



UNIVERSITY STUDENTS' ASSOCIATION OF GHANA



1.0 PREAMBLE

The following information has been given to guide Aspirants, Seconders, SRC Presidents, Dean of Students and any other person(s) who are or will be directly and/or indirectly involved with the Vetting Process.

1.1 COMPLETION OF DOCUMENTS

Aspirants in particular should read all sections of this document. The document must be completed in bold, easily readable, BLOCK CAPITAL LETTERS. No form/type of cancellation should exist on any part of the document, thus advisedly aspirants should make copies of the document and use it for practice before finally filling out the original document. This will help avoid errors and the temptation of cancellations when filling the original document.

The Nomination Document of each aspirant must be endorsed by any Senate Member from your institution.

The Nomination Document of each aspirant must be seconded by three (3) Senate Members from different USAG member institutions, excluding his/her school.

For an application to be complete, all sections of the document must be filled and must be accompanied by any other document so required of the aspirant.

1.2 THE FORM MUST BE SUBMITTED TOGETHER WITH THE FOLLOWING

- Two (2) passport sized picture or photograph
- Pay-in slip authenticating payment for Nomination Document and Vetting Process.
- All other necessary documents to verify your candidature as stated in the constitution
- Academic records authenticated that the aspirant is a student of that institution.
- A student ID card.
- Introductory letter from one's school (Registrar Dean of Students' or Academic Head. Authenticating that the aspirant is a student in good standing of the said institution and has not been rusticated in that institution; ALTERNATIVELY, the said school authority can endorse this document on page 7.

CV of the aspirant. (Not more than three pages), which must contain true and accurate information. FALSE INFORMATION WILL LEAD TO DISQUALIFICATION. The necessary letters and/or certificates which confirm CV information (educational background, work and/or Leadership experience and exposure) must be photocopied and attached to the document before submission; the original of these certificates, letters, etc. will be inspected at the vetting.

1.3 HARD COPY

Prospective aspirants must obtain a hard copy of the nomination document, fill it out, add all other required documents, and submit all of the documents as one.

1.1 FOR THE AVOIDANCE OF DOUBTS, ALL ASPIRANTS MUST NOTE THE FOLLOWING

Successful submission of Nomination Document is the first and basic foundation necessary for anyone aspiring to run for any position in USAG; thus aspirants must take it seriously. Also, the nomination will be rejected if a nominee's institution has not satisfied its financial obligations to the Association including payment of dues. Such an institution will not be in good standing and therefore its students will not be eligible to contest a position in the Association. Vetting Committee will develop their own mechanism/system in order to facilitate their work and by which they will be able to satisfy the powers given to them by the constitution, including the recommendation of a prospective aspirant or nullification of his/her intended candidature.

The USAG Constitution makes clear provisions on Qualifications for Elections in USAG and also gives the Vetting Committee certain powers. These are reproduced below to serve as clear guidance for especially SRC Presidents and each aspirant:

SECTION 2.1: QUALIFICATION

ARTICLE 54

1. A candidate aspiring to the offices of President, Secretary, Treasurer, and Women's Commissioner must first qualify to contest the equivalent of that office in his/her institution.
2. Without prejudice to any provision in this constitution, any student aspiring to the position of President, Secretary, and Women's Commission must have a proven record of active involvement in students' activities.
3. Candidates wishing to contest the positions of Coordinating Secretary, Financial Controller and Press and Information Secretary and International and Diaspora Relations Secretary, must be prospective national service personnel of any member institution of USAG.

ARTICLE 55

A person shall not be qualified to stand for a National Executive position if he:

1. Has been convicted under any crime in Ghana.
2. Has been declared or involved in any financial misappropriation.
3. Is of an unsound mind.

SECTION 2.2: VETTING

ARTICLE 56

1. Without prejudice to any provision in this constitution, any student aspiring to any position shall be subjected to a vetting by a 7-member committee constituted by NEC before congress.
2. The Vetting Committee shall not be subjected to the instruction of any person or body in the performance of its duties.
3. It shall recommend or nullify a person's candidature after Vetting based on justifiable grounds.
4. A candidate affected by a Vetting Committee's decision shall have 24 hours within which to appeal to the judicial committee.

SECTION A: PERSONAL INFORMATION

PASSPORT
PICTURE

Name: _____

Surname

Middle Name

First Name

Date of Birth: _____

Marital Status: _____

Home Address: _____

Postal Address: _____

Telephone Number(s): _____

Surname Middle First Name: _____

SECTION B: INSTITUTIONAL INFORMATION

Name of USAG Institution: _____

Address: _____

Student Identity Number: _____

Program of Study & Duration: _____

Year of Admission: _____

Current Year/Level: _____

If Completed, which Year: _____

Name of SRC President: _____

Telephone Number(s) of SRC President: _____

SECTION C: ENDORSEMENT (DEAN OF STUDENTS, REGISTRAR /ACADEMIC HEAD)

Name: _____

Institution: _____

Position: _____

Telephone Number(s): _____

Signature & Seal/Stamp: _____

SECTION D: SECONDRERS (SENATE MEMBERS)

Name: _____

Institution: _____

Position: _____

Telephone Number(s): _____

Signature: _____

Name: _____

Institution: _____

Position: _____

Telephone Number(s): _____

Signature: _____

Name: _____

Institution: _____

Position: _____

Telephone Number(s): _____

Signature: _____

IMPORTANT NOTICE: Seconders must first ensure that the respective SRC President has endorsed this form before seconding the form for the aspirant.

ENDORSE HERE (SRC PRESIDENT ONLY): _____

FOR OFFICIAL USE ONLY

IMPORTANT NOTICE: This part of the form shall be filled at the point of submission/receiving in the presence of the eligible/assigned receiver.

I, _____ (Full Name of Aspirant), hereby declare that I take full responsibility for all the information contained in this document and any others attached to it, to this end I accept to bear all the consequences emanating from the said information.

I have read all the contents of this document and have understood it fully and will submit myself to it.

I declare that the information contained in this document and others attached to it are true, accurate, and complete.

I do also understand that any false and/or incomplete information found in this document or any attached to this document could lead to the rejection of my forms and/or nullification of my participation in the intended USAG Elections.

I do also declare that I have read the USAG constitution and how the provisions could impinge on the USAG Position/National Office I intend to contest for; I am particularly aware of Articles 54 and 55 of the USAG Constitution.

SIGNATURE OF ASPIRANT: _____

DATE: _____

POSITION: _____

TELEPHONE NUMBER(S): _____

4.0 FOR OFFICIAL USE ONLY SECTION F

RECEIPT OF NOMINATION DOCUMENTS

Nomination Forms/Documents Checked By:

.....

Date:

SIGNATURE:

(By signing this document I satisfy myself that I have inspected all the documents to verify that the aspirant has ensured that all relevant parts of this document has been duly filled and that other required accompanying documents have been attached and duly submitted. My signature however does not authenticate the information contained in the document)



5.0 VETTING COMMITTEE

..... (Full Name) as the vetting Committee Chairperson do hereby declare that the USAG National Officer aspirant whose name is contained in this document has gone through the Vetting Process conducted on.....

After the process, the Vetting Committee do hereby

RECOMMEND THE ASPIRANT TO BE A CANDIDATE IN THE UPCOMING USAG ELECTIONS

NULLIFY THE INTENDED ASPIRATIONS OF THE INDIVIDUAL TO CONTEST IN THE UPCOMING USAG ELECTIONS

SIGNATURE:

(Vetting Committee Chairperson)

Date: