CONSTITUTION OF THE STUDENTS’ REPRESENTATIVE

COUNCIL OF C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES

(CKT-UTAS)
THE CONSTITUTION OF THE SRC

CKT-UTAS

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Preamble

IN THE NAME OF THE ALMIGHTY GOD, We the Students of C. K. Tedam University of Technology and Applied Sciences, IN EXERCISE of our natural and inalienable right to establish a system of Student governance which shall secure for ourselves Students’ rights and posterity, the blessings of liberty, equality of opportunity and prosperity in accordance with the Act and Statutes establishing the University and the laws of Ghana;

IN A SPIRIT of Love and peace with all students of the University; AND IN SOLEMN declaration and affirmation of our commitment to Students; Freedom, Justice, Probity and Accountability, The Principle that all powers of Students Governance spring from the Sovereign Will of the Students; The Rule of Law; The protection and preservation of Fundamental Human Rights and Freedoms, Unity and Stability for all manner of Students of the University;

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

“Simple Majority” means maximum number of votes at a particular meeting with which decisions are carried.

“Ad hoc” means a committee formed to perform a particular task and dissolved after the task is accomplished.

“Impeachment” means removal from the SRC office due to misconduct.

“Vetting Committee” means an examining body that ensures that one is suitable for a position.

“Executive” means the officers of the SRC.

“Good standing” means a student who has registered in that academic year and has not deferred his/her programme of study.

“Consultation” means advisory opinion.
“Resolution” means a decision passed by the Parliamentary Council on issues arising either from the stated agenda or from the floor of the Parliamentary Council.

“Article” means a section of a Chapter of this constitution, consisting of clauses.

Sub-clause” means a section of a clause of this Constitution, consisting of statements or lists enumerated by ordered roman numerals;

“Function” means duties conferred under this Constitution;

“Judgement” means a decision, order or decree of the Judicial Board;

“Sitting” means a period during which the Parliamentary Council or other Committee, Commission or Board meets continually.

“Interest of students” includes any right or advantage which inure or is intended to inure to the general benefit of the student population of this University;

“Session” means a series of meetings of the Parliamentary Council within each semester.

“Chairperson” means the head of a committee or commission of the SRC.

“The House” means the quorum of the Parliamentary Council as provided for in this Constitution.
“**JCR**” means Junior Common Room

“**PC**” means Parliamentary Council

“**GCM**” mean General Council Meeting

“**PCM**” means Parliamentary Council meeting

“**PRIMA FACIE**” means based on the first impression, accepted as correct until proved otherwise

“**SFMS**” means Student Fund Management System
CHAPTER 1: THE CONSTITUTION

ARTICLE 1: NAME AND SOVEREIGNTY OF THE CONSTITUTION
(a) The legitimate student representative body for all students of the University shall be known and called the “Student Representative Council” of the C.K. Tedam University of Technology and Applied Sciences, Navrongo, hereinafter referred to as SRC.

(b) The Sovereignty of the SRC resides in the students of the University in whose name and for whose welfare the powers of SRC are to be exercised in the manner and within the limits laid down in this Constitution.

ARTICLE 2: SUPREMACY OF THE CONSTITUTION
(a) This Constitution shall be the supreme law for the governance of all students: clubs, JCRs, organisations and other students’ group or body, under the SRC and any other constitution and/or law of the aforementioned found to be inconsistent with any provision in this Constitution shall to the extent of the inconsistency be null and void.

(b) In the event of any inconsistency, a provision of this Constitution shall take precedence over any provision to the contrary in any association mentioned in (a) of this article.

(c) Notwithstanding clause (a) of this article, 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 now or in future.

ARTICLE 3: ENFORCEMENT OF THE CONSTITUTION
(a) Any student or group of students who alleges that –

i. any act(s) or omission(s) by any person or group of persons; or
ii. a constitution, work document, decision, resolution of anybody, clubs and organisations; is in contravention with a provision in this Constitution may apply to the Judicial Board for a declaration to that effect in not more than 3 weeks after the report.

iii. The application so made shall be supported with evidence by the applicant/the person alleging.

(b) The Judicial Board shall for the purposes of such declaration under clause (a) of this article make such orders and give such directions in not more than 3 weeks after the report, as it may consider appropriate for giving effect or enabling effect to be given, to the declaration so made.

(c). Any person or group of persons to whom an order or direction is addressed under clause (b) of this article by the Judicial Board shall duly obey and carry out the terms of the order or direction within the period given in the academic year of the offence.

(d). Failure to obey or carry out the terms of an order or direction made or given under clause (b) of this article at the given time constitutes a violation of this Constitution and contempt of the Judicial Board and shall –

i. in the case of an SRC officer or any other office holder of a group recognized by the SRC constitute a ground for removal from office under this Constitution and

ii. in the case of any other student governed by the SRC, he/she will not be eligible for election or appointment to any office under the SRC or any other student organisation recognized by the SRC.

iii. if it is an organisation, club or any other student society, it shall be fined or sanctioned as shall be determined by the Judicial Board.
iv. If such an offense is grievous or repeats itself, the organisation, club or any other student society shall be banned from operating for not less than an academic year.

ARTICLE 4: DEFENCE OF THE CONSTITUTION
(a) All students governed by the SRC shall have the right and duty at all times
i. to defend this Constitution, and in particular, to resist any person or group of persons seeking to commit any act(s) at variance with this constitution.
ii. to do all in their power within the remits of law, and prescribe conduct(s) to restore this Constitution after it has been suspended, overthrown, or abrogated as referred to in clause (i).
CHAPTER 2: STRUCTURE AND FUNCTIONS OF THE SRC

ARTICLE 5: COMPOSITION OF THE SRC

(a). There shall be a Student Administration and leadership known as the Students’ Representative Council (SRC) of CKT-UTAS and the head shall be the President.

(b). All students duly admitted and registered to study at the University shall become members of the SRC.

(c) The SRC shall be composed of three working bodies:

i. The Executive Council

ii. The Parliamentary Council

iii. The Judicial Council

(d) i. the three working bodies provided for in clause (c) above shall be independent of each other in the discharge of their duties and functions.

ii. without prejudice to clause (d) i., the three working bodies shall collaborate in the discharge of their duties and functions in the interest of the student body.

(e) The entire SRC shall meet at the beginning and the end of every semester of an academic year. This meeting shall be known as the General Council Meeting which shall be chaired by the SRC President

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

ARTICLE 6: FUNCTIONS OF THE SRC

(a) The functions of the SRC shall be to:
i. serve as a mouthpiece of the entire student body of this University.

ii. advice in matters relating to the general Welfare of students

iii. be responsible for the planning and coordination of major social, cultural, recreational and intellectual activities of the students governed by the SRC in this University.

iv. collaborate with the Directorate of Sports in the promotion of sports and games of this University.

v. co-operate with students’ representative bodies of other Universities and institutions of higher learning in the country and abroad in matters of mutual interest.

vi. promote cordial relations among all sections of the University and maintain good relations with past students of this University through the Alumni Office.

vii. foster the maintenance of the right academic atmosphere for the students of this University to pursue their studies and encourage the organisation of seminars by Junior Common Rooms (JCRs) and or clubs and organisations.

viii. formulate such rules and regulations as well as promote a cordial relationship between students and or groups of students without discrimination on grounds of sex, creed, ethnic origin or course of study.

ix. appoint Sub-Committees and Ad-hoc Committees to promote or manage the affairs of the student body.

x. work towards the maintenance of good and healthy staff-student relations based on mutual trust and respect.

xi. take charge of the management of assets belonging to the student body and ensure probity, account, ability and transparency.

xii. present the views of the student body through appropriate channels to the
Management of the University, Academic Board, University Council, Government and other bodies to help them assess correctly and deal with students’ needs and problems.

xii. the SRC shall organize lectures, symposia, fora, debates, publications, and any other activities necessary to fulfil these functions.
CHAPTER 3: REPRESENTATION OF THE PEOPLE

ARTICLE 7: RIGHT TO VOTE

(a) All students in good standing shall have the right to vote.

(b) All students shall have one vote each.

(c) There shall be no voting by proxy.

(d) All students may be allowed to vote upon producing their CKT-UTAS student identity card or current student registration form to the officer in charge of the polling station.

ARTICLE 8: ELECTORAL COMMISSION

(a) There shall be an Electoral Commission under the SRC chaired by a Commissioner, who has served on any Electoral Committee of any Academic Department or JCR.

(b) The Chairperson of the Electoral Commission shall be elected at the beginning of the academic year by the Parliamentary Council at its second meeting after receiving applications from qualified persons.

(c) There shall be two deputies at least, one shall be a female student. Who shall be appointed by the Commissioner in consultation with the SRC President and approved by the Parliamentary Council by a simple majority vote.

(d) There shall be a Secretary to the Commission who shall be appointed by the Chairperson in consultation with his or her two Deputies.

ARTICLE 9: FUNCTIONS OF THE COMMISSION

(a) The Electoral Commission shall have the following functions-

i. to compile the register of voters for all elections and revise it at such periods as may be necessary.
ii. to conduct and supervise all SRC elections, referenda, and opinion polls and observe all other elections organized by other student bodies.

iii. to educate the students on the electoral process and its purpose.

iv. to make additional rules and regulations in the performance of its functions.

v. the commission shall determine and publish election schedules, procedures, guidelines, campaign periods, and involvement levels of aspirants and candidates, before the start of the election process at the beginning of the second semester in consultation with the Dean of Student Affairs.

vi. the commission shall be responsible for storage and ensuring the integrity of election-related data and information. As well as all software and electronic data, safekeeping of all the documents and materials of the Commission.

vii. to publish on all notice boards one week before the period of elections the rules and regulations governing the conduct of elections.

viii. fix a date for election and inform students earlier before the due date on notice boards and any form of communication in consultation with the Office of the Dean of Student Affairs.

b. Notwithstanding article 9(a) (iv) the electoral commission shall make the additional rules and regulations in consultation with the Legal Unit of the University.

ARTICLE 10: INDEPENDENCE OF THE COMMISSION.

Except as provided in this Constitution, the Electoral Commission shall not be subjected to the direction of any person or authority and shall independently perform its functions.
ARTICLE 11: BASIC QUALIFICATION FOR CANDIDATES

(a) Any student governed by the SRC shall be qualified to contest elections provided he/she satisfies the criteria set thereof:

i. he/she shall have been a student of this University for at least one Academic Year and is not in his/her final year of study however, Post Graduate students are eligible from the first year of registration provided the period of study or left to complete the program is not less than one year and shall be physically present on the ground during that academic year.

ii. he/she has not been found guilty of embezzlement and or misappropriation of students or University funds by any Judicial Board or by any committee set up by the Parliamentary Council of the SRC or the University.

iii. he/she shall not have been impeached, suspended, or dismissed as an officer of anybody, JCR, club, or organisation.

iv. he/she has not been found guilty of any violation of this Constitution and contempt of the Judicial Board as provided under Article 3 of this Constitution or offence of this Constitution as provided under Article 4.

v. he/she shall not have any record of examination malpractice in the University.

vi. he/she shall submit himself/herself for public screening by a Vetting Committee that shall be set up in a manner provided in this Constitution.

vii. he/she shall have attained a CGPA of at least 2.50 at the time of filing of nomination. This clause notwithstanding, reference for specific CGPA for the various positions shall be made under article 12 of this constitution.

(b) Any person shall petition the Electoral Commission for the enforcement of the provisions above during the timelines provided by the Commission for hearing of petitions after the Notice of Polls.
ARTICLE 12: SPECIFIC QUALIFICATION FOR ELECTION

(a) The President

The President shall have a minimum Cumulative Grade Point Average (CGPA) of 3.00

(b) the Vice President

The Vice President shall have a minimum Cumulative Grade Point Average (CGPA) of 3.00

(c) The Secretary

The Secretary shall have a minimum Cumulative Grade Point Average (CGPA) of 3.00

(d) The Treasurer

The Treasurer shall have a minimum Cumulative Grade Point Average (CGPA) of 2.50

(e) Women’s Commissioner (WOCOM)

i. Without prejudice to Article 11, this position shall be contested by only female students of the University.

ii. She shall have a minimum Cumulative Grade Point Average (CGPA) of 2.50

(f) National Union of Ghana Students (Local NUGS)

i. President

He/she shall have a minimum Cumulative Grade Point Average (CGPA) of 3.00
ii. The Secretary

The Secretary shall have a minimum Cumulative Grade Point Average (CGPA) of 2.50

iii. The Treasurer

The Treasurer shall have a minimum Cumulative Grade Point Average (CGPA) of 2.50

**ARTICLE 13: CONDUCT OF GENERAL ELECTIONS**

(a) All Executive Committee Officers within the SRC with the exception of the Vice President, who shall be appointed by the President, shall be elected through a secret ballot by the students of the University.

(b) Notwithstanding any provision in this Constitution the Electoral Commission may adopt the compilation of a biometric voters’ register and the electronic voting system as well as any IT compliant means if it appears prudent to do so in the conduct of any elections.

(c) A person designated for the position of Vice President shall satisfy the provisions laid down under article 11 (a) i-viii and 12 (b)

(d) The Women’s Commissioner shall be elected through a secret ballot by only female students of the University.

(e) 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 (a) and 12 of this Constitution.

(f) All clubs and organisations, JCRs, and other Student Societies under the SRC shall conduct their elections and handing over(s) within a month before the conduct of the SRC General Election.
(g) the Electoral Commission shall in the event where an Executive Committee office becomes vacant organize a by-election within two weeks to fill the vacancy.

(h) a by-election shall not be held if the position becomes vacant one month before the SRC General Election.

(i) pursuant to clause (h) the Executive Council shall appoint any member of the Parliamentary Council to fill the vacancy.

(j) the Electoral Register shall be the list of registered students of the University, released by the Registrar of the University to the Electoral Commission of the SRC.

(k) campaign shall end at midnight on the eve of the election.

(l) voting shall commence at 7:00 AM and end at 5:00 PM.

(m) notwithstanding clause (l) of this article, all eligible voters in the queue at 5:00 PM shall be allowed to cast their votes.

(n) At least fifty percent plus one (50%+1) of the total votes cast will be required to win an election for the SRC President, the Local NUGS President, and candidates who stand unopposed.

(o) Other Offices aside the SRC President and the Local NUGS President contested by two or more people shall require a simple majority to win an election.

(p) Notwithstanding clause (n), fresh nominations shall be opened within three (3) days after the declaration of the provisional results by the Electoral Commission where an unopposed candidate fails to attain the requisite percentage.

(q) A run-off shall be conducted for candidates who may tie.
ARTICLE 14: CONDUCT OF ELECTIONS FOR NON-RESIDENTIAL CONSTITUENCIES

(a) There shall be established, Non-Residential Constituencies by the Electoral Commission of the SRC in consultation with the Dean of Student Affairs.

(b) i. The representatives of these Constituencies shall be elected through a secret ballot by the Constituents.

ii. Without prejudice to article 13(f) this election shall be conducted during the SRC General Election.

(c) The representatives of these Constituencies shall be resident in that particular constituency at the time of filing their nomination.

(d) The nomination form shall be signed by ten (10) students who shall be residents in the constituency and the signatures shall be accompanied by the name, Student Identification Number, phone number, and hostel name of the person signing.

(e) For the avoidance of doubt, only residents of a constituency are eligible to elect their representatives.

(f) A list of all the constituencies and population of register of inhabitants shall be published by the commissioner prior to the election.

ARTICLE 15: CONDUCT OF ELECTIONS FOR LOCAL NUGS OFFICERS

(a) The Electoral Commission of the SRC shall organize Local NUGS elections during the SRC General Elections.

(b) The offices under the Local NUGS secretariat to be contested shall be;

i. President

ii. General Secretary

iii. Treasurer
(c) Persons eligible to vote for the officers provided for in clause (b) shall be the student body of the University with voting rights and the elections shall be done through a secret ballot.

**ARTICLE 16: ELECTORAL OFFENCES AND IRREGULARITIES**

(a) A person commits an electoral offence if he/she:

i. sells, offers for sale, or purchases a ballot paper;

ii. is found in possession of an officially marked ballot paper if he/she is not designated to be in possession of such a ballot paper;

iii. destroys, takes, or otherwise interferes with a ballot box or ballot paper intended to be used;

iv. prints a ballot paper without authority;

v. attempts to vote on behalf of or without the knowledge of another person

vi. directly or acting through another person to bribe or attempt to bribe another to vote or refrain from voting.

vii. engages in double voting

viii. Hacking, hacking attempts and any electronic action carried out to manipulate, disturb, disrupt and or prevent the electronic voting system.

ix. and all other irregularities that may be recognized as electoral offenses by the Electoral Commission.

(b) Any candidate or their duly authorized agent may petition the Judicial Board in the event of a breach of the provisions under clause (a).
(c) The Chief Justice shall empanel a Committee of Justices of either 3, 5 or 7 to hear the petition brought before it.

(d) The verdict passed by the Judicial Board shall be copied to the Electoral Commission for implementation.

(f) any person or group of persons found anywhere who are not SRC members but found from the investigatory report to have interfered in the election, shall be reported immediately to the Dean of Student Affairs for the necessary action.

(g) Any person affected adversely by the verdict of the Judicial Board may seek a review and their ruling shall be final.

ARTICLE 17: VETTING COMMITTEE

(a) There shall be a Vetting Committee which shall consist of;

i. The first Deputy Commissioner of the Electoral Commission

ii. Chairperson of the Disciplinary Committee

iii. The Public Relations Officer (PRO)

iv. Women’s Commissioner

v. A Member of the Judicial Board who is not the Chief Justice.

vi. A representative from the Financial Committee

vii. A representative from the Office of the Dean of Student Affairs as an observer

(b) The Vetting Committee shall choose from amongst themselves the Chairperson during its first meeting, and be responsible for ensuring that candidates for any elections under this Constitution satisfy the requirements provided in article 11 and 12 of this constitution. The Committee shall report to the Electoral Commission.
(d) Without prejudice to (a) any member of the vetting committee who seeks for a second term of office shall forfeit his/her membership. The Chairperson shall appoint from the Members of the Parliamentary Council to replace such a person.

(c) The Electoral Commission shall publish the criteria carved from the qualifications provided for in this constitution by which every candidate shall be vetted at least one week before the day of vetting.

(d) The Committee shall set a pass mark for the vetting process and must be known by the students.

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

(f) The Electoral Commissioner shall within twenty-four (24) hours set up a five (5) member committee which shall comprise two members from the Commission and three others from the Parliamentary Council to adjudicate on such a petition and any decision of the committee shall be final.

(g) The Electoral Commission shall publish on all notice boards a full report of all candidates so vetted a week after vetting.

(h) Such a report shall entail;

i. whether or not a candidate so vetted is recommended.

ii. The Total Score obtained by each candidate so vetted detailing the score obtained under each criterion.

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

(j) Candidates not recommended shall be given written notice of their status by the Electoral Commissioner and such notice shall contain a detailed account of
the reasons for their non-recommendation a day before the publication of the vetting results.

(k) i. a candidate shall appeal his/her non-recommendation to the Electoral Commission within two (2) days after publication of the vetting results.

   ii. the Electoral Commission upon receiving such an appeal shall within a day refer it to the Judicial Board.

   iii. the Judicial Board upon receiving such an appeal shall after a day commence hearing of the case and shall submit its report to the Electoral Commission at least a week before the SRC General Election and the decision taken shall be final.

(m) If the candidate is successful with his/her appeal, he/she shall be allowed to contest the election.

ARTICLE 18: DECLARATION OF RESULTS

(a) The Electoral Commission shall, immediately after the close of counting of ballots, declare provisional results and unless such results are challenged, in accordance with article 19 of this Constitution, shall declare the final results within seventy-two (72) hours after the close of polls.

(b) An instrument which is executed under the hand of the Electoral Commissioner and the seal of the Commission and states that the person named in the instrument was declared elected as an Executive Officer at the election in accordance with the provisions of this Constitution shall be PRIMA FACIE evidence that the person named was so elected.

(c) The instrument in clause (b) shall be officially presented to the Judicial Board, Parliamentary Council, Dean of Student Affairs, and the Executive Officer.
ARTICLE 19: CHALLENGING ELECTION RESULTS

(a) The provisional results of an election shall after it has been published be challenged within seventy-two hours and no petition shall be received after this period.

(b) Any petition for the challenge of elections shall be presented with evidence to the Judicial Board for adjudication.

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

(d) An election procedure on which the constitution is silent shall be referred to the Judicial Board for determination.
CHAPTER 4: EXECUTIVE COUNCIL

ARTICLE 20: COMPOSITION

(a) The Executive Council shall be composed of:

i. the Executive Committee
ii. the Local NUGS President
iii. one (1) Representative of Non-residential Constituencies
iv. representative of the International Students’ Association (ISA)
v. representative of GRASSAG
vi. the Transport Committee Chairperson
vii. the Entertainment Committee Chairperson
viii. the Sports and Games Committee Chairperson
ix. the Welfare Committee Chairperson
x. the PRO of SRC

(b) The Chairperson and Secretary of the Council shall be the SRC President and SRC Secretary respectively.

ARTICLE 21: FUNCTIONS

The Executive Council shall perform the following functions:

(a) formulate and initiate policies for the SRC. Policies formulated shall be valid only if they are approved by the Parliamentary Council.

(b) ensure the performance of the functions of the SRC as in Article 6 clause (a) of this constitution.

(c) enforce the principle of rule of law as enshrined in the constitution.
(d) see the implementation of the decisions of the Parliamentary Council.

(e) have the power to issue executive instruments in accordance with the provisions of this Constitution.

(f) Without prejudice to article (64), cause the SRC’s accounts to be audited by the SRC Audit Committee with the support of an external auditor, from the Audit Directorate of the University. The Audit report shall be presented to the Parliamentary Council after the General Election but before the assumption of office by the newly-elected Executives.

(g) perform such other functions as may be assigned to it by the Parliamentary Council by a Resolution Bill.
CHAPTER 5: COMPOSITION AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

ARTICLE 22: THE EXECUTIVE COMMITTEE

(a) The Executive Committee shall be composed of;
   i. The President
   ii. The Vice President
   iii. The General Secretary
   iv. The Treasurer
   v. The Women’s Commissioner (WOCOM)

(b) The executive authority of the SRC shall vest in the President and shall be exercised in consultation with the Executive Committee.

(c) The functions of the Executive Committee shall be-
   (i) To approve and endorse activities of the SRC.
   (ii) To implement policies and programmes of the SRC working in concert with the appropriate body.

ARTICLE 23: THE PRESIDENT

(a) There shall be a President of the SRC who 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.

(b) The President shall preside over all General Students’ Body, General Council and Executive Council meetings respectively under the SRC.

(c) The President shall take precedence over all other persons under the SRC and in descending order, the Vice President, the Speaker of Parliamentary Council and the Chief Justice.
(d) The President shall in consultation with the Executive Committee and unless otherwise stated in this Constitution, appoint chairperson(s) or other members of the SRC Committees.

(e) The President shall by virtue of his office be a member of the University Council, and shall have representations in some Boards and Committee stated in Schedule A of this constitution, and anyone that the University may permit from time to time.

(f) 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 Board for the performance of his/her 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/her functions, under this Constitution.

(g) Notwithstanding article 22(b) 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.

(h) The president shall continue all ongoing projects. Such projects shall only be discontinued by a two-thirds vote at a Parliamentary Council meeting.

(i) The President shall in consultation with the Executive Council, deliver an address of the state of affairs of the SRC to:

   i. the General Council at the first week of the beginning and the end of each semester.

   ii. the General Students’ Body at the third week of the beginning and the end of each semester. Issues raised shall be subject to discussion and the President shall provide such answers.
iii. the Parliamentary Council within two weeks before handing over to the incoming SRC where the general student body shall have the right to attend and observe.

(j) The President shall sign any resolution memorandum or document in connection with any member of the SRC Executive Committee on behalf of the SRC.

(k) Take disciplinary action against any Officer who refuses to perform his/her duties as stipulated in this constitution.

(l) The President shall while in office communicate to the Speaker of the Parliamentary Council his intention to travel outside the University in writing.

(m) Notwithstanding clause (l), the President shall communicate by giving two weeks’ prior notice or in cases of emergency within a reasonable time and the Speaker shall for the purposes of this provision inform members of the SRC within a reasonable time of such intention by the President.

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

ARTICLE 24: THE VICE PRESIDENT

(a) There shall be a Vice President of the SRC who shall:

i. assist the SRC President in the performance of his or her duties and shall perform such functions as may be assigned to him/her by the SRC President.

ii. act in the absence of the SRC President.

iii. act as an ex-officio member of all committees of the SRC with the exception of the independent committees, Commissions and Boards.
iv. be the Chairman of the Students’ Academic Committee and may represent students on the University’s Academic Board.

(b) i. Notwithstanding any provision in this Constitution, whenever 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.

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

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

ARTICLE 25: GENERAL SECRETARY

There shall be a General Secretary who shall perform such functions provided for in this Constitution.

(a) The General Secretary shall in consultation with the President and acting on his advice convene General Council, Executive Council, Executive Committee and General Students’ Body Meetings.

(b) The General Secretary shall take stock of all SRC assets and report to the Parliamentary Council at its first meeting.

   (c) The General Secretary shall keep true records and accurate minutes of all proceedings and resolutions of these meetings in clause (b).

(d) The General Secretary shall have custody of all documents (assets and liabilities) of SRC.
(e) The General Secretary shall in consultation with the President handle all general correspondence on behalf of the SRC.

(f) The General Secretary shall within seven (7) days after every meeting with the Executive Council, Executive Committee and the General Students’ Body, publish on all notice boards in the Halls of Residence and on Faculty notice boards, the true and accurate outcome of such meetings.

(g) The General Secretary shall be a member of any Executive Delegation(s) of all conferences both local and international.

(h) The General Secretary shall be responsible for ensuring the effectiveness of all secretaries under the SRC through training, and guidelines for adherence to professional ethics.

(i) The General Secretary shall perform any other functions as may be assigned to him by the Executive Committee.

ARTICLE 26: TREASURER

(a) There shall be a Treasurer and a Deputy Treasurer who shall perform such functions provided for in this Constitution.

(b) i. The Deputy Treasurer shall be appointed by the SRC President in consultation with the Treasurer.

ii. The Deputy Treasurer shall assist the Treasurer in the performance of his/her functions and act in his/her absence.

(c) The Treasurer shall supervise the collection and disbursement of the funds of the Executive Council in harmony with the policies of the Council, accounting principles and ethics.
(d) The Treasurer shall dispense all funds of approved budgets to all Committees and Offices based on Parliamentary Council approved fund disbursement procedures.

(e) The Treasurer shall have responsibility for all financial accounts and keep true records of all financial transactions and assets of the Council.

(f) The Treasurer shall be the custodian of the Council’s imprest system and shall account for 80% of the amount advanced to the Parliamentary Council.

(g) The Treasurer shall receive financial expenditure from various committees for Executive consideration and approval.

(h) The Treasurer shall register all clubs and organisations under the SRC upon receipt of their financial commitment.

(i) The Treasurer shall present a comprehensive financial report to the Audit Committee twice a semester of each Academic year.

(j) The Treasurer shall be the chairperson of the Finance Committee.

(k) The Treasurer shall publish the annual budget of the SRC on all notice boards at the beginning of the Academic year.

(l) The Treasurer shall ensure that all income, expenditures and retirements are handled by the Student Fund Management System (SFMS) approved for use by the Director of Finance.

ARTICLE 27: THE SRC WOMEN’S COMMISSIONER

(a) There shall be a Women’s Commissioner who shall be elected in a manner provided for in this Constitution.

(b) The Women’s Commissioner shall be the Chairperson of the Women’s Commission and shall be the chief spokesperson of all female students of the University.
(c) The Women’s Commissioner shall advocate the cause and interest of female students and shall make known any problem facing the female students of the University and their consequent solutions at appropriate platforms available to her.

(d) The Women’s Commissioner shall ensure that SRC policies are not inimical to the development of female students in general.

(e) The Women’s Commissioner shall actively work towards the appropriate and acceptable exercise, in accordance with this Constitution, and the Laws of Ghana, the rights of women, especially in cases where such rights are or have the propensity to be infringed upon, denied or abused.

(f) The Women’s Commissioner shall collaborate with other female groups and institutions both local and international for the enhancement of women’s empowerment.

(g) She shall encourage active participation of female students in leadership positions and inculcate in them a sense of inclusion, solidarity and active participation in activities on campus.

(h) The Women’s Commissioner shall perform any other function assigned to her by the Executive Council in relation to her office.

ARTICLE 28: THE PUBLIC RELATIONS OFFICER

(a) There shall be a Public Relations Officer of the SRC 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.

(b) The Public Relations Officer shall be the chairperson of the Public Relations Committee of the SRC.
(c) He/she shall be the Editor-in-Chief and Press Secretary to the President and the SRC.

(d) The Public Relations Officer shall be responsible for making effective publicity and advertisement of all SRC activities.

(e) The Public Relations Officer shall be responsible to the Executive Council in the performance of his/her duties.

(f) The Public Relations Officer shall advice the Executive Council on all media-related issues and handling of information.

(g) In consultation with the President and Executive Committee, the Public Relations Officer shall be responsible for the writing of the President’s Speeches.

(h) The Public Relations Officer shall 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

ARTICLE 29: THE LOCAL NUGS PRESIDENT

(a) There shall be a Local NUGS President who shall be elected in a manner provided for in this Constitution.

(b) The Local NUGS President shall be the head of the Local NUGS Secretariat.

(c) The local NUGS President shall inform policies of the SRC in line with the aims and objectives of NUGS.

(d) The local NUGS President shall lead delegations to all congresses and other programmes organized by NUGS.

(e) The local NUGS President shall be the liaison officer between the SRC and NUGS.

(f) Oversee the external affairs of the SRC which shall include:

i. Undertake assigned programmes and activities of the SRC for the welfare and general good of the students including liaising with the relevant bodies for the processing and disbursement of student loans;

ii. Liaise between the SRC and national secretariat of NUGS;

iii. Be responsible for the dissemination of information to and from national NUGS.
ARTICLE 30: THE SRC LEGAL OFFICER

(a) There shall be an SRC Legal Practitioner who shall be appointed by the SRC President from among Members of the CKT – UTAS Association of Student Lawyers.

(b) The SRC Legal Practitioner shall be the Chief Legal Counsel of the Executive Council.

(c) The SRC Legal Practitioner shall represent the Executive Council at all Judicial Board hearings under the SRC.

(d) The SRC Legal Practitioner shall perform any other function assigned to him by the Executive Council in relation to the office and by this Constitution.
CHAPTER 7: THE PARLIAMENTARY COUNCIL

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

(b) Subject to the provisions of this Constitution, the legislative power of the SRC shall be vested in the Parliamentary Council.

ARTICLE 31: COMPOSITION

(a) The Parliamentary Council shall be made of:

i. the Speaker who shall be elected in a manner specified in this Constitution.

ii. the Deputy Speaker who shall be elected in a manner specified in this Constitution.

iii. two Clerks, at least one of whom shall be a female appointed by the Speaker.

iv. a representative of presidents from each School/Faculty.

v. a representative of secretaries from each School/Faculty.

vi. one representative from each year group of the University.

vii. a Marshal.

viii. the Presidents and Secretaries of all JCRs

ix. All Members of Parliamentary Council (MP) from the Non-Residential Constituencies.

x. A representative of GRASAG.

xi. A representative of ISA.
(b) Without prejudice to clause (a) of this article, the Chairpersons of the Standing Committees, Judicial Board and the Executive Council Members shall attend Parliamentary Council meetings upon a special invitation from the Parliamentary Council.

ARTICLE 32: POWERS AND FUNCTIONS
The Parliamentary Council shall:

(a) Deliberate and approve all matters relating to the Welfare of students
(b) Approve or otherwise the appointment of officer(s) and student Representative(s) on various Committees (Standing) of the SRC.
(c) Appoint at any time a Committee of enquiry that shall probe any alleged malpractice or matters that affect the general welfare of the student body.
(d) Approve or otherwise the continuation of ongoing projects
(e) Deal with issues of general policy referred to it by the Executive Council.
(f) Receive, discuss and approve the work documents of all Committees and Commissions under the SRC except that of the Judicial Board.
(g) Receive, discuss and approve budgets of Committees under the SRC
(h) Have the authority to inquire into the activities and administration of executive officers as Parliament may determine by summoning such officers before the Parliamentary Council or any Parliamentary Committee.

ARTICLE 33: THE SPEAKER
(a) There shall be a Speaker of the Parliamentary Council who shall be elected by the Parliamentary Council in a manner specified in Schedule C.
(b) The Speaker shall vacate his office if:
   i. he/she becomes an Executive Officer under the Executive Council; or
ii. he/she resigns from office by writing signed by him and addressed to the Clerk of Parliamentary Council; or any circumstances arise that if he were not a Speaker, would disqualify him for election as a member of the Parliamentary Council; or

iv. he/she is removed from office by a resolution bill of the Parliamentary Council supported by the votes of not less than three-quarters of all the members.

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

(d) i. The Speaker shall be sworn in by the outgoing Chief Justice on the first Parliamentary Council sitting after the dissolution of Parliament before any business of Parliament is conducted.

ii. In the absence of the Chief Justice the Speaker shall be sworn in by an outgone Justice.

**ARTICLE 34: FUNCTIONS OF THE SPEAKER**

The Speaker shall perform the following functions:

(a) maintain all provisions of this Constitution;

(b) preside over all meetings and be a non-voting member of the Parliamentary Council

(c) Swear in;

   i. all Parliamentary Council Members

(d) make rulings in the House when necessary.

(c) any other duty assigned to him/her by the Parliamentary Council.

(d) Protect the independence and sanctity of the Council.
(e) Ensure that all proceedings and parliamentary committees function according to adopted parliamentary provisions.

(f) Shall ensure discipline and adherence to the ethics of members of the parliamentary council.

ARTICLE 35: THE DEPUTY SPEAKER

(a) There shall be a Deputy Speaker of the Parliamentary Council who shall be elected in the same manner as the Speaker as stated in Schedule C of this Constitution.

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

ARTICLE 36: FUNCTIONS OF THE DEPUTY SPEAKER

The Deputy Speaker shall perform the following functions:

(a) Assist the Speaker in the performance of his functions;
(b) Preside over all Parliamentary Council meetings in the absence of the Speaker;
(c) Any other function(s) assigned to him/her by the Speaker and/or the Parliamentary Council.

ARTICLE 37: THE CLERKS

(a) There shall be two Clerks of Parliamentary Council who shall be appointed by the Speaker of Parliamentary Council and approved by a simple majority of the members of Parliamentary Council.

(b) The Clerks shall not be appointed from among the members of the Parliamentary Council.
(c) The Clerks shall be the Secretaries of the Parliamentary Council and shall perform such other administrative functions as the Speaker may request.

(d) The Clerk shall receive all motion papers for the passing of the resolution

**ARTICLE 38: THE MARSHAL**

The Marshal shall perform the following functions;

(a) receives the Speaker in the Parliament House and accompany him to his Chamber or other place of function as and when he comes to Parliament House.

(b) ensure the quorum of the House before the Speaker arrives on the Chair in the Chamber,

(c) make the announcement “House, The Speaker”, to inform the members regarding the arrival of the Presiding Officer to preside over the House for commencement of the House.

(d) carry the Mace of the SRC during sittings.

**ARTICLE 39: COMMITTEES UNDER THE PARLIAMENTARY COUNCIL**

There shall be three (3) standing committees under the Parliamentary Council:

(a) The Privileges Committee, which shall deal with disciplinary issues amongst Members of the Parliamentary Council and recommend appropriate sanctions to the house for approval;

(b) The Administrative Committee, which shall oversee the administrative functions of the Parliamentary Council.

(c) The Budget Committee, which shall oversee all budgets brought before the house for proper scrutiny and make recommendations to the house for
approval. The Speaker shall endorse and minute on all approved budgets by the house
(d) 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.

ARTICLE 40: PROCEDURE IN PARLIAMENT

(a) A Member of the Parliamentary Council shall, before taking his seat in the Parliamentary Council take and subscribe before the Speaker the oath of allegiance and the oath of a Member of the Parliamentary Council set out in Schedule E of this Constitution.

(b) A Member of the Parliamentary Council may, before taking the oath referred to in clause (a) of this article, take part in the election of the Speaker.

(c) The Speaker of the Parliament Council shall preside in all sittings of the House and in his absence the Deputy Speaker shall preside.

(d) A quorum of the Parliamentary Council, apart from the person presiding, shall be one-third of all the Members of the Council.

(e) All sittings are mandatory for Members of the Parliamentary Council.

(f) Without prejudice to clause (e) the Speaker may permit for a reasonable reason(s) expressed in writing to the Speaker a Members intension to be absent.
ARTICLE 41: VOTING IN PARLIAMENT
(a) Except as otherwise provided in this Constitution, matters in Parliamentary Council shall be determined by the votes of the majority of Members present and voting, with at least half of all the Members present.

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

(c) i. Where the votes on any motion are equal there shall be a revote

   ii. with prejudice to Article 34 (d) the Speaker shall make a ruling after the revote turns to be equal.

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

(e) Any person who sits or votes in Parliamentary 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 Board, to such penalty which may range from suspension or disqualification from contesting elections under the SRC.

ARTICLE 42: MODE OF EXERCISING LEGISLATIVE POWER
(a) The power of the Parliamentary Council to make resolutions shall be exercised by resolution bills passed by the Parliamentary Council and assented to by the President.

(b) Every motion for a resolution shall be submitted by a member to the Clerk at least four (4) days before a Parliamentary 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 Parliamentary Council

(c) Members shall debate the motion paper and vote on the issue on the floor of the Parliamentary Council.
(d) The Speaker shall notify any person(s) to be affected by such a motion paper at least two (2) days before Parliamentary Council sitting and the Executive officer shall have the right to appear before Parliamentary Council to give further clarification on the issues discussed on the motion paper.

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

(f) 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.

(g) Where a resolution bill passed by the Parliamentary 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.

(h) Where the President refuses to assent to a resolution bill, he shall within five (5) days after the refusal, state in a memorandum to the Speaker any specific provisions of the bill which in his opinion should be reconsidered by Parliamentary Council including his recommendations for amendments if any.

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

(j) Where a resolution bill reconsidered under clause (i) of this article is passed by the Parliamentary Council supported by the votes of not less than two-thirds of all members, the President shall assent to it within five (5) days after the passing of the resolution.

(k) Parliamentary Council shall have no power to pass a resolution bill-
i. to alter the decision of the Judicial Board as between the parties to that decision or judgment.

ii. 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.

ARTICLE 43: STANDING ORDERS OF PARLIAMENT
(a) Subject to the provisions of this Constitution, the Parliamentary council may, by standing orders, regulate its procedure.

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

ARTICLE 44: CONTEMPT OF PARLIAMENTARY COUNCIL
(a) An act or omission which obstructs or impedes the Parliamentary Council in the performance of its functions or which obstructs or impedes an officer of the Parliamentary Council in the discharge of his/her duties or affronts the dignity of Parliamentary Council or which tends either directly or indirectly to produce that result, is contempt of Parliamentary Council.

(b) A person found guilty by the Judicial Board of contempt of Parliamentary Council shall in the case of an Executive Officer constitute a ground for suspension/removal from office and in the case of any other person constitute disqualification from contesting elections under the SRC.

ARTICLE 45: RIGHT TO OBSERVE
(a) i. All students shall have the right to attend and only observe the Parliamentary Council sittings.
ii. without prejudice to clause (a) i, twenty (20) students shall be allowed at a sitting.

(b) i. Without prejudice to clause (a), any student or group of students wishing to attend and participate in the deliberation of the Parliamentary Council shall put into writing addressed to the Clerk of the Parliamentary Council a request to that effect at least forty-eight (48) hours prior to the meeting.

ii. the Clerk in consultation with the Speaker shall approve of the request or otherwise.

iii. such an accredited person shall be entitled to participate in the proceedings of the Parliamentary Council and shall be accorded all the privileges of a sitting member of the Parliamentary Council except that he is not entitled to vote.

(c) Notwithstanding clauses (a) and (b) of this article, students shall not attend and observe Parliamentary Council sittings where;

i. Parliamentary Council is debating a motion paper concerning the removal of an executive officer.

ii. Parliamentary Council is casting a vote of no confidence in an executive Officer.

(d) Accredited observers wishing to table a motion for consideration shall require the support of at least seven (7) sitting members of the Parliamentary Council.

(e) Notwithstanding the generality of clause (b) of this article, not more than seven (7) people can be accredited an observer status at a sitting.
ARTICLE 46: PRIVILEGES AND IMMUNITIES

(a) There shall be freedom of speech, debate, and proceedings in the Parliamentary Council, and that freedom shall not be impeached or questioned in any Judicial Board or place out of the Parliamentary Council under the SRC.

(b) Subject to the provisions of this article, but without prejudice to the general effect of clause (a) of this article proceedings shall not be instituted against a member in any Judicial Board or place out of Parliamentary Council for any matter or thing brought by him/her in or before parliament by a motion paper or otherwise.

(c) 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 Parliamentary Committee on Privileges which shall report its finding to the Speaker not later than five (5) days after the matter was referred to it.

(d) Where the Committee referred to in clause (c) 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 the Parliamentary Council, the terms of which shall be approved by the Parliamentary Council Committee on privileges and communicated to the person who has been defamed.

(e) Where a member refuses to render an apology in accordance with clause (d) of this article the Speaker shall suspend that member for the duration of the session of the Parliamentary Council in which a defamatory statement was made and the member so suspended shall lose his parliamentary 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 (d) of this article.
CHAPTER 8: THE JUDICIAL COUNCIL

ARTICLE 47: COMPOSITION

(a) The Judicial Council shall consist of:

i. the Judicial Board

ii. the Appeal’s Board

iii. Judicial Collage

ARTICLE 48: THE JUDICIAL BOARD

(a) i. There shall be a Seven Member Judicial Board of the SRC who shall be elected among members of the CKT-UTAS ASSOCIATION OF STUDENT LAWYERS.

   ii. The Board shall elect a Chairperson who shall be called the Chief Justice at its first sitting.

   iii. The other six (6) Members of whom at least two (2) shall be females shall be called Justices.

(b) The Court Registrar, who shall be appointed by the Chief Justice from among the general student body who shall meet all basic electoral requirements and shall accurately record all proceedings of the Board.
ARTICLE 49: FUNCTIONS OF THE CHIEF JUSTICE
(a) The Chief Justice shall have the right to empanel Members of the Judicial Board for hearings and shall perform other duties provided for under this constitution

(b) The Chief Justice shall empanel not less than four (4) members to sit on adjudications and in case of impeachment proceeding; not less than five (5) unless stated otherwise in this constitution

ARTICLE 50: JUDICIAL POWERS AND FUNCTIONS
(a) The Judicial Power of the SRC resides in the Judicial Board and shall be exercised in accordance with the provisions of this Constitution and accordingly neither the President nor the Parliamentary Council nor any Office under the SRC shall have or be given final judicial power.

(b) The Judicial Board shall be an independent body under the SRC and shall be subject only to the provisions of this Constitution, the 1992 Constitution of the Republic of Ghana, the establishing ACT, Statutes, and general rules and regulations of the University.

(c) The Judicial Board shall exercise supervisory jurisdiction over all other Judicial Committees/Boards/Councils on campus over any adjudicating authority and may in the exercise of that supervisory jurisdiction issue orders and directions to enforce or secure the enforcement of its supervisory power.

(d) The Judicial Board shall have the power to review its decisions upon a petition signed by the petitioner(s) and stating the grounds for the review after it has been received within seven (7) days after the said decision.
(e) The Judicial Board shall have the power to co-opt members without voting rights on an ad-hoc basis and to summon a student, group of students or any member of the SRC to appear before it to give evidence.

(f) The Judicial Board shall have the mandate to resolve conflicts between students and/or group of students.

(g) The Judicial Board shall have jurisdiction in every matter relating to the enforcement or interpretation of any provision of this Constitution. On matters of interpretation of this Constitution, the Judicial Board shall do so in consultation with the Dean of Student Affairs and such interpretation shall be final and conclusive.

(h) Matters on which this Constitution is silent shall be referred to the Judicial Board and its ruling shall be precedent until a provision is enacted to that effect.

(i) The Judicial Board shall be responsible for the formulation of rules of procedure and any other policy matters affecting the Board.

**ARTICLE 51: INDEPENDENCE OF THE JUDICIAL BOARD**

(a) The Judicial Board 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.

(b) Neither the President nor the Parliamentary Council nor any person acting under the authority of the President or the Parliamentary Council nor any other
person shall interfere with Judicial Board officers or other persons exercising judicial power, in the exercise of judicial functions and all students shall accord to the Judicial Board such assistance as the Judicial Board may reasonably require to protect the independence, dignity, and effectiveness of the Judicial Board, subject to the Constitution.

(c) A Judicial Board Member or any person exercising judicial power shall not be liable for any action or suit for any act or omission by him/her in the exercise of the judicial power.

**ARTICLE 52: GENERAL JURISDICTION OF THE JUDICIAL BOARD**

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

(b) The Judicial Board shall not be bound to follow the decisions of any other Committee of the SRC.

(c) The Judicial Board 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 Board on questions of law.

**ARTICLE 53: ORIGINAL JURISDICTION**

(a) The Judicial Board shall have original jurisdiction in-

i. All matters relating to the enforcement and interpretation of this Constitution.
ii. All matters arising as to whether are solution made by the Parliamentary Council is in excess of the powers conferred on the Parliamentary Council or any other authority.

(b) Where an issue that relates to a matter or question referred to in clause (a) 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 Board for determination; and the adjudicatory body in which the question arose shall dispose of the case in accordance with the decision of the Judicial Board.

ARTICLE 54: APPELLATE JURISDICTION
(a) The Judicial Board shall have appellate jurisdiction in every issue relating to resolving conflicts between students or group of students.

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

ARTICLE 55: SUPERVISORY JURISDICTION
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.

ARTICLE 56: REVIEW JURISDICTION
(a) The Judicial Board 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.
(b) The Judicial Board when reviewing its decision under this article shall be constituted by not less than five (5) Judicial Board Members.

ARTICLE 57: SOLE ADJUDICATORY POWER
(a) Notwithstanding any provision in this constitution, the chief Justice in extreme and exigent circumstances may sit as a sole adjudicator.

ARTICLE 58: PROCEEDINGS
(a) Except as may be otherwise ordered by the Chief Justice of the Judicial Board in the interest of public morality, public safety, or public order, the proceedings of the Judicial Board shall be held in public.

(b) The decision of a properly constituted sitting of the Board in all matters shall be by a simple majority.

(c) The Chief Justice shall preside at its sittings, and in his/her absence, one of the Justices shall act.

(d) The Board shall be bound to give a written reason for its decisions.

(e) The Chief Justice and the other justices shall before assuming office, take and subscribe to the Judicial Oath, as provided for in Schedule E of this Constitution at its first sitting.
ARTICLE 59: THE APPEAL’S BOARD

(a) Without prejudice to any provision of this Constitution, an appeal shall lie as of right from a judgement or order of the Judicial Board to the Appeals Board whose decision shall be final.

(b) The Appeals Board shall consist of:

i. the Vice Dean of Student Affairs

ii. Hall Tutors;

iii. the Court Registrar who shall be the secretary to the Board. The registrar shall not sit on adjudications/hearings;

iv. The Chief Justice;

v. The Disciplinary Committee chairperson; and

vi. One appointee by the president to the Board, and such a person shall not be either an executive officer/member.

(c) Where a Member of the Board is a party to an appeal, he shall be disqualified from sitting in respect of that case.

(d) Notwithstanding clause (a) of this article, the Board shall have the power to co-opt members without voting rights on an ad-hoc basis and to summon a student, group of students or any Executive Officer, or Leader of the Parliamentary Council to appear before it.

(e) The Board shall be duly constituted for its work by at least five (5) members including the Dean/Vice Dean of Students.

(f) The decision of the Board shall be by a simple majority and in the exercise of its functions; the Board shall be bound to give written reason for its decision.

(g) Any person appearing before the Appeal Board shall have a right to counsel.
ARTICLE 60: JUDICIAL COLLEGE

(a) There shall be established under the Judicial Board a Judicial College. The Judicial College shall be managed by the Judicial Board.

(b) The Judicial College shall be the sole organisation responsible for admitting, training, and certification of students as student counsel who shall be members of the CKT – UTAS ASSOCIATION OF STUDENT LAWYERS. The Student Counsel shall have the constitutional right to represent other students in a matter before the Judicial and Appeal’s Board.

(c) the Judicial Chairpersons of all JCRs and GRASAG by virtue of their offices shall be trained by the Judicial College to be members of the CKT – UTAS ASSOCIATION OF STUDENT LAWYERS.
CHAPTER 9: STANDING COMMITTEES OF SRC

ARTICLE 61
(a) With the exception of the Audit Committee, the President shall nominate members of the various Standing Committees and other Committees as may be necessary for the effective running of the SRC.
(b) The nominees shall be approved by the Parliamentary Council during its second sitting.
(c) A committee appointed under this article shall have the powers, rights, and privileges for:
   i. Enforcing the attendance of witnesses and examining them on oath, affirmation, or otherwise;
   ii Compelling the production of documents; and
   (d) Issuing a commission or request to examine witnesses outside the campus.

ARTICLE 62: ACADEMIC COMMITTEE
There shall be an Academic Committee which shall consist of:
(a) The SRC Vice President who shall be the Chairperson
(b) A representative from each School/Faculty in the University
(c) The Academic Committee shall perform the following functions;
   i. The Committee shall generally advise the SRC in academic matters pertaining to teaching, research and content of courses, the conduct of examinations, the availability of books and equipment et cetera.
   ii. Ensure the maintenance and safety of SRC sponsored academic facilities.
iii. Research, collate, and analyze issues of national interest for purposes aimed at contributing to debates and discussions on issues of national importance.

iv. Be responsible for organizing an inter-School/Faculty debate competition every academic year in consultation with the Executive Committee.

v. Perform any other duties assigned by the President, Executive Committee, or the Parliamentary Council.

vi. The quorum for Academic Committee meetings shall be four members including the Chairperson or a Representative of a School/Faculty.

ARTICLE 63: FINANCE COMMITTEE.

(a) The Finance Committee shall comprise:

i. The SRC Treasurer shall be a Chairperson of the Finance Committee.

ii. The Treasurer from each JCR of the Halls of residence.

iii. Three persons nominated by the President who shall be approved by the Parliamentary Council.

(b) The Finance Committee shall perform the following functions;

(i) The Financial Committee shall pre-audit all financial transactions of the Executive Officers or Commissions or Committees.

(ii) Within four weeks before the end of each semester, the Finance Committee shall, inform the general student body by publishing on all notice boards, details of all financial transactions of the SRC or commissions or committees or boards of the Parliamentary Council in the preceding semester or the current semester.
(iii) Be responsible for monitoring the receipts and payments out of the Students Fund and shall report to Parliamentary Council at least twice every semester.

(iv) Encourage and promote the efficient utilization of the resources of the SRC through effective and efficient finance measures

(v) Be responsible for seeking sponsorship to fund SRC activities.

(vi) Control all business ventures of the SRC.

(vii) Present before the Parliamentary Council estimates of revenue and expenditure of the SRC for the academic year at the beginning of each semester for approval through the Chairperson

(viii) The Finance Committee shall report to the Parliamentary Council on all other contributions, their sources, dates of receipt, and all other particulars of such contributions to the SRC or committees or commissions or boards of the Parliamentary Council.

(ix) The Finance Committee shall perform such other functions as may not be assigned by this Constitution.

(x) Shall ensure that all funds received are retired appropriately.

(xi) The quorum for Finance Committee meetings shall be four members including the Chairperson or Secretary.

ARTICLE 64: THE AUDIT COMMITTEE

(a) There shall be an Audit Committee which shall comprise five members approved by the Parliamentary Council at its second sitting.

(b) Appointment and Membership of the Committee is stated in Schedule B of this constitution.
(c) The accounts of the SRC and all committees, Boards, commissions, or institutions established under this Constitution or by a resolution of the Parliamentary Council shall be audited by the Committee and reported on by the Chairperson of the Committee to the Parliamentary Council.

(d) For the purposes of clause (c) of this article, the Chairperson of the Audit Committee or any person authorized or appointed for such purpose by the Chairperson of the Audit Committee shall have access to all books, records, returns, and other documents relating or relevant to those accounts.

(e) The accounts of the SRC and all other committees or commissions referred to in clause (c) of this article shall be kept in such forms as the Audit Committee shall approve.

(f) For the purpose of its work, it shall be lawful for the Audit Committee to subpoena any person, including members of the Executive Committee to appear before it.

(g) The Audit Committee shall work under the supervision and guidance of the University Auditor.

(h) Any person who, knowingly or recklessly makes either orally or in writing to the Audit Committee, any statement, conveying any information or explanation required by the committee or to which the committee is entitled and which is misleading, false, or deceptive shall, be liable to any sanctions approved by the Judicial Board or the Parliamentary Council upon the recommendation of the board whichever may be appropriate.

(i) The Audit Committee through its Chairperson shall submit copies of comprehensive Audit Report to the Dean of Student Affairs and the final report before the SRC General Election.
(j) i. the Audit Committee shall serve as external audit to all Clubs and Organisations that have Internal Auditors mandated by their Constitution.

ii. without prejudice to clause (j) i., the Audit Committee shall serve as Internal Auditors for Clubs and Organisations with no Internal Auditors mandated by their Constitution.

(j) In the performance of its functions under this Constitution or any resolution of the Parliamentary Council, the Audit Committee shall not be subject to the direction or control of any other person or authority.

(k) The Audit Committee shall have the prerogative to disallow any item of expenditure that is contrary to the provisions of this Constitution or a resolution of the Parliamentary Council and surcharge:

   i. the amount of the expenditure disallowed upon the person responsible for incurring or authorizing the expenditure;
   ii. any sum which has not been duly brought into account upon the person by whom the sum ought to have been brought into account; or
   iii. the amount of any loss or deficiency, upon any person by whose negligence or misconduct the loss or deficiency has been incurred.

(l) Any person aggrieved by the decision of the Audit Committee may appeal to the Judicial Board.

(m) The Parliamentary Council shall by a resolution request the Registrar of the University to withhold the results and awards of any such students who refuse to comply with the provisions of this article through the Dean of Student Affairs.

(n) The accounts of the Audit Committee shall be audited and reported upon by an external auditor from the Audit Directorate of the University.

(o) The parliamentary Council; shall make a request to the Audit Directorate of the University for the purposes of clause (n).
ARTICLE 65: WELFARE COMMITTEE
There shall be established a Welfare Committee under the SRC which shall be composed of:

(a) The Welfare Committee 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.

i. A member each from the various JCRs.

ii. One (1) representative from GRASAG.

iii. One (1) representative from ISA.

iv. One (1) representative (MP) from the various Non-Residential Constituencies who shall be appointed by the Non-Residential Members of the Parliamentary Council.

v. The Local NUGS Secretary.

(b) The Committee shall in their first sitting elect a Secretary from among themselves.

(c) The Welfare Committee shall:

i. Investigate cases relating to students boarding and lodging, health and sanitation services, and financial condition and report its findings to Parliamentary Council for necessary action to be taken.

ii. In collaboration with the Estates Department of the University, exercise supervisory control over all sanitation policies of the various JCRs, Non-Residential Constituencies and the Campus Environment.

iii. In collaboration with the Health Committee of the University, develop strategies and solutions to address pertinent health and sanitation issues.
iv. Ensuring the highest standard of hygiene as well as product and service quality at all centres where food and/or other products and services are produced and/or rendered to students, as the case may be.

v. Working with the relevant bodies or units of the University to ensure the maintenance of security, road and general safety, efficient campus-wide transportation, and health, as well as all other sectors in which the welfare of students may be directly or indirectly affected.

vi. Present periodic reports to the Parliamentary Council on the state of the welfare of students.

vii. Formulate and implement policies aimed at improving the welfare conditions of the physically challenged students.

viii. Discharge such other duties affecting the welfare of students as may be referred to it by the President or imposed on it by this Constitution or resolution of Parliamentary Council.

(d) The Welfare Committee Chairperson shall be the sole person responsible for presenting the report on the state of the welfare of students and the welfare fund to the Parliamentary Council once every semester and may delegate any member of the welfare Committee to represent him at such hearings.

ARTICLE 66: ENTERTAINMENT COMMITTEE
(a) There shall be an Entertainment Committee under the SRC which shall be composed of:

i. The Entertainment Committee 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.

ii. Entertainment Committee Chairperson of the various JCRs.
iii. One (1) representative for Non-Residential Constituencies.

iv. Entertainment Committee chairperson from ISA.

v. Entertainment Committee chairperson from GRASAG.

(b) the Committee shall person the following functions;

i. organize and coordinate all entertainment activities of the SRC.

ii. organize the SRC week celebrations in the second semester of an academic year before examinations

iii. be responsible for the formation of the SRC Week Planning Committee.

iv. present periodic reports to the Parliamentary Council on the state of entertainment of the SRC.

v. At the beginning of the first and second semester, draw up a programme of activities and present it to the Parliamentary Council for approval, which shall be published on all notice boards.

vi. Co-ordinate entertainment activities of various Halls, Classes, Societies et cetera.

vii. Perform any other function as may be assigned to it by the Parliamentary Council or Executive Council.

viii. be responsible for promoting talents by creating the platform for showcasing and marketing discovered talents.

(c) The Entertainment Committee Chairperson shall be the sole person responsible for presenting the report on the state of entertainment activities of students and student groups to the Parliamentary Council once every semester and
may delegate any member of the Entertainment Commission to represent him at such hearings.

**ARTICLE 67: SPORTS AND GAMES COMMITTEE**

(a) There shall be an established Sports and Games Committee under the SRC which shall be composed of:

i. the Sports and Games Committee 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.

ii. sports and Games Committee Chairperson of the various JCRs.

iii one (1) representative for Non-Residential Constituencies.

iv. sports and Games Committee Chairperson from ISA.

v. sports and Games Committee Chairperson from GRASAG.

(b) The Sports and Games Committee shall:

i. in collaboration with the Sports Directorate of the University, initiate and be responsible for programmes aimed towards the development of Sports and Games on campus.

ii. be responsible for the welfare of all sports representatives under the SRC working in close relation with the University’s Sports Directorate.

iii. be responsible for all SRC sponsored sporting activities both internally and externally.

iv. advise SRC on the procurement of sports equipment.

v. in consultation with the SRC Legal Practitioner draft a work document to regulate the affairs of the Committee.
vi. perform any other duties assigned to it by the Executive Council and or the Parliamentary Council.

(c) The Chairperson shall be the sole person responsible for presenting the report on the state of Sports and Games under the SRC to the Parliamentary Council at least once every semester and may delegate any member of the commission to represent him.

ARTICLE 68: TRANSPORT COMMITTEE

(a) There shall be established a Transport Committee of the SRC which shall be composed of;

i. The 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 of the Parliamentary Council.

ii. Two other members of the Committee who shall be appointed by the Transport Committee Chairperson in a letter signed by the President and the Transport Committee Chairperson.

(b) The Transport Committee shall:

i. be responsible for the operation of SRC commercial vehicle activities on campus.

ii. receive all applications for the use of all the transport facilities of the SRC.

iii. be responsible for the arrangement of student transport services outside the campus.

iv. coordinate all transport arrangements of groups travelling under SRC sponsorship.
v. ensures the usage, management and maintenance of all SRC transport facilities.

vi. perform any other duty assigned to it by the Executive Council and or the Parliamentary Council.

(c) The Transport Committee Chairperson shall in consultation with the SRC Legal Practitioner draft a work document to regulate its affairs.

(d) The Transport Committee shall see to the usage, management and maintenance of all SRC transport facilities.

(e) The Transport Committee Chairperson shall be the sole person responsible for delivering the report on the state of transport affairs of the SRC to the Parliamentary Council at least once every semester and may delegate any Member of the Committee to represent him.

ARTICLE 69: DISCIPLINARY COMMITTEE

(a) There shall be a Disciplinary Committee whose members shall consist of:

i. The 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 of the Parliamentary Council.

ii. the Women’s Commissioner

iii. two other appointees of the Executive Committee subject to the approval of the Parliamentary Council.

iv. a representative from all chairpersons of the JCRs.

(b) The Committee shall;
i. have the power to deal with all acts of indiscipline on the part of members of the Parliamentary Council or Students referred to it by the Parliamentary Council, a member of the Executive Committee or any JCR.

ii. in the exercise of its functions have the power to prescribe any appropriate punishment capable of being enforced by the SRC.

iii. shall ensure compliance to the disciplinary with a Judicial Board ruling.

c. Notwithstanding any provisions of this Constitution to the contrary, the Parliamentary Council shall, acting on the advice of the Disciplinary Committee, have the power to recommend appropriate punishment to the Dean of Student Affairs, the Registrar or the Vice Chancellor for implementation except where the recommendations of the Disciplinary Committee is on appeal to the Judicial Board.

ARTICLE 70: PUBLIC RELATIONS OFFICE COMMITTEE

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

i. the Public Relations Officer of the SRC who shall be the chairperson.

ii. one representative from each level.

iii. one representative from GRASAG.

(b) The Public Relations Officer shall:

i. be responsible for publicizing all activities of the SRC in consultation with the particular Committee concerned.

ii. strategize as to how to disseminate information and make information accessible to all students under the SRC.
iii. be responsible for the organisation of all meetings of the SRC and shall do this upon authorization by the General Secretary of the SRC.

iv. monitor and maintain all SRC notice boards and authorize the usage of same by any other body.

v. publish all SRC sponsored publications including students’ newspapers and journals

vi. act as a liaison between the SRC and any organisation desiring to publish information concerning activities on campus and Halls.

vii. at the beginning of every semester, notify members of the Parliamentary Council of all vacancies on all committees as provided for in this Constitution including committees.

viii. perform any other functions that may be assigned to it by the Executive Council and or Parliamentary Council in relation to its office.

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

**ARTICLE 71: CLUBS AND ORGANIZATIONS COMMITTEE**

(a) There shall be a clubs and organisations committee under the SRC which shall be composed of:

i. the President of Ghana Muslim Students’ Association of the University

ii. the Chairperson of the Students Christian Council of the University

iii. three representatives for other clubs and organisations recognized by the SRC.
(b) The Chairperson of the Committee shall be elected at the first meeting among the membership of the Committee

(c) The clubs and organisations Committee shall:

i. receive an application for registration of new clubs and organisations and forwarded to the Dean of Student Affairs office after due consideration.

ii. organize programs and symposiums aimed at involving students in the activities of clubs and organisations.

iii. collaborate with the various clubs and organisations on campus to strategize on how to improve club and society participation in the SRC.

iv. perform any other function as may be assigned to it by the Executive Council or Parliamentary Council resolution.

v. cause the various clubs and organisations under the SRC to present semester programmes of activities for approval by the Executive Committee of the SRC.

(d) The Committee shall in consultation with the SRC Legal Officer draft a work document for the regulation of its affairs and draft by-laws to regulate the operation of all clubs and organisations.

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

(f) The Committee shall work with the Dean of Student Affairs and Patrons in the regulation of clubs and organisations under the SRC.

(g) The Chairperson shall be the sole officer responsible for representing the Committee at meetings organized by the Dean of Student Affairs and presenting the report on the state of clubs and organisations under the SRC to the Parliamentary Council and in his absence delegate any member of the Committee to present the report.
CHAPTER 10: NATIONAL UNION OF GHANA STUDENTS’ SECRETARIAT, CKT - UTAS

ARTICLE 72: THE SECRETARIAT

(a) There shall be established under the SRC a local NUGS Secretariat which shall be composed of:

i. The Local NUGS President

ii. The Local NUGS Secretary

iii. The Local NUGS Treasurer

(b) Local NUGS executives shall be elected by the student body in accordance with the provisions of this constitution.

(c) Before assuming office, the local NUGS executives shall take and subscribe before the General student body at an official public gathering, the Executives Officer’s Oath set out in Schedule E of this constitution.

(d) All other bodies shall be fully described by the work document of the Secretariat to the extent that it is not in contravention with any provision in this constitution

(e) 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 work document of the Secretariat.

(f) All activities of the local NUGS Secretariat shall be subject to approval by the Parliamentary Council.
ARTICLE 73: FUNCTIONS

(a) The core mandate of the local NUGS shall be to oversee the external affairs of the SRC and shall perform other functions which shall include:

i. Undertake assigned programmes and activities of the SRC for the welfare and general good of the students including liaising with the relevant bodies for the processing and disbursement of student loans;

ii. Liaise between the SRC and national secretariat of NUGS;

iii. Be responsible for the dissemination of information to and from national NUGS.

(b) The Local NUGS President, in consultation with the Secretariat shall present a periodic report to the Executive and Parliamentary Council of the SRC on the activities of the Secretariat and shall present such reports at the beginning and end of each semester.

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

(d) 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 NUGS or USAG congress.

ARTICLE 74: FINANCE

(a) All students under the SRC shall pay NUGS dues every academic year as shall be approved from time to time by the University upon recommendation by the Secretariat.
(b) The Secretariat shall operate an account with a bank recognized by the University where all monies of the Secretariat shall be deposited.

(c) The disbursement of NUGS funds shall be limited to activities and functions of the Secretariat and administrative expenditure.

(d) The signatories to the NUGS accounts shall be the local NUGS President, the Treasurer of NUGS and the Dean of Student Affairs.

(e) The Treasurer of NUGS shall present the semester’s budget of the Secretariat to the Budget Committee of the Parliamentary Council of the SRC for discussion before presenting it to the whole Parliamentary Council for further deliberation and approval.

(f) After each meeting of the NUGS Central Committee or Congress, the local NUGS shall submit a written report to the Parliamentary Council through the SRC Executive Committee and in consultation with the P.R.O published on all notice boards within seven days after the meeting, or within seven days after the beginning of the next semester in the event of the meeting taking place during the holidays.

(g) The local NUGS President shall be the leader of the delegation to the NUGS congress.
CHAPTER 11: THE WOMEN’S COMMISSION

ARTICLE 75: MEMBERSHIP

(a) There shall be established under the SRC a Women’s Commission of which every female student enrolled in the University shall be an automatic member.

ARTICLE 76: COMPOSITION

(a) The Commission shall consist of the following core members:

i. The Women’s Commissioner who shall be elected in the manner specified in this constitution

ii. a female JCR executive representative

iii. a female representative from each academic year group

iv. one female representative from Non-residential Students.

v. a female representative from ISA

(b) The commission shall elect its secretary, organizer and treasurer at its first meeting.

ARTICLE 77: FUNCTIONS OF THE COMMISSION

The Commission shall perform the following functions:

(a) Promote the interest and rights of all female students on campus.

(b) Encourage active participation of female students in leadership positions and activities on campus.

(c) Create a link between female students on campus and women’s group with the aim of sharing ideas and strategies on related issues.
(d) Organize seminars, symposia, public forums and other programmes with the aim of improving the social, economic and academic circumstance of female students of the University and sensitizing men on gender-related issues.

(e) Perform any other function assigned to it by the SRC.

(b) 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 work document of the Commission.

ARTICLE 78: FUNDING
The Commission shall be funded through the following means.

(a) The Commission shall receive 10% and 5% of the SRC administrative fund and Local NUGS dues respectively as funding for every academic year.

(b) The Commission shall receive sponsorship from other organisations recognized by the laws of Ghana.

(c) The Commission shall have the right to solicit and create other forms of funding.

(d) The Commission shall present the semester budget and proposed activities of the Commission to the Budget Committee of the Parliamentary Council of the SRC for discussion before presenting it to the whole Parliamentary Council for further deliberation and approval.
CHAPTER 12: FINANCE

ARTICLE 79: STUDENT FUND

(a) The revenue of the SRC shall include:

i. Annual subscription which shall be the SRC’s dues.

ii. Interest on regulated funds invested by the SRC.

iii. Proceeds from sales that may be organized by the SRC.

iv. Income from endowments made to the SRC.

v. Yearly subscription received from clubs and organisations and among others determinable by the Finance Committee.

vi. The Executive Committee shall have the power to enter into an agreement for the raising of loans from financial institutions, the University Authority or Administration and or any other source subject to the approval of two-thirds (2/3) of the members of the SRC Parliamentary Council and finally by the Dean of Student Affairs in consultation with the Vice-Chancellor.

vii. Gifts

viii. Grants

ix. Donations

x. Fines

(b) For the avoidance of doubt, it is hereby declared that any Committee for the SRC Parliament shall within seventy-two (72) hours of raising or receiving any revenue or other money for the purpose of, or on behalf of, or in trust for, that Committee of the SRC Parliament pay such money or revenue to the SRC Parliament through the SRC Treasurer.
ARTICLE 80: DUES DETERMINATION COMMITTEE
(a) 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.

(b) The Dues Determination Committee shall be composed of:
   i. the Executive Committee
   ii. the NUGS President
   iii. the ISA President
   iv. Welfare Commissioner
   v. Public Relations Officer
   vi. the Deputy Speaker of the Parliamentary Council
(c) The Committee shall meet within two weeks after the handing over ceremony.

ARTICLE 81: ACCOUNTS
The SRC shall open a current account(s) with a Bank recognized by the University where all monies of the Council shall be deposited.

ARTICLE 82: DISBURSEMENT
(a) Disbursement of SRC funds shall be limited to;
   i. provisions, activities and functions as the SRC may approve.
   ii. administrative expenditure.

   (b) The SRC President shall allocate any amount of money approved by the Parliamentary Council to the Women's Commission for their activities and other administrative expenses.
ARTICLE 83: EXPENDITURE IN ADVANCE OF APPROPRIATION
Where it appears to the President that the estimate in respect of any semester will not come into operation by the beginning of the semester, he/she may with the prior approval of the Parliamentary Council, authorize the withdrawal of monies from the Students Fund for the purpose of meeting expenditure necessary to carry out the activities of the SRC.

ARTICLE 84: FINANCIAL RESPONSIBILITIES OF SRC OFFICERS
(a) Any SRC officer who is responsible for:

i. the conduct of financial business on behalf of the SRC
ii. the receipt, custody and disbursement of SRC moneys or
iii. the custody, care and use of SRC stores.

(b) The officer shall keep proper records of all transactions and shall produce records of the transactions for inspection when called upon to do so by the Executive, Parliament, Judicial Council and Auditors.

(c) Any SRC officer who fails to keep or produce any records under regulations (a) and (b) shall be in a breach of financial discipline and shall be sanctioned under the prescription of the Judicial Board.

(d) The sanctions shall include any or a combination of the following:

i. warning or reprimand
ii. signing a bond of good behavior
iii. freezing of allowances for a stated period as may be decided by the Judicial Board
iv. a fine not exceeding the amount involved in a case of a financial loss to the SRC as a result of not keeping records

v. Suspension from duties.

ARTICLE 85: CUSTODY OF SRC MONEYS
(a) An SRC officer entrusted with custodial duties of SRC moneys shall protect the moneys against unlawful diversion from their proper purposes and accidental losses, and locate such moneys to facilitate the efficient and economical discharge of SRC financial business.

(b) Any SRC officer who collects or receives money on behalf of the SRC, shall issue official receipts for them and pay them into the relevant SRC Fund within twenty-four (24) hours of receipt except in exceptional circumstances.

(c) Exceptional circumstances in (b) above, refer to when banking services or deposit ATMs are not available.

ARTICLE 86: SIGNATORIES
(a) The signatories to the SRC accounts shall be;

i. the President

ii. the Treasurer

iii. the Dean of Student Affairs

(b) For the avoidance of doubt, all the signatories must sign for the accounts to be assessed.
CHAPTER 13: CODE OF CONDUCT FOR THE SRC

ARTICLE 87: CODE OF CONDUCT FOR THE SRC OFFICERS

There shall be a code of conduct which shall guide all SRC officers under this Constitution.

(a) An SRC officer shall not put him/herself in a position where his/her personal interest conflicts or is likely to conflict with the performance of the functions of his/her Office.

(b) An SRC officer shall at all times act in the best interest of the SRC.

(c) 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.

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

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

(f) Before entering upon the duties of his office, a person elected or duly appointed to any Office under the SRC shall take and subscribe to the Oath of Allegiance, Oath of Secrecy and the official Oath set out in Schedule E of this Constitution, or any other Oath appropriate to his office.

(g) Any breach of the provisions set out in clauses (a) - (f) may constitute a ground for removal or suspension from office.

ARTICLE 88: DRESS CODE OF SRC OFFICERS

(a) The dress code for all SRC Parliamentary Council Members shall be strictly official or Traditional.
(b) The Speaker, the Deputy Speaker, Clerk and the Marshall of the Parliamentary Council shall wear robes provided by the SRC and which shall be properties of the SRC.

(c) The SRC Justices of the SRC Judicial Board shall be decently dressed during the performance of their official duties and shall wear robes and head caps during adjudication and Parliamentary Meetings.
CHAPTER 14: RESIGNATION AND REMOVAL RESIGNATION

ARTICLE 89

(a) Any SRC officer shall communicate his resignation in writing to his/her respective Head of Council/Committee under the SRC five (5) days before the date of resignation and copy same to the Dean of Student Affairs.

(b) The Council/Committee from which the Officer resigns shall publish such resignation on all notice boards within two (2) days after receipt of the resignation letter.

(c) Any Head of Council/Committee under the SRC shall communicate his/her resignation in writing to the Speaker of the Parliamentary Council seven (7) days before the date of resignation and copy same to the Dean of Student Affairs.

(d) In pursuance of clause (c), the Parliamentary Council in collaboration with the PRO Committee shall publish such resignation from which the Officer resigns on all notice boards within two (2) days after receipt of the resignation letter.

(e) In a case of an en bloc resignation of the Executive Committee officers, they shall communicate their resignation in writing to the Speaker of the Parliamentary Council and copy same to the Dean of Student Affairs.

(f) In pursuance of clause (e), there shall be an interim Management Committee as spelt out under the Transitional Provisions of this Constitution.

(g) In the event where an SRC officer resigns he shall hand over all SRC properties in his possession to the Speaker of the Parliamentary Council three (3) days before the date of resignation.
ARTICLE 90: GROUNDS FOR REMOVAL OF SRC OFFICERS
(a) An SRC officer(s) shall individually or severally be removed or suspended from office if found by the Judicial Board in accordance with the provisions of this article to have:

i. acted in willful violation of the oath of office set out in Schedule E of this Constitution

ii. acted in violation of any provision of this Constitution.

iii. misappropriated or embezzled funds of the SRC.

iv. conducted himself in a manner which brings or is likely to bring the name of the SRC into disrepute.

v. been suspended or dismissed from this University.

vii. deferred his/her Programme of study

viii. been incapable of performing the functions of his office by reason of infirmity of mind or body.

ARTICLE 91: IMPEACHMENT
(a) An Executive officer under the SRC shall only be removed by the procedure specified in this clause;

i. a petition for the removal of an executive officer shall by notice in writing be addressed to the Chief Justice stating the grounds for removal and copied to the Dean of Student Affairs.

ii. attached to the petition shall be a Schedule containing the names, Student Identification Numbers, academic year, programme of study, and signatures of fifteen (15) students from each School/Faculty.
iii. 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.

iv. the Chief Justice shall within seven (7) days on the receipt of such a notice of impeachment, empanel the Judicial Board to ascertain the merits of such a case.

v. the decision of the Judicial Board shall be published on all notice boards.

vi. an Executive Officer so impeached shall strictly cease to be an officer under the SRC and shall lose all privileges and benefits accruable to an executive officer.

(b) The Chief Justice or The Speaker of Parliamentary Council shall only be removed by the procedure specified in this clause;

i. a petition for the removal of the Chief Justice or The Speaker of Parliamentary Council shall by notice in writing be addressed to the President of the SRC and copied to the Dean of Student Affairs.

ii. the President shall constitute a five (5) member panel consisting of two Justices, one of whom shall be appointed Chairman by the President, and three other persons who are neither members of the Executive Council nor members of the Parliamentary Council.

iii. the committee appointed under clause (b)(ii) of this Article shall inquire into the petition and recommend to the President whether the Chief Justice or The Speaker of the Parliamentary Council ought to be removed.

iv. all proceedings under this clause shall be held in camera and the Chief Justice or The Speaker of Parliamentary Council is entitled to be heard in defense by him/herself or by Counsel of his own choice.
v. the President shall in each case act in accordance with the recommendations of the Committee.

(c) A review lies as of right from the decision of the Judicial Board in clause (a) and the committee described under clause (b) to the Judicial Board which shall be constituted of seven (7) members and such application for review shall be made within 48 hours.

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

(e) Notwithstanding anything in this article, a petition for the removal of an Executive Committee Officer shall be accompanied by a Schedule containing the names, Student Identification Numbers and signatures of twenty (20) students from each School/Faculty and the hearing shall be in camera.

ARTICLE 92: VOTE OF NO CONFIDENCE
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 the Parliamentary Council.
CHAPTER 15: ADOPTION, AMENDMENT AND REVISION

ARTICLE 93: AMENDMENTS

(a) Any Student shall petition the Chief Justice for the amendment of any provision of this Constitution.

(b) Any notice for the amendment of any provision of this Constitution shall be accompanied by a Schedule containing the names, academic year, Program and signatures of ten (10) students from each School/Faculty.

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

(d) The Committee shall report its decision for amendment to the Judicial Council.

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

(f) A sitting of the Parliamentary Council for the purposes of the debate shall be decided by two thirds (2/3) of the Members present and voting.

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

(h) The SRC representative shall serve the Residence Committee of the University with the amendment.

ARTICLE 94: REVISION

(a) Any Student of the University shall petition the Chief Justice for a total revision of this Constitution.
(b) Any notice for the total revision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of fifteen (15) students from each School/Faculty.

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

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

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

(f) A sitting of the Parliamentary Council for the purposes of the debate shall be decided by two thirds (2/3) of the Members present and voting.

(g) The decision of the Parliamentary Council for the revision shall be served on the President in the form of a resolution bill for him to assent.

(h) The SRC representative shall serve on the Residence Committee of the University the revision.

(i) A total revision of this constitution may be done at least every five (5) years as deem necessary and relevant.

**ARTICLE 95: STAGES FOR ADOPTION OF THIS CONSTITUTION.**

(a) The Dean of Student Office upon receipt of the first draft copy of the SRC Constitution shall subject it to a student open forum for discussion led by the CKT-UTAS SRC Constitution drafting Committee.
(b) Any issue of relevance raised shall be referred to the CKT-UTAS SRC Constitution drafting Committee for further consideration.

(c) The final draft Constitution document and a report shall be submitted to the Office of Dean of Student Affairs for onward submission to the Office of the Vice-Chancellor.

(d) The Vice-Chancellor upon receipt of the document and has satisfied himself that no provision of this Constitution and report contravene the Acts establishing the University, Statutes of the University and the laws of the Republic of Ghana shall forward same to the Academic Board.

(e) The Academic Board of the University shall approve the constitution as stated in Acts 1000 (Act 2019 clause 36 (a))
CHAPTER 16: MISCELLANEOUS

ARTICLE 96: RIGHTS AND PRIVILEGES

(a) i. Members of the Executive Committee, NUGS Executives, The Speaker of the Parliamentary Council, and The Chief Justice shall be residential Students.

ii. Where there are designated halls of residence in the school for the SRC leadership, they shall be provided accommodation in these halls of residence.

iii. In the absence of these halls of residence, they shall be entitled to decent accommodation facilities or accommodation allowance proposed by the executive council, subject to the approval of the Parliamentary Council.

(b) The allowances/per diems payable and accommodation facilities shall be expenditure charged on the students’ funds.

(c) Certificates of honor and/or Awards shall be presented to Members of the Executive Council, the Parliamentary Council Members and the Judicial Board after the successful completion of their tenure of office upon being duly cleared by the Audit Committee.

(d) Certificate of membership shall be presented to Members of the various SRC standing Committees, Commissions and Boards upon being duly cleared by the Audit Committee.

(e) All Committees, Boards or Commissions Members and individuals who have distinguished themselves towards the cause of students may be considered for awards upon the approval of the Parliamentary Council upon being duly cleared by the Audit Committee.

(f) All SRC officers shall have a badge depicting their pictures, names and rank and worn on official duties.

(g) Vacation residence fees including the cost of meals, living and allowances at student rates of any member of the SRC executing an assignment for the
SRC shall be borne out of the Students Fund upon the approval of the Parliamentary Council.

(h) Within four (4) weeks of the coming into force of this Constitution, there shall be a Board of Hall of Fame erected in the SRC office on which shall be embossed the names of successive Presidents who successfully completed their tenure of office.

(i) The Board of Hall of Fame shall be updated every year.

(j) i. A person who has successfully completed his tenure of office as a Member of the Executive Committee shall be an “Elder Statesman”.

ii. A Certificate of Honour of an “Elder Statesman” may be awarded to any five (5) other persons in a particular year; provided he has contributed significantly to the welfare of students.

iii. Without prejudice to any provision of this Constitution, no special privilege shall go with the status of an “Elder Statesman” except that recognition, audience and honour shall be accorded such a person at any function of the SRC that he is present.

iv. A Book of Honour of “Elder Statesmen” shall be kept in the office of the SRC in which the names and other particulars together with citations of “Elder Statesmen” shall be recorded and preserved.

**ARTICLE 97: INSIGNIA**

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

(b) The Judicial Council shall have an Insignia which shall be used at every sitting of the Council.
ARTICLE 98: OATH OF OFFICE
All officers under the SRC shall take and subscribe to the oaths in the Schedule E attached to this Constitution.

ARTICLE 99: PROHIBITION ON ALTERATION OF THE SRC CONSTITUTION
(a) 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.

(b) Any person who 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 and in the case of an SRC officer shall be a valid ground for removal from office and in the case of any other student shall be a valid ground for ineligibility to contest for any SRC position.

ARTICLE 100: INDEMNITY
(a) Members of the Parliamentary Council, Executive Committee or other committees, commissions and boards of the Parliamentary Council shall be indemnified out of the assets and funds of the SRC against any legal or other liabilities as may be incurred for and on behalf of the SRC, provided that such liabilities shall have been incurred in the course of lawful execution of duties assigned to them under this Constitution or by a decision of the Parliamentary Council.

(b) Notwithstanding clause (a) of this article, the Judicial Board shall determine whether such legal actions or liabilities were lawfully incurred in accordance with this constitution and determine whether such an action qualifies to be indemnified on the SRC accounts.
(c) In the event of any legal proceedings being instituted against the SRC, the SRC Legal Practitioner shall represent the SRC.

**ARTICLE 101: INVITATION TO PROGRAMMES**

(a) i. The President in consultation with the Executive Committee shall have the power to nominate delegates, representatives or participants to any conferences, congresses, seminar etc. to which the SRC have been invited.

ii. In the event where the invitation is coming from outside the University, the President shall duly inform the Parliamentary Council through the Speaker.

(b) The delegates, representatives or participants shall present a written report to the Parliamentary Council through the Speaker after such conference, seminar, etc. before the next sitting of the Parliamentary Council.

(c) The report may be published by the Public Relations Officer on all notice boards as may be directed by the Parliamentary Council.

(d) All invitations to SRC programmes shall be subject to the approval of the Parliamentary Council and/or the Executive Committee.

**ARTICLE 102: ESTABLISHMENT OF NEW CAMPUSES**

(a) Notwithstanding any provision of this Constitution, a newly established campus shall have acting Executive Officers appointed by the Dean of Student Affairs, upon application by interested students.

(b) Without prejudice to this constitution, the Electoral Commission of the main Campus in consultation with the Dean of Student Affairs Office shall conduct and supervise over General Elections.

(c) Emoluments/Benefits of such Executive Officers shall be determined by the Dean of Student Affairs.
ARTICLE 103: CENTRAL SEAT
(a) When new Campuses are established, the Navrongo Campus shall be the main campus of the SRC until such a time where the New Campus(s) shall graduate its first batch of Students.

(b) In pursuance to clause (a), the central SRC;

i. seat shall co-ordinate the activities of all the SRCs of the various campuses.

ii. President shall be the official spokesperson of the SRC and represent the SRC at University Council meetings.

iii. seat shall rotate among the campuses of the University annually.

(c) There shall be an SRC Central Committee which shall consist of:

i. the Executive Committee of the various Campuses

ii. the NUGS Presidents of the various campuses;

iii. the Speaker of the Parliamentary Council of the Campus playing host to the Central Seat;

iv. the Chief Justice of the Campus playing host to the Central Seat.

(d) The Central Committee shall meet once in each Semester at the Campus playing host to the Central Seat.

(e) The Central President shall chairperson the meetings of the Central Committee.

ARTICLE 104: TRANSITION
(a) Without prejudice to the provisions of this Constitution, the term of office of the Chief Justice of the Judicial Council shall expire five (5) days after the swearing in of the incoming SRC President.
(b) Any transaction, project or programme that is deemed viable and may exceed the tenure of the Executive Council of the SRC shall not be terminated except with the prior approval of the Parliamentary Council.

(c) The Parliamentary Council shall have the power to modify the terms of or rescind any transaction or contracts, which in the opinion of the Parliamentary Council is not in the best interest of the students.

(d) A person who immediately before the coming into force of this Constitution held or was acting in an office in the existence, shall be deemed to have been appointed/elected as far as is consistent with the provisions of this Constitution; and shall hold or act in the equivalent office under this Constitution.

(e) A person who before the coming into force of this Constitution would have been required under the law in force to vacate his office at the expiration of a period of service shall, notwithstanding the provision of clause (d) of this article, vacate his office at the expiration of the period.

(f) Notwithstanding any provision of this Constitution to the contrary, all matters pending before or being executed by a Committee, Board or Commission of the SRC in existence before the coming into force of this Constitution may be proceeded with and completed by that Commission, Board or Committee, unless it is otherwise dissolved by law; and it shall not be necessary to commence the matter afresh.

(g) All Constitutions of Departmental clubs and organisations and religious groups shall within 60 days after the promulgation of this constitution amend or review their constitution to be consistent with this constitution and attain legal recognition by this Constitution.

(h) This Constitution shall come into effect seven (7) days subject to approval by the Academic Board.
ARTICLE 105: INTERIM MANAGEMENT COMMITTEE

(a) In the event elections are not conducted at the end of the second semester, there shall be an Interim Management Committee consisting of;

i. Chairman

ii. Vice Chairman

iii. Secretary

iv. Treasurer

v. Legal adviser

b. The hierarchy of the above portfolios shall drop down on the Judicial Board’s hierarchy which shall follow from higher rank to lower ones.

c. The team in consultation with the Dean of Student Affairs shall co-opt three other students to form an electoral committee to supervise the elections of new executives within the first four (4) weeks of the first semester.

d. The Interim Management Committee shall also perform all functions stated in this constitution except appointment of Members to the SRC Standing Committees.

e. The Interim Management Committee shall not have the power to make major financial commitments on behalf of the SRC unless determined by the Dean of Student Affairs.

f. All finances of the Committee shall be subject to approval by the Dean of Student Affairs Office.

g. There shall be a five Member Ad-hoc Judicial Committee elected from the Judicial College, who shall accept and handle all petitions and concerns raised from the election.
ARTICLE 106: HANDING OVER

(a) There shall be an ad hoc transitional committee set up and chaired by the Chief Justice to facilitate the proper and legal transfer of power from the outgoing SRC to the incoming SRC.

(b) The committee shall comprise

   i. the Speaker of the Parliamentary Council
   ii. the Chief Justice
   iii. all outgoing Executive Committee Members
   iv. audit Committee Chairperson
   v. the NUGS President;
   vi. all Executives-elect.

(c) The transition period shall begin three days after the declaration of the results of the general election and end immediately after a new SRC is sworn into office.

(d) The committee shall ensure that all SRC assets are properly accounted for by the outgoing SRC.

(e) 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.

(f) The committee shall have the mandate to review the audit report and the transactions of the previous administration.

(g) The committee shall for the effective performance of its functions have the power to issue subpoena orders to compel anybody to appear before it.

(h) The quorum for meetings of the Committee shall be not less than nine (9) Members including the Speaker, Outgoing and Incoming Presidents.

(i) The committee shall for the effective performance of its functions liaise with the office of the Dean of Student Affairs. 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 Student Affairs.

ARTICLE 107: MEETINGS
(a) The Parliamentary Council shall meet at least three times every semester.
(b) The Clerk shall, in writing, notify members of such meetings, specifying the agenda not less than five clear days before the meeting.

EXECUTIVE COUNCIL
a. The Executive Council shall meet at least two (2) times in a Semester.
b. The SRC Secretary shall, in writing notify members of such meetings, specifying the venue and agenda not less than two (2) days before the meeting.
c. Without prejudice to any provision of this Constitution, the First sitting of the Executive Council shall be within seven (7) days after the assumption of office of the New Executive Officers.

EXECUTIVE COMMITTEE
(a) The Executive Committee shall meet at least three (3) times in a Semester.
(b) The SRC Secretary shall, in writing notify members of such meetings, specifying the venue and agenda not less than two (2) days before the meeting.
(c) Without prejudice to any provision of this Constitution, the first sitting of the Executive Committee shall be within five (5) days after the assumption of office of the New Executive Officers.

EMERGENCY MEETINGS
(a) An emergency meeting of the Parliamentary Council shall be convened by the Speaker on the written request of at least fifteen (15) members of the Parliamentary Council.

(b) Members of the Parliamentary Council who request the convening of an emergency meeting shall subscribe their signatures to the written request stating the business to be considered.

(c) The Clerk shall in consultation with the Speaker convene the meeting within three (3) days of receipt of such request.

(d) An emergency meeting of the Executive Council shall be convened within forty-eight (48) hours by the Executive Committee, or on the written request of six members of the Executive Council who shall subscribe their names and signatures to the request stating the business to be considered.

(e) An emergency meeting of the Executive Committee shall be convened within twenty-four (24) hours by the President, or on the written request of three members of the Executive Committee who shall subscribe their names and signatures to the request stating the business to be considered.

(f) Except the business for which an emergency meeting is convened, no other business shall be considered.

**CONDUCT OF MEETINGS**

(a) A speaker on the Floor of the House must first address the Chair and the House before proceeding with his/her statements.

(b) A speaker on the floor of the House shall direct his/her speech strictly to the subject on the agenda under discussion if there is no motion on the Floor.

(c) Every member shall address himself/herself solely on the Floor.

(d) No member shall be allowed to speak more than once on a motion so long as a member who has not spoken on that motion desires to have the Floor.
(e) No member shall speak for more than five minutes without the permission of the Speaker.

(f) As and when necessary, more Standing Orders may in case of urgency or after notice is duly given, be suspended or changed at any sitting of the Parliamentary Council so far as there is two-thirds majority in favour of same.

ARTICLE 108: SCHEDULES

SCHEDULE A

SRC Representation on University Boards and Committees

(a) Residence Committee
   Two representatives

(b) University Welfare Services Board.
   One representative

(c) Library Committee.
   One students' representative from each School/Faculty appointed by SRC/GRASAG

(d) Bookshop Committee.
   One representative

(e) Sports Advisory Committee.
   One representative

(f) Transport Committee.
   SRC/GRASAG representative

(g) Sexual Harassment Committee.
   One representative

(h) Estate management Committee.
   One representative

(i) Health Services Committee.
One representative

(j) Security Committee.
Two representatives

SCHEDULE B
Composition of Audit Committee of the SRC

(a) There shall be a representation of all year groups in the University.
(b) Level 200-year group shall have two representatives
(c) Students shall file their nominations with the clerk of the Parliamentary Council
(d) The Parliamentary Council upon receipt of the nominations shall approve and appoint members of the Audit Committee during its second sitting
(e) The Audit Committee shall elect its Chairperson at its first meeting
SCHEDULE C

ELECTION OF THE SPEAKER.

(a) Interested students who meet the Basic Qualifications shall file nomination through the Electoral Commission.

(b) The Vetting Committee shall vet applicants during vetting for the General Election.

(c) The list of the recommended applicants shall be published on all notice boards, copied to the Chief Justice and Office of the Dean of Student Affairs.

(a) Election shall be conducted for the recommended applicants at the first sitting of the Parliamentary Council.

(b) Without prejudice to (d) the first Parliamentary Council sitting for the purpose of electing a Speaker after coming into force of this constitution shall be chaired by the Chairperson of the Interim Management Committee.

(c) After election and swearing in of the Speaker, the Speaker shall take over proceedings of the House.
STANDING ORDERS

BEGINNING A MEETING.

(a) A meeting starts with the Chairperson calling the House to order for proceeding. Members shall be reminded of the standing orders governing the conduct of meeting.

b. The agenda for the meeting is presented.

c. The agenda shall be accepted or rejected by the House after amendments where necessary.

(d) A motion must be moved and seconded to accept or reject the agenda.

MOTION

A motion shall be in a written form as below.

Title: Motion

“I move that the house …………………………………”

Mover: ………………………………………………………

Signature: …………………………………

Seconder: ………………………………………………………

Signature: ……………………………

Date: ……………………………

Time: ……………………………

TYPES OF MOTION

(a) ORDINARY MOTION (SUBSTANCE MOTION)

i. A motion can be moved on an issue under discussion.
ii. A motion shall be seconded by at least one person.

iii. If the mover does not get a seconder, he shall be allowed two (2) minutes to convince members of the House to get a seconder.

iv. A motion that is not seconded shall be rejected.

v. If a motion is moved, the Speaker shall leave any other discussion and attend to the motion.

vi. The motion shall be debated on the order of:

vii. Mover

viii. Seconder

ix. For the motion

x. Against the motion

xi. A right of reply by mover.

xii. After debate on a motion, it shall be put to vote.

(b) COUNTER MOTION

i. A counter motion is one that rejects the substance or relevance of a substance motion.

ii. A counter motion shall need the same requirement as in an ordinary motion.

iii. A counter motion shall be allowed only if there is no vote on the substance motion.

iv. The Speaker shall suspend debate on the substance motion and attend to the counter motion.

v. If the counter motion is carried, then automatically, the substance motion is defeated.

vi. However, if a counter motion is defeated, the substantive motion shall be voted on. Two (2) people will be required to comment on the substance motion before the vote. (i.e. one for or one against).
(b) PROCEDURAL MOTION

i. This motion questions the procedure by which a substantive motion is moved. It may seek to clarify a substance motion by inserting or removing a word or statements.

ii. A procedural motion does not cancel a substantive motion unlike a counter motion. Instead it defers the substantive motion.

iii. A procedural motion shall follow the basic requirement of an ordinary motion.

iv. If a procedural motion is carried the substantive motion shall be deferred until the requirements of the procedural motion is fulfilled or satisfied.

v. If defeated, the substantive motion continues in order of the debate and voted on.

vi. If the procedural motion is carried and substantive motion is deferred, the requirements of the procedural motion satisfied, another procedural motion is required to bring the substantive motion back to the floor of the house.

vii. A procedural motion shall be moved as follows:

viii. “I move that the motion be now put …………………..” (i.e. to defer a substantive motion)

ix. “I move that the motion be now put …………………..” (i.e. to bring the substantive motion back to the floor).

NOTE:

(a) When a motion is carried it becomes a resolution and can be turned into a law or policy.

(b) When a motion is carried or defeated, submission may be allowed but not a debate. These are suggestion of ways to facilitate the execution of a resolution, expression of frustration for the defeat of the motion etc.

(c) When a motion is carried or defeated, the mover shall have the right of reply if he wills. That opportunity is not transferable.
ORDER OF A MEETING

These regulations in the form of interventions and/or interruption shall be adopted for the smooth conduct of meetings. They are strong according to the order written and arranged.

POINT OF ORDER

This comes when a person contributing to a debate or any discussion on the floor is out of order. A speaker is out order if:

a. He talks on a topic not related to the topic under discussion.

b. He is drawing the House back to what has been agreed on which is likely to delay proceedings.

c. He is not doing what the chairperson asks him to do.

d. He uses unparliamentarily language.

CONVENTIONS

a. The Speaker shall hear point of order at all times.

b. A person alleged to be out of order shall take his seat until ruling is done on the order.

c. The Speaker shall accept a point of order (point of order upheld) or reject it (point of order over-ruled). He shall give reasons although not obliged.

d. If a point of order is over-ruled, the person alleged to be out of order shall continue his speech.

e. If a point of order is upheld, the person out of order shall not be allowed to continue his speech.

f. No point of order can be raised against the Speaker.

g. No point of order can be raised against another point of order.

Note: Speaker’s attention is drawn to a point of order with “a closed fist in a raised palm”.

POINT OF CORRECTION

This is to make a correction to a mistake made in the process of a debate or discussion.

Note: Speaker’s attention is drawn to a point of correction with “two (2) fingers in a raised palm”.

POINT OF INFORMATION

This is to seek information or clarification, or supply information relevant to the debate or discussion on the floor.

Note: Speaker’s attention is drawn with “a finger in a raised palm”.

SCHEDULE E: 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)

Sign. …………………… Date. ………………………

(To be sworn before the President, the Chief Justice 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 C.K. Tedam University of Technology and Applied Sciences, Navrongo 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).

Sign. ……………… Date. ……………………

(To be sworn before the Chief Justice 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 C.K. Tedam University of Technology and Applied Sciences, Navrongo 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)

Sign. ……………… Date. ……………………
THE OATH OF THE CHIEF JUSTICE

I ……………………………………………………. having been elected Chief Justice 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).

Sign. …………………. Date. ………………………

(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 Parliamentary 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 Parliament without fear and favour, affection or ill-will.(So help me God).

Sign. …………………. Date. ………………………

(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 C.K. Tedam University of Technology and Applied Sciences, Navrongo. 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).

Sign. ……………… Date. …………………

(To be sworn before the Chief Justice 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 member of the Judicial Board (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).

Sign. ……………… Date. …………………

(To be sworn before the Chief Justice 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/appointed 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).

Sign. …………………. Date. ……………………

(To be sworn before the Speaker of Parliament and the Chief Justice 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)

Sign. …………………. Date. ……………………

(To be sworn before the President or such other person as the President my 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)

Sign. …………………. Date. ……………………

(To be sworn before the President, Chief Justice or such other personas the President may designate.)
CERTIFICATE OF AUTHENTICATION OF CONSTITUTION

I, Asamoah Joshua Tawiah, Chairman of the CKT-UTAS SRC Constitution Drafting Committee certify that this constitution has been read and approved by the Academic Board of the University.

Dated this: 14th July, 2022
MEMBERS OF THE CONSTITUTION DRAFTING COMMITTEE

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<tr>
<th>S/N</th>
<th>NAME</th>
<th>ROLE</th>
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<tr>
<td>1</td>
<td>ASAMOAH JOSHUA TAWIAH</td>
<td>CHAIRMAN</td>
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<td>2</td>
<td>IBRAHIM HAMDIA</td>
<td>SECRETARY</td>
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<td>3</td>
<td>TURKSON JOSEPHINE</td>
<td>MEMBER</td>
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<td>4</td>
<td>OPPONG-KYEKYEKU, STEPHEN</td>
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<td>5</td>
<td>ABDULAI, JAMILA</td>
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<td>6</td>
<td>AKUMBUNO, ALEXANDER</td>
<td>CO-OPTED MEMBER</td>
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<tr>
<td>7</td>
<td>N.AJEGA-AKEM, STEPHEN</td>
<td>CO-OPTED MEMBER</td>
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Signature;

Asamoah Joshua Tawiah
Chairman

Ibrahim Hamdia
Secretary

THIS CONSTITUTION HAS BEEN CAREFULLY AND CRITICALLY EXAMINED AND APPROVED BY THE ACADEMIC BOARD OF THE CK. TEDAM UNIVERSITY OF TECHNOLOGY AND
APPLIED SCIENCES, NAVRONGO AS THE LEGAL DOCUMENT FOR THE STUDENT ADMINISTRATION IN THE UNIVERSITY.

Dated this ______ Day of _________ 2022.

1. The Vice-Chancellor
   Professor Eric Magnus Wilmot
   
   
2. The Registrar
   Dr. Vincent Ankamah Lomotey
   
   
3. The Dean of Students
   Dr. Ohene Boansi Apea
   
   
__________________________