislative Council of the *SRC* for discussion before presenting it to the whole Legislative Council for further deliberation and approval.



## **CHAPTER 12**

### **TECHNOLOGY, INNOVATION AND DEVELOPMENT COMMISSION (TIDCom)**

**78.** (1) There shall be established under the *SRC* a Technology, Innovation and Development Commission which shall be composed of:

- (a) the Chairman who shall be appointed in a manner specified in this Constitution.
- (b) two (2) Deputy Chairpersons who shall be appointed in a manner specified in this Constitution.
- (c) one (1) Commissioner from each college who shall be appointed in a manner specified in this Constitution.
- (d) one (1) Commissioner from Graduate Students.

(2) The Chairman shall be the sole commissioner responsible for presenting the report on the state of Trade, Technology and Innovation Development of students to Legislative Council once every semester and may delegate any of the Deputy Chairpersons of the commission to represent him at such hearings.

(3) The Commission shall have the power to co-opt other members to perform specific tasks as may be assigned to them by the commission and such members shall be guided by the working document of the Commission.

### **FUNCTIONS**

**79.** (1) The Commission shall promote Trade, Technology and Innovation Development among students.

(2) The Commission shall be responsible for organizing a Trade and Technology Fair each Academic Year.

(3) The Commission shall inculcate in Students a sense of innovation development by organizing Innovative development project competitions among faculties every academic year.

(4) The Commission shall invite and receive innovative ideas and projects throughout the Academic year for implementation if approved.

(5) In pursuance of clause (4) the commission shall in consultation with the finance committee seek sponsorship for the implementation of such approved projects and ideas.

(6) The Commission shall perform any other function as may be assigned to the Commission by the Legislative Council or Executive Council in relation to its office.

## **FINANCE**

**80.** (1) All expenses of the Commission shall be charged on the *SRC* accounts.

(2) The Chairman shall present the semester budget of the Commission to the Budget and Finance Committee of Legislative Council of the *SRC* for discussion before presenting it to the whole Legislative Council for further deliberation and approval.

## **ELECTION OF COMMISSIONERS**

**81.** (1) There shall be established a Screening and Appointment Board which shall be composed of:

- (a) the *SRC* President who shall be the chairperson of the board, and
- (b) all faculties Presidents

(2) The Screening and Appointment Board shall be responsible for the screening and approving of nominees for the positions available under the commission.

(3) The election of the technology and Innovation development commissioners shall follow these procedures:

(a) the President through the office of the *PRO* shall invite applications from students who are interested in the positions available under the commission by notifying them on all notice boards five (5) days after handing over.

(b) in the case of the Chairman and the two Deputies they shall apply to the President in writing expressing their interest in the position and accompanied by a résumé and two passport sized photographs.

(c) in the case of the other commissioners they shall apply to their respective faculties' presidents in writing expressing their interest in the position and accompanied by a résumé and two passport sized photographs.

(d) the Screening and Appointment Board shall communicate the date of screening to the applicants and shall duly screen and appoint the qualified persons to fill the vacant positions.

(e) the names of the persons duly appointed shall be published on all notice boards and the persons shall be introduced at the first General Council meeting of the *SRC*.

## CHAPTER 13

### FINANCE

#### DUES, DUES DETERMINATION COMMITTEE AND SRC BUSINESS OPERATIONS

**82.** (1) All students of the *SRC* shall pay *SRC* dues per annum as shall be approved by the University upon the recommendation of the Dues Determination Committee.

(2) The Dues Determination Committee shall be composed of:

- (a) the Executive Committee
- (b) the *PUSAG* President
- (c) the Gender (Women's) Commissioner
- (d) the *ISA* President
- (e) the Welfare Commissioner
- (f) the Deputy Speaker of the Legislative Council

(3) The Committee shall meet within two (2) weeks after the handing over ceremony.

(4) There may be an officer, employed by the *SRC* (herein referred to as Administrator), in consultation with the Vice Chancellor, Financial Officer and the Dean of Students;

- (a) who shall be in charge of all *SRC* run businesses.
- (b) whose terms of employment shall be as prescribed by the University for its Junior Staff members.

### ACCOUNT

**83.** (1) The *SRC* shall open a general account with a recognised commercial Bank with a branch in Sunyani, where all *SRC* dues shall be deposited.

(2) There shall be a development fund established by the *SRC* which shall be used solely for the financing of *SRC* developmental projects as approved by the university.

(3) The Dues Determination Committee shall recommend to the university how the fund stated in clause (2) of this **article** shall be raised.

(4) The *SRC* may open a separate account with a recognised commercial Bank with a branch in Sunyani, where the *SRC* developmental fund shall be deposited.

(5) The Dues as stated in **82.**(1) and the developmental fund as stated in **83.**(2) shall be collected through the University's Finance Office and credited to the relevant accounts.

(6) A separate bank account shall be created for all *SRC* run businesses.

(7) Without prejudice to clauses (1), (4) and (5) of this **article**, the *SRC* may open additional accounts as it deems necessary.

(8) The accounts mentioned in clauses (1), (4) and (5) of this **article** must each have separate payment vouchers.

## **DISBURSEMENT**

**84.** (1) Disbursement of *SRC* funds shall be limited to:

- (a) provisions for activities and functions as the *SRC* may approve.
- (b) administrative expenditure.
- (c) developmental projects

(2) The *SRC* President, subject to the availability of funds, shall allocate any amount of money approved by Legislative Council and the Dean of Students to any office for their activities and other administrative expenses.

## **SIGNATORIES**

**85.** (1) The signatories to the *SRC* accounts shall be the President, Financial Secretary and the Finance Officer of this University or his deputy.

(2) For the avoidance of doubt, all the three signatories must sign for the accounts to be assessed.

## **AUDIT COMMITTEE**

**86.** (1) There shall be established under the *SRC* an Audit Committee.

(2) The Audit Committee shall be composed of;

- (a) a chairperson and three (3) other members who are not members of the *SRC* and possess ample knowledge in accounting or have served on a previous audit committee in any hall of residence or faculty.
- (b) *anex-officio* member from the Judicial Committee who shall be appointed by the Judicial Council Chairperson of the *SRC*.

(3) The Audit Committee members as in clause (2)(a) of this **article** shall be appointed by the Budget, Audit and Finance Committee of the Legislative Council in consultation with the Speaker and the Dean of Students, and communicated to the *SRC*.

(4) Auditing of the *SRC* account(s) shall be done not later than two (2) weeks after the end of each semester.

(5) The Audit Committee shall work under the guidance and supervision of the University's auditor and shall submit their report to the Legislative Council and copy the Finance Officer and the Dean of Students.

(6) The Audit Committee shall, for the purposes of performing its duties under this Constitution, have the power to summon any *SRC* officer for clarification and explanations.

(7) Notwithstanding clause (5) of this **article**, Copies of the Audit Report shall be made available to the University Finance Officer and the Dean of Students at least five (5) days before a General Students' Body meeting specifically convened by the General Secretary for a formal presentation of the audit report by the Chairperson and copies shall be published on all notice boards.

(8) The Audit report shall include:

(a) an Income and Expenditure Account of the *SRC*;

(b) a statement of financial position (balance sheet);

(c) the Audit Committee's assessment of the financial statements of the *SRC*; and

(d) the Audit Committee's comments and recommendations;

(9) An annual Audit report shall be submitted to the Legislative Council not later than one (1) week after the official reopening of the subsequent first semester.

(10) The audit report shall provide guidelines for the implementation of its reports.

## **CHAPTER 14**

### **CODE OF CONDUCT FOR THE *SRC***

#### **ADOPTION OF CODE OF CONDUCT FOR *SRC* EXECUTIVES**

**87.** (1) There shall be a code of conduct which shall guide all *SRC* officers under this Constitution.

#### **CODE OF CONDUCT FOR THE *SRC* OFFICERS**

**88.**(1) An *SRC* officer shall not put himself in a position where his personal interest conflicts or is likely to conflict with the performance of the functions of his office.

(2) An *SRC* officer shall at all time act in the best interest of the *SRC*.

(3) The exercise of power by any *SRC* officer shall not be arbitrary, capricious or biased whether by resentment, prejudice or personal dislike and shall be in accordance with due process of law.

(4) An *SRC* officer shall not accept a gift, token or any other consideration which he would normally not receive for the performance of his function, from any person.

(5) No *SRC* officer shall indulge himself in any act that shall bring or is likely to bring the name of the *SRC* and/or University into disrepute.

(6) Before entering upon the duties of his office, a person elected or duly appointed to an office under the *SRC* shall take and subscribe the oath of allegiance, oath of secrecy and the official oath set out in the third schedule of this Constitution, or any other oath appropriate to his office.

(7) Any breach of the provisions set out in clauses 1 – 6 may constitute a ground for removal or suspension from office.

## **CHAPTER 15**

### **RESIGNATION AND REMOVAL**

#### **RESIGNATION**

**89.** (1) Any *SRC* officer shall communicate his resignation in writing to his respective head of council under the *SRC* seven (7) days before the date of resignation and copy same to the Dean of Students.

(2) The Council from which the officer resigns shall publish such resignation on all notice boards within four (4) days after receipt of the resignation letter.

(3) Any Head of Council under the *SRC* shall communicate his resignation in writing to the Judicial Council Chairperson seven (7) days before the date of resignation and copy same to the Dean of Students and in the case of the Judicial Council Chairperson; he shall communicate such resignation to the President.

(4) In pursuance of clause (3), the Judicial Council Chairperson or the *SRC* President as the case may be, shall publish such resignation on all notice boards within four (4) days after receipt of the resignation letter.

(5) In a case of an en bloc resignation of the Executive Committee officers, they shall communicate their resignation in writing to the Judicial Council Chairperson and copy same to the Dean of Students and the Speaker of the Legislative Council.

(6) In pursuance of clause five (5), the Judicial Council Chairperson shall in consultation with the Speaker of Legislative Council form an interim management committee from among the *SRC* until fresh elections are held.

(7) In the event where an *SRC* officer resigns he shall hand over all *SRC* properties in his possession to the Judicial Council Chairperson three (3) days before the date of resignation.

#### **GROUND FOR REMOVAL OF SRC OFFICERS**

**90.** (1) An *SRC* officer(s) shall individually or severally be removed or suspended from office if found by the Judicial Committee in accordance with the provisions of this article to have:

- (a) acted in willful violation of the oath of office set out in the schedule;
- (b) acted in violation of any provision of this Constitution;
- (c) misappropriated or embezzled funds of the *SRC*;

- (d) grossly misconducted himself/herself;
- (e) been suspended or dismissed from this University;
- (f) conducted himself in a manner which brings or is likely to bring the name of the *SRC* into disrepute;
- (g) deferred his course of study; and
- (h) been incapable of performing the functions of his office by reason of infirmity of mind or body.

## **IMPEACHMENT**

**91.** (1) An Executive Officer under the *SRC* shall only be removed by the procedure specified in this clause:

- (a) a petition for the removal of an Executive Officer shall by notice in writing be addressed to the Judicial Council Chairperson stating the grounds for removal and copied to the Dean of Students;
- (b) attached to the petition shall be a Schedule containing the names, academic year, course of study and signatures of twenty (20) students in good standing from each faculty;
- (c) a copy of the proceedings shall be served on the Executive Officer whom such a proceeding has been proffered against at least two (2) days before the hearing of such case;
- (d) the chairperson of the Judicial Council shall within seven (7) days on the receipt of such a notice of impeachment, empanel the judicial committee to ascertain the merits of such a case;
- (e) the decision of the judicial committee shall be published on all notice boards;
- (f) an Executive Officer so impeached shall cease to be an officer in strictosensu under the *SRC* and shall lose all privileges and benefits accruable to an Executive Officer.

(2) The Judicial Council Chairperson or the Speaker of Legislative Council shall only be removed by the procedure specified in this clause:

- (a) Petition for the removal of the Judicial Council Chairperson or The Speaker of Legislative Council shall by notice in writing be addressed to the President of the *SRC* and copied to the Dean of Students;



(b) The President shall constitute a five (5) member panel consisting of the Dean of Students, two(2) Judicial Committee members, one of whom shall be appointed Chairman by the President, and two other persons who are neither members of the Executive Council nor members of the Legislative Council;

(c) the committee appointed under sub clause (b) of this clause shall inquire into the petition and recommend to the President whether the Judicial Council Chairperson or The Speaker of Legislative Council ought to be removed;

(d) all proceedings under this clause shall be held in camera and the Judicial Council Chairperson or the Speaker of Legislative Council is entitled to be heard in defence by himself or by Counsel of his own choice who shall be a student of this university; and

(e) the President shall in each case act in accordance with the recommendations of the committee.

(3) A review lies as of right from the decision of the Judicial Committee in clause (1) and the committee described under clause (2) to the Judicial Committee which shall be constituted of seven (7) members and such application for review shall be made within forty-eight (48) hours.

(4)Any vacancy created by virtue of any provision in this article shall be filled within twenty one (21) days after such vacancy is created.

(5) Notwithstanding anything in this article, a petition for the removal of an Executive Committee officer shall be accompanied by a Schedule containing the names and signatures of twenty (20) students from each faculty and the hearing shall be in camera.

### **VOTE OF NO CONFIDENCE**

**92.** (1)Without prejudice to any provision in this Constitution an Executive Officer(s) shall be removed from office on the passing of a vote of no confidence by at least two thirds (2/3) of membership of Legislative Council.

## **CHAPTER 16**

### **STUDENTS' LIFE**

#### **STUDENTS' LIFE COMMITTEE**

- 93.** (1) There shall be a Students' Life Committee which shall comprise;-
- (a) the Dean of Students Affairs as the chairperson;
  - (b) the Assistant Registrar in charge of the University's Halls/Hostels of Residence;
  - (c) the *SRC* President;
  - (d) the presidents of the various Halls/Hostels and Faculties;
  - (e) the President of ISA;
  - (f) the Head of the University's Health Management team; and
  - (g) the Chaplain.
- (2) The Students' Life Committee shall, among other things, guide the lifestyle of students on campus.

#### **CLUBS AND SOCIETIES**

- 94.** (1) In relation to the freedom of association, there shall be clubs and societies within the student population of this university
- (2) A new club or society shall be required to complete an application form, and submit it through the *SRC* to the Dean of Students, along with three (3) copies of its constitution for approval/ recognition.
- (3) Notwithstanding clause (2), a new faith-based club or society shall be required to complete an application form, and submit it to the Chaplaincy, along with three (3) copies of its constitution for approval/recognition.
- (4) No club or society shall be inaugurated without the official approval/ recognition as provided in clauses(2) and (3) of this article. The Executive Council shall ban any unregistered club, society etc.
- (4) The Executive Council of the *SRC* shall pass on all applications, subject to the recommendation or otherwise of the *SRC* for registration to the Dean of Students and provided that the aims and objectives of the club, societies do not conflict with any provisions of this constitution.

(5) All clubs and societies shall submit a copy of their constitution to the students' Judicial Committee after approval by the Dean of Students.

(6) All recognized or approved clubs, societies, etc shall have the right to the use of the university facilities. Applications for the use of such facilities, example meeting place, etc shall pass through the Executive Council of the *SRC* to the appropriate authority and such notice shall reach the Executive Committee three (3) days before the meeting.

(7) All societies and Clubs shall operate within the provision of this Constitution and the general University regulation.

## **GENERAL COMPORTMENT/ RESPONSIBILITIES**

**95.** (1) It shall be the responsibility of each student to uphold and ensure that his fellow student abides by this Constitution.

(2) All activities of students shall foster the right atmosphere for learning and education.

(3) Generally, students are to be decent in their way of dressing. Students shall not dress provocatively and the use of bathroom sandals is strictly prohibited at all University functions.

(4) All class representatives are to ensure that the Mass Break is observed.

(5) Seminar periods are to be observed accordingly.

(6) Students should make it a habit to read notices to keep abreast with issues concerning the University. Failure to read a notice of concern will be to his detriment.

(7) All students are not to write or inscribe on any University property.

(8) Students shall give maximum respect to the university authority, teaching staff, non-teaching staff and fellow students.

## **RIGHTS**

**96.** (1) All students shall have the right to the right use of all University property.

(2) Students shall not be in anyway coerced to purchase handouts and books.

(3) Students shall have the right not to be forced to enter into any sexual relationship with university authorities or fellow students.

(4) All students shall have the right to be accorded every respect and honour due them from the University Staff as students of the Catholic University (College) of Ghana.

(5) Students shall not be forced to be at lectures during mass period.

### **SANITATION**

**97.** (1) All students shall see to the general cleanliness of the University community by maintaining and encouraging others to maintain hygienic practices to ensure clean environment.

(2) Indiscriminate littering should be avoided at all cost by students especially in the lecture Halls/Hostels, library and computer laboratories. Failure to comply by this shall attract the appropriate sanctions.

(3) There should be thorough screening of school vendors by the University authorities and the welfare committee needs to ensure that the right hygienic conditions prevail.

(4) Dirtying of walls should be avoided at all cost by every member of the university community (not only students)

(5) Ultimate cleanliness should be observed especially in all places of convenience.

## **CHAPTER 17**

### **AMENDMENT AND REVISION**

#### **AMENDMENTS**

**98.** (1) Any person shall petition the Judicial Council Chairperson for the amendment of any provision of this Constitution.

(2) Any notice for the amendment of any provision of this Constitution shall be accompanied by a Schedule containing the names, academic year, course and signatures of twenty (20) students from each college.

(3) The Judicial Council Chairperson shall constitute a committee of seven (7) members from the judicial committee which shall sit within fourteen (14) days on the receipt of such a notice.

(4) The Judicial Council shall report its decision for amendment or otherwise to the Executive Committee which shall within three (3) days of receipt of such a report submit it to the Legislative Council for debate.

(5) A sitting of Legislative Council for the purposes of the debate shall be decided by two-third (2/3) of the members present and voting.

(6) The decision of Legislative Council for the amendment shall be served on the President in the form of a resolution bill for him to assent.

(7) The President shall serve the student body with the amendments.

#### **REVISION**

**99.** (1) Any person shall petition the Judicial Council Chairperson for a total revision of this Constitution.

(2) Any notice for the total revision of this Constitution shall be accompanied by a schedule containing the names, academic year and signatures of twenty (20) students from each college.

(3) The Judicial Council shall sit within forty-eight (48) hours on the receipt of such a petition to consider its merits or otherwise.

(4) In the event where merit is found in such a petition, a Constitution Review Committee shall be set up by the Judicial Council Chairperson to solicit and collate views of students and to review the Constitution.

(5) The Constitution Review Committee shall prepare a draft constitution and a report and forward same to the Executive Committee which shall within three (3) days of receipt of such draft constitution and report, submit it to the Legislative Council for debate.

(6) A sitting of Legislative Council for the purposes of the debate shall be decided by two-third ( $\frac{2}{3}$ ) of the members present and voting.

(7) The decision of Legislative council for the revision shall be served on the President in the form of a resolution bill for him to assent.

(8) The president shall serve on the student's body with the amendments.

(9) A total revision of this constitution may be done at least every five (5) years.

## **CHAPTER 18**

### **MISCELLANEOUS**

#### **HONARARIA**

**100.** (1) The vacation residence fees and the cost of meals of the officers of the *SRC* or any other student under the *SRC* on assignment shall be paid out of *SRC* funds provided permission to stay has been granted by the Dean of Students.

(2) Certificate of office shall be presented by the *SRC* to all officers and specifying the committee and position held upon the successful completion of their tenure of office.

(3) The *SRC* shall pay to its members a transport allowance for meetings the members and dean of students will decided upon the amount.

(4) The *SRC* Executives elected, the Speaker and the Judicial Council Chairperson shall be provided with places of residence by the University, through the office of the Dean of Student Affairs, the amount should not exceed the amount collected by the University's hostels if he or she to be in a private residence.

(5) There shall be boards of honor erected in the *SRC* office which shall be engraved with names of the successive Executive Officers.

#### **INSIGNIA**

**101.** (1) The *SRC* shall have an insignia, which shall be kept at the *SRC* office.

(2) The Judicial Council shall have an Insignia which shall be used at every sitting of the Council.

#### **OATH OF OFFICE**

**102.** (1) All officers under the *SRC* shall take and subscribe to the oaths in the third schedule attached to this Constitution.

#### **PROHIBITION ON ALTERATION OF THE *SRC* CONSTITUTION**

**103.** (1) Unless where constitutional amendments have been made to some provisions of this Constitution no part thereof shall be altered or excluded or any additions made to its contents.

(2) Any person who;

(a) alters or excludes or makes additions, or attempts to alter or exclude or make additions to any part thereof of this Constitution without being sanctioned by law shall be held to have committed an offence under this Constitution;

(i) in the case of an *SRC* officer, shall be a valid ground for removal from office; and

(ii) in the case of any other student, shall be a valid ground for ineligibility to contest for any *SRC* position.



## CHAPTER 19

### FIRST SCHEDULE

#### INTERPRETATIONS

1. In this Constitution, unless the context otherwise requires-
  - “Academic Body” means colleges, faculties and departments;
  - “Clubs and Societies” means religious, social and students’ academic groups duly recognised;
  - “Executive Officer” means any student who is a member of the Executive Council;
  - “Gender Commissioner” means Women’s Commissioner;
  - “General Council” means all members holding office in any of the three working bodies of the *SRC*;
  - “GRADUATE STUDENTS” means Graduate Students Association of Ghana;
  - “He”, “his”, “him”, “chairman”, “chairperson”, shall refer to any student, male or female;
  - “ISA” means International Students’ Association;
  - “Legislative Council” or “Legislature” means Parliamentary Council or Parliament;
  - “Part-time” means Night or Weekend or Distance School;
  - “PRO” means the Public Relations Officer;
  - “PUSAG” means Private Universities Students’ Association of Ghana;
  - “SRC” means Students’ Representative Council;
  - “SRC officer” means any student who holds an office in any of the three (3) working bodies of the *SRC*;
  - “TIDCom” means, Technology, Innovation and Development Commission;
  - “Treating” means corruptly paying wholly or in part the expenses of giving or providing meals, drink, entertainment or provision to or for any person or group of persons for purposes of influencing voting by that person or an account of that person having voted in a particular way;
  - “University” means Catholic University (College) of Ghana, Fiapre (*CUCG/CUG*).
2. The Judicial Committee shall have the power to rule on matters on which the Constitution is silent or which are ambiguous and such rulings shall be expressed in precise terms and shall become a precedent of binding authority on the *SRC*, until such a ruling is overturned or the provision in question is amended or revised in accordance with the provisions of this constitution.

## **SECOND SCHEDULE**

### **GENERAL**

#### **Part I– Transitional Provisions**

##### **Section 1**

1. Notwithstanding anything in this constitution any person duly appointed or elected under the law immediately in force before the coming into force of this Constitution shall be taken to have been duly elected for the purposes of this Constitution.
2. The old structure of the *SRC* shall be operative until the tenure of office of the current elected *SRC* officers expires.
3. This Constitution shall come into force seven (7) days after the referendum and promulgation by the faculties.
4. All bodies, Halls/Hostels, associations, societies, unions, or clubs under the *SRC* shall within fifty (50) days after promulgation of this Constitution amend or review their constitutions to be consistent with this Constitution and attain legal recognition by this Constitution.

#### **Part II–Handing Over**

##### **Section 2**

1. The *SRC* shall hand over power to a newly elected *SRC* within six (6) weeks from the commencement of the *SRC* electoral process.
2. The *SRC* electoral process shall commence not more than five (5) weeks from the official re-opening date of the Second semester of the University Academic Year.
3. All department, faculty, Halls/Hostels and recognized association's elections shall be held after the commencement of the *SRC* general elections.
4. Formal Dissolution of the *SRC* shall be on the eve of the scheduled date for handing over to the *SRC*-elect, after joint meeting of outgoing *SRC* and *SRC*-elect, where the Judicial Council Chairperson alone retains his status as a member of *SRC*.
5. Final swearing in ceremony of the President and entire composition of the *SRC* Executive Council shall be before the entire student body by the Judicial Council Chairperson.
6. The outgoing Judicial Council Chairperson automatically relinquishes his status above immediately after swearing in the Judicial Council Chairperson-elect.

### **Section 3**

1. There shall be an ad hoc transitional committee set up and chaired by the Judicial Council Chairman to facilitate the proper and legal transfer of power from the outgoing *SRC* to the incoming *SRC*
2. The committee shall comprise:
  - (a) the Judicial Council Chairperson;
  - (b) two (2) persons appointed by the outgoing-president; and
  - (c) two (2) persons appointed by the president-elect;
3. The transition period shall begin three (3) days after the declaration of the results of the general election and end immediately after a new *SRC* is sworn into office.
4. The committee shall ensure that all *SRC* assets are properly accounted for by an outgoing *SRC*.
5. The committee shall see to it that the outgoing *SRC* hands over power to the newly elected *SRC* within the time stipulated in this Constitution.
6. The committee shall have the mandate to review the audit report and the transactions of the previous administration.
7. The committee shall, for the effective performance of its functions, have the power to issue subpoena orders to compel anybody to appear before it.
8. The committee shall, for the effective performance of its functions, liaise with the office of the Dean of Students.
9. The committee shall within forty-eight hours after the expiration of the transitional period present a report on the *SRC* administration to the Dean of Students.

## **THIRD SCHEDULE**

### **FORMS OF OATHS**

#### **THE OATH OF ALLEGIANCE**

I ..... do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Student Representative Council by the *SRC* Constitution established; and shall uphold and preserve, protect and defend the Constitution of the Student Representative Council. (So help me God) (To be sworn before the President, the Chairperson of the Judicial Council or such other person as the President may designate)

#### **THE PRESIDENTIAL OATH**

I ..... having been elected to the high office of the President of the Students Representative Council (*SRC*) do, hereby, (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to the *SRC*, that I shall strive at all times to preserve, protect and defend the Constitution of the *SRC* and hereby dedicate myself wholly, without fear or favour, to the service and welfare of the students of Catholic University (College) of Ghana Fiapre, in particular; I further solemnly swear (affirm) that I will conform to the principles of strict accountability financially or otherwise and that should I at any time break this Oath of Office; I shall submit myself to the penalty prescribed by the *SRC* Constitution (so help me God). (To be sworn before the Chairperson of the Judicial Council at a public ceremony at which the officials of the University and the Student body shall be present)

#### **THE OATH OF VICE PRESIDENT**

I ..... having been elected to the high office of the Vice –President of the Students Representative Council (*SRC*) do, hereby, in the name of God swear) (solemnly affirm) that I will be faithful and true to the *SRC*, that I shall strive at all times to preserve, protect and defend the Constitution of the *SRC* and hereby dedicate myself wholly, without fear or favour, to the service and welfare of the students of Catholic University (College) of Ghana Fiapre, in particular. I further solemnly swear (affirm) that I will conform to the principles of strict accountability financial or otherwise and that should I at any time break this Oath of Office; I shall submit myself to the penalty prescribed by the *SRC* Constitution (so help me God) (To be sworn before the Chairperson of the Judicial Council at a public ceremony at which the officials of the University and the Student body shall be present)

## **THE OATH OF THE CHAIRPERSON OF THE JUDICIAL COUNCIL**

I ..... having been appointed Chairperson of the Judicial Council do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the *SRC* and that I will uphold the sovereignty and integrity of the *SRC* and that I will truly and faithfully perform the functions of my office without fear or favour, affection or ill-will; and that I will at all times uphold, preserve, protect and defend the Constitution and laws of the *SRC*. (so help me God). (To be sworn before the President, Officials of the University and the General Student Body)

## **THE SPEAKER'S OATH**

I ..... do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the *SRC*; that I will uphold the integrity of the *SRC*; that I will faithfully and conscientiously discharge my duties as Speaker of the Legislative Council; and that I will uphold, preserve, protect and defend the Constitution of the *SRC*, and that I will do right to all manner of persons in accordance with the *SRC* Constitution and the laws and conventions of Legislature without fear and favour, affection or ill-will. (So help me God). (To be sworn before the President, the Judicial Council Chairperson, Officials of the University and General Student Body)

## **EXECUTIVE OFFICERS OATH**

I ..... having been elected/appointed as an executive/officer of the *SRC* do, hereby, in the name of God swear solemnly affirm that I will at all times faithfully and truly serve the *SRC* in my capacity as ..... That I will support and uphold the principle of accountability, financially or otherwise and that I will seek the welfare of students of *CUCG/CUG*.

I further solemnly swear (affirm) that should I at any time break this Oath of Office, I shall submit myself to the penalty prescribed by the *SRC* Constitution (so help me God).

*(To be sworn before the Chairperson of the Judicial Council Chairperson at a public ceremony at which the officials of the University and the Student body shall be present).*

## **THE JUDICIAL OATH**

I ..... having been (elected/appointed) member of the Judicial Council (do in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith

and allegiance to the *SRC* and that I will uphold the sovereignty and integrity of the *SRC* and that I will truly and faithfully perform the functions of my office without fear or favour, affection, affection or ill-will; and that I will at all times uphold, preserve, protect and defend the Constitution and laws of the *SRC*. (So help me God).

*(To be sworn before the Judicial Council Chairperson or any other person the Chairperson may designate, at a meeting convened for such purpose)*

## **THE OATH OF A MEMBER OF THE PARLIAMENTARY COUNCIL**

I ..... having been elected a member of the Parliamentary Council (do in the name of the Almighty God swear)(solemnly affirm) that I will bear true faith and allegiance to the SRC Constitution and that I will faithfully and conscientiously discharge the duties of a member of the Parliamentary Council.(So help me God).

*(To be sworn before the Speaker of Parliament and the Judicial Council Chairperson or any other person as the Speaker may designate)*

## **THE OFFICIAL OATH**

I ..... (do in the name of the Almighty God swear)(solemnly affirm) that I will at all times, well and truly serve the SRC in the Office of ..... and that I will uphold, protect, preserve and defend this Constitution.(So help me God)

*(To be sworn before the President or such other person as the President may designate)*

## **OATH OF SECRECY**

I ..... holding the Office of..... (do in the name of the Almighty God swear)(solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties or as may be specially permitted under this Constitution.(so help me God)

*(To be sworn before the President, the Chairperson of the Judicial Council or such other person as the President may designate.)*

Commenced by the SRC Constitution Review Committee in September 2014

SRC Constitution Review Committee

Zekrumah, Elisha	Chairman
Ayisi, Vincent	Secretary
Adakura, Jennifer	Member
Akuoko, Ebenezer	Member
Alando, Cyril Sunday Abagna	Member
Cobb, Caroline	Member
Aiterebhe, Francis Osezemoya	Member
Asamoah, Serwaah Portia	Member
Waluntey, Thomas	Member

*Completed by:*

Laar, Obed

SRC Judicial Committee Chairperson (2014/2015)

Anabire, Anthony

SRC President (2014/2015)

Date of promulgation: