

CONSTITUTION

OF THE STUDENTS REPRESENTATIVE COUNCIL
KOFORIDUA POLYTECHNIC



SRC CONSTITUTION KOFORIDUA POLYTECHNIC

This constitution was originally promulgated in 1997 / 1998 academic year and reviewed in 2009/2010 academic year.

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ARTICLE 1-PREAMBLE

With Faith in God/Allah from whom all things emanate and to whom all things are referable.

DETERMINED to foster solidarity and fraternity amongst other sister institutions. Desirous of fostering chosen bond of friendship and realizing the need to attain the highest excellence in our Moral, Spiritual, Social, Political and Intellectual endeavors and IN SOLEMN declaration and affirmation of our faith in the principle that all powers of Government come from the collective will of the people.

INTEND to establish an accountable student government to enrich our heritage and safeguard the exquisite principles of Probity, Veracity, Impartiality and Scrupulosity. We the students of Koforidua Polytechnic do hereby adopt, enact and give to ourselves this constitution as the foundational laws of our Student Body and the Students Representative Council (SRC) this day of

ARTICLE 2 - SUPREMACY OF THE CONSTITUTION

- a. This Constitution shall be the supreme law governing the students of Koforidua Polytechnic.
- b. An act or enactment that is inconsistent with any provision of this constitution shall to the extent of that inconsistency be null and void .

ARTICLE 3 -NAME

The name of the Body shall be known as "**Students Representative Council**" of Koforidua Polytechnic, here in after referred to as "**SRC**".

ARTICLE 4 - RECOGNITION AND AFFILIATION

- i. The S.R.C shall be the legitimate representative organ of the Student Body as a whole to the Polytechnic Authorities and outside bodies and shall be recognized as such by the students of the Polytechnic, the Polytechnic Authorities and outside bodies.
- ii. The S.R.C shall have membership of and/ or affiliation to the GHANA NATIONAL UNION OF POLYTECHNIC STUDENTS (GNUPS) and any other student or youth organization in so far as the aims and objectives of such organization do not conflict with those of the SRC.

ARTICLE 5- AIMS AND OBJECTIVES

The aims and objectives of the SRC shall be:

- i. To seek the general welfare of the students and to advise in relation to such matters concerning students welfare.
- ii. To work in all deliberations and in close harmony, with the Authorities of the Polytechnic in all matters affecting the interests of the students.
- iii. To organize lectures, symposia, debates, voluntary work and other social activities in the interest of the students.
- iv. To be responsible for the organization of orientation courses for fresh students at the beginning of every academic year.
- v. To be responsible for the planning of major students functions including the promotion of sports/ games and entertainment.

- vi. To be responsible for all meetings incidental to representing the interest of students.
- vii. To co-operate with the Representative Student Bodies of other Polytechnics and institutions of higher learning for the promotion of peace and unity in the country and to keep contact with past students of the Polytechnic.
- viii. To formulate such rules and regulations as will promote cordial relationship between students and groups of sex, creed, ethnic origin or course study.
- ix. To foster maintenance of the right academic atmosphere for the students of this Polytechnic to pursue their studies and encourage the organization of seminars by halls, faculties and societies.
- x. In pursuance of these objectives, the Council shall co- operate with the authorities and other agencies deemed necessary.
- xi. However, the Council shall be empowered to appeal against Polytechnic regulations which have been tested to be at variance with the interest of the students.

ARTICLE 6: COMPOSITION OF THE SRC COUNCIL

The membership of the S.R.C. shall be composed of:

- i) The Executive Committee
- ii) The Judicial Committee
- iii) The General Assembly

i) Composition of The Executive Committee

There shall be an Executive Committee whose offices shall be democratically elected by the students of the Polytechnic through a secret ballot except the offices of the Chaplain and the Chief Imam.

a) President

- b) Vice President**
- c) Secretary**
- d) Treasurer**
- e) GNUPS Representative**
- f) Public Relations Officer**
- g) Male Organizing Secretary**
- h) Women's Commissioner**
- i) Welfare Officer**
- j) Two Non HND Representatives**
- k) Chaplain**
- l) Chief Imam**
- m) Two Doorstep Representative**

ii) Composition Of The Judicial Committee

The Judicial Committee shall be composed of:

The Chief Justice and eight (8) others appointed by the President in consultation with the Executive Committee.

iii) Composition Of The General Assembly

The General Assembly shall be composed of the following (who shall be accredited and thereby *have* voting right except *observers*).

- A) The Executive Committee except the President
- b) Department or Association Heads
- c) Registered Hostel Presidents d)Speaker"" ,
- d) Speaker
- e) Observers
- f) Class Secretaries
- g) All appointed Non-Executive members
- h) Two representatives from each sub-committee
- i) The Clerk of General Assembly (*Shall take minutes of the General Assembly*)

The General Assembly shall be presided over by a **Speaker** who shall be appointed by the President and accepted by the council. In his absence, the Chief Justice shall act.

ARTICLE 7: DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

- i) Have power to issue Executive Instructions.
- ii) In times of Emergency, assume emergency powers appropriate to contain the situation.
- iii) Draw/Propose and implement policies and programs that shall be approved by the General Assembly of the SRC.
- iv) Be the main implementing body of the decisions of the General Assembly of the SRC.
- v) Be the sole body for making representation to the Polytechnic Authorities for and on behalf of all students of the Polytechnic.
- vi) The Executive shall have power to form an ad hoc committee as the need arises.

ARTICLE 8: FUNCTIONS OF THE EXECUTIVE OFFICERS

A) POWERS OF THE SRC PRESIDENT

The SRC President shall have the Power to:

- I) Appoint the Speaker of the General Assembly.
- II) Appoint the chairman and /other members of the sub-committees of the SRC unless otherwise stated in this constitution.
- III) Shall have a casting vote where there is a tie on a decision at the Executive Committee meetings.

- IV) Assign any extra duty to any of the Executive Officers.
- V) Take disciplinary actions in consultation with the Judicial Committee against any officer(s) who refuse(s) to perform his/their duties as stipulated in this constitution and also those who shall absent themselves from Executive Committee meetings without express permission.
- VI) Attend any meetings of the SRC, student body of any category.

B) FUNCTIONS OF THE SRC PRESIDENT

The S.R.C. President shall:

- i) Chair all meetings of the Executive Committee and the entire student body.
- ii) Act on the advice of the Executive Committee, at the beginning of any semester and before the dissolution of the General Assembly or any point in time; deliver to the General Assembly a written address on the state of affairs of the S.R.C.
- iii) Be the chief spokesman of the student body in matters within the jurisdiction of the SRC.
- iv) Present a report of the activities of the SRC to the entire student body at the end of the tenure of office.
- v) In the event of any legal suit instituted against the SRC, he shall represent the SRC together with the Chief Justice.
- vi) Be a signatory to all SRC bank accounts.
- vii) Approve all monies to be released by the Treasurer.
- viii) Ensure absolute sanity during Executive Committee meetings.
- ix) See to the implementation of General Assembly decisions, and concern himself with any other business as may be

directed to him by the General Assembly and the general student body meetings.

- x) Sign all correspondence going out from the SRC.
- xi) Together with the Secretary sign minutes of the Executive meetings.
- xii) Appoint the Clerk for the General Assembly in consultation with the Speaker.

C) FUNCTIONS OF THE VICE PRESIDENT

The Vice President Shall:

- I. Work hand -in -hand with the President in the performance of his duties.
- II. In the absence of the President, assume the powers and perform the duties of the President.
- III. Whenever the position of the SRC President becomes vacant by reason of incapacitation, resignation, impeachment or removal of the holder, SRC vice President shall complete the unexpired term of the SRC President.
- IV. Upon assuming Office as the SRC President, under clause(3) of this article, shall in consultation with the Executive Committee nominate a person to become SRC Vice President subject to approval by two-thirds(2/3) majority of General Assembly.
- V. He shall be in charge of general supervision-of student activities by co-coordinating the work of the various sub- committees of the SRC except the Judicial Committee and the Independent Electoral Commission.

- VI. Chair the SRC / Hostel committee as the case may be.
- VII. He shall perform any other function assigned to him by the SRC or the President.
- VIII. Supervise the activities of all sub - committees of SRC except the Judicial Committee and Electoral Committee.

D) FUNCTIONS OF THE EXECUTIVE SECRETARY

The S.R.C. Executive Secretary Shall:

- I. Under the direction of the President summon all meetings of the Executive Committee stating the agenda.
- II. Keep true and accurate records of all meetings and activities of the Executive Committee.
- III. Conduct all correspondence of the SRC both internally and externally and this shall be done on the directives and in consultation with the SRC President.
- IV. Be the custodian of the archives and all important documents at all levels.
- V. Act in the absence of the Clerk of the General Assembly.
- VI. Shall be in charge of the organization of the Executive committee meeting places.
- VII. Perform other functions assigned to him by the President.
- VIII. Perform any duty assigned to him by the Executive Committee, General Assembly and or the student body at a meeting.

E) FUNCTIONS OF THE SRC TREASURER

The Treasurer must be a student with a very good , accounting background:

- I. He shall have custody of all SRC cheques and cash books and keep all monies in the bank.
- II. Be a signatory to all SRC bank accounts.
- III. Shall be a member of the Finance committee.
- IV. Shall perform any other duty assigned him by the President, Executive Committee or the General Assembly of the SRC.

F) FUNCTIONS OF GNUPS REPRESENTATIVES

The GNUPS Representative shall:

- i. Represent the SRC at all GNUPS meetings.
- ii. Be the Chairperson of the Transport Committee
- iii. Be in charge of all activities concerned with the Students' Loan Scheme.
- iv. Perform any other function assigned him/her by the President, Executive Committee or the General Assembly of the SRC.

G) FUNCTIONS OF THE PUBLIC RELATIONS OFFICER [P.R.O]

The Public Relations Officer shall:

- I. Endorse all student and SRC publications.
- II. Be responsible for all SRC publicities.

- III. In the absence of the Secretary, assumes the powers of the Secretary and perform his/her duties.
- IV. Liaise with anyone who wants to educate students in all respects .
- V. Keep records on all events of the SRC, and the Polytechnic.
- VI. Be abreast with all information of the Polytechnic SRC and general issues.
- VII. Have a copy of records on all publicities of the SRC.
- VIII. Account to the council within seven (7) working days after an activity had been undertaken.
- IX. Perform any other duty given him by the President, Executive Committee or the General Assembly of the SRC.
- X Be the Chairperson of the Editorial Committee.

H) FUNCTIONS OF THE MALE ORGANIZING SECRETARY
The Male Organizing Secretary shall:

- I. Be a member of the organizing/entertainment committee.
- II. Be responsible in directing and controlling, in a responsible manner, all programmes concerning the SRC.
- III. Be responsible and carry out any duty that may be given him by the Executive Committee or the General Assembly of the SRC.
- IV. Shall account to the council within seven (7) working days after an activity had been undertaken.

D) FUNCTIONS OF THE WOMEN COMMISSIONER

The female organizing secretary shall:

- I. Be responsible for organizing all women activities
- II. Advise women in all respects.
- III. Be a member of the Organizing/Entertainment Committee
- IV. Be the Head of the women in all activities
- V. Advise the President, Executive Committee or the General Assembly of the SRC on issues relating to female students.
- VI. Perform any duty given her by the President, Executive Committee or the General Assembly of the SRC
- VII. Enhance the intellectual capacity of female students with a view to offer a common front for monitoring discriminatory and unfair practices against female students with the view to seeking redress in appropriate cases
- VIII. Shall account to the Council within seven (7) working days after a an activity has been undertaken.

J) FUNCTIONS OF THE CHAPLAIN

The Chaplain shall:

- i. Be responsible for all christian religious activities of the SRC in consultation with the Chaplaincy Board of the Polytechnic

- ii. Organize non-denominational church services in consultation with the Chaplaincy Board of the Polytechnic Administration.
- iii. Be the Chairperson of the Religious Committee of the SRC.
- iv. Perform any assignment given him/her by the President, Executive Committee or the General Assembly of the SRC.

K) FUNCTIONS OF THE CHIEF IMAM.

The Imam shall:

- i. Be responsible for all Islamic religious activities of the SRC.
- ii. Organize non-denominational services.
- iii. Be a member of the Religious Committee and shall act as Chairman in the absence of the Chaplain,
- iv. Perform any duty assigned him/her by the President, Executive Committee or General Assembly of the SRC.

L) FUNCTIONS OF THE WELFARE OFFICER

The Welfare Officer shall:

- i. Chair meetings of the welfare committee
- ii. Represent the SRC on Polytechnic Welfare Committee
- iii. Perform other duties as stated in ***the functions of the Welfare Committee.***
- iv. Perform any other duties assigned to him or her by the President/Executive Committee or the General Assembly.

M) FUNCTIONS OF THE TWO NON-HND REPRESENTATIVES

The two Non - HND Representatives shall:

- I) Perform any duty assigned to them by the President, Executive Committee or the General Assembly of the SRC.

N) FUNCTIONS OF THE TWO DOORSTEP REPRESENTATIVES

- I) Represent the Doorstep students at all SRC and Executive Meetings.
- II) Perform any duty assigned by the President, Executive Committee or the General Assembly of the SRC

ARTICLE 9 - THE FUNCTIONS OF THE CHIEF JUSTICE AND THE JUDICIAL COMMITTEE OF THE SRC

A) FUNCTIONS OF THE CHIEF JUSTICE

The Chief Justice shall:

- I) Be the Chairperson of the Judicial Committee
- II) Be responsible to keep peace in the SRC and the student body .
- III) Advise the President on all legal and constitutional matters.
- IV) Be the chief Arbitrator for the students.
- V) Be liable to all duties delegated to him by the President or General Assembly of the SRC.
- VI) Act in the absence of the Speaker of the General Assembly.

Perform any other duty given him by the President, Executive Committee or the General Assembly of the SRC.

- VII) Account to the Council within seven (7) working days after an activity had been undertaken.
- VIII) Shall administer the oath of the General Assembly of the SRC.

B) FUNCTIONS OF THE JUDICIAL COMMITTEE

The Judicial Committee shall:

- i. Consist of the Chief Justice and eight (8) others appointed by the President upon the advice of the Executive Committee of the SRC.
- ii. Be responsible for all forms of discipline of the SRC and the student body.
- iii. Be responsible to educate students on good moral behaviours.
- iv. Be responsible to check any ultra vires of the SRC and the student body.
- v. Constitute the SRC law court, which would be chaired by the Chief Justice.
- vi. Promote peace in the Polytechnic,
- vii. Be responsible for any duties given to it by the Executive Committee or the General Assembly of the SRC.
- viii. Responsible for the provision of any legal document of the S.R.C.
- ix. In the exercise of its functions, the Judicial Committee shall have power to do such things as shall be reasonably necessary thereto, including the issuing of the prerogative writs of orders of mandamus, certiorari, prohibitions and quo warranto, declarations and injunctions.

- x. Be responsible for the printing of all legal documents.
- xi. Shall have the power to review the SRC constitution with prior approval from the General Assembly

ARTICLE 10- NON-EXECUTIVE OFFICERS

The chairpersons shall be appointed by the SRC President in consultation with the Executive Committee.

The non-executive officers comprise:

- a. The Health/Sanitation Officer
- b. The Class Secretaries
- c. Hall Presidents

a. *Health/Sanitation officer shall:*

Be knowledgeable in first aid. His/her functions shall be to:

- i. Co-ordinate the students' first aid scheme.
- ii. Be a member of the Sports Committee.
- iii. Administer first aid in time of emergency.
- iv. Perform any duty assigned him/her by the SRC President.
- v. Liaise with the clinic and Administration for first aid facilities.
- vi. Account to the SRC Executive all first aid facilities released for the use of students.

b. *Each Class Secretary shall:*

- i. Have a meeting with their respective classes before attending any General Assembly of the SRC meeting.
- ii. Send feedback to their respective classes after deliberations at General Assembly of the SRC meetings.
- iii. Be responsible for any duty assigned him/her by the Executive Council, the President or the General Assembly of the SRC.

c. *The Hall Presidents shall:*

- i. Be responsible for the day to day running of their various Halls.
- ii. Be responsible for the general welfare of their Hall members.
- iii. Act as links between the SRC and their various Halls.

ARTICLE 11-SUB-COMMITTEES OF SRC

There shall be the following sub-committees of the SRC Executive Committee to be appointed by the SRC President in consultation with the Executive Officers.

A. The Academic Committee

The Academic Committee shall:

- i. Consist of at least one student from each programme on campus.
- ii. Liaise with the Executive Committee on all academic issues.
- iii. Educate students on all academic activities of the SRC representative on the Polytechnic Academic Board

B. The Finance Committee

The Finance Committee of the SRC shall:

- i. Be responsible for the running of all SRC businesses.
- ii. Present to the General Assembly an audited account at the end of the semester.
- iii. Present an account to the Executive Committee at the end of every month with regard to activities of the S.R.C businesses.
- iv. Consist of the Treasurer and six (6) others nominated by the President in consultation with the Executive Committee.

- V. Be responsible for the allocation of funds for various student activities,
- vi. Draw up and review budget(s) for the SRC.
- vii. Assist the Treasurer in the performance of his/her duties.

C. The Editorial Committee

The Editorial Committee shall:

Consist of six (6) members appointed by the President in consultation with the Executive Committee.

- i. The PRO shall be the Chairperson.
- ii. Act as liaison between the SRC and any organization desiring to publish information concerning activities on the campus and Halls.
- iii. Appoint masters of ceremonies [MC's] for all SRC organized activities/programs.
- iv. Account to the Council within seven [7] working days after an activity had been undertaken.
- v. Be responsible for all SRC sponsored publications, including students newspapers except SRC constitution and Electoral materials

D. Sports/Games Committee

The Sports/ Games Committee shall:

- i. Consist of five (5) members appointed by the President in consultation with the Executive Committee.
- ii. Be responsible for organizing sportsmen and women to the annual SRC / GNUPS games and all other games.

- iii. Shall account to the Council within seven [7] working days after an activity had been undertaken.

E. The Organizing and Entertainment Committee

The Organizing and Entertainment Committee shall:

- i. Consist of nine (9) members.
- ii. Chaired by the Organizing Secretaries.
- iii. Be responsible for organizing SRC sponsored programmes including dance, concerts and plays.
- iv. Be responsible for entertainment programmes.
- v. Co-ordinate the entertainment activities of the various Halls, clubs and societies.
- vi. Have the male Organizer as a member.
- vii. Shall account to the Council within seven [7] working days after an activity had been undertaken.

F. The Transport Committee

The Transport Committee shall:

- i. Consist of five (5) members.
- ii. Have the GNUPS Representative as its Chairperson.
- iii. Be in charge of SRC vehicle(s) (if any).
- iv. Be responsible for proper maintenance of all SRC vehicles.
- v. Make provision for vehicles for SRC activities when the need arises.
- vi. Shall account to the Council within seven [7] working days after an activity had been undertaken.

G. The Estate Committee

The Estate Committee shall:

- i) Be chaired by the Vice President.
- ii) Be in charge of all landed property of the S R C.

- iii) Be responsible for other movable property of the S.R.C including furniture.
- iv) Take inventory of all properties of the S R C upon assumption of office and at the expiring of their office.

H. The Procurement Committee

The Chairman of the committee shall have a fair knowledge about procurement

The Procurement Committee shall:

- i. Consist of five (5) members
 - ii. Undertake proper sourcing of items to be purchased by the SRC.
 - iii. Be responsible for the purchase of all items for the SRC.
 - iv. Advise the SRC on all purchases.
 - v. Shall account to the Council within seven (7) working days after an activity had been undertaken.
-
- i. Sponsorship/Planning Committee**
The Sponsorship/Planning Committee shall:
 - i. Consist of nine (9) members.
 - ii. Seek sponsorship for SRC activities/projects.
 - iii. Be responsible for planning developmental projects for the SRC.
 - iv. Shall account to the council within seven (7) working days after an activity had been undertaken.

J. The Welfare Committee

The Welfare Committee shall:

- i. Consist of the Welfare Officer and four (4) other appointed members.
- ii. Cater for the welfare of students.
- iii. Investigate cases relating to students
 - (a) *Boarding and lodging problems*

- (b) *Laundry services*
- (c) *Financial problems and any other issues relating to students welfare.*

- iv. Liaise with the hostel health officers in the discharge of their duties.
- v. Be responsible for hall and hostel management,
- vi. Be responsible for allocating students to hostels.
- vii. Be responsible for the provision of basic facilities at the hostels.
- viii. Advise the Executive Committee and the General Assembly of the SRC on all welfare issues.

K. The Religious Board

The Religious Board shall:

- i. Consist of the Chaplain, the Imam and three other members appointed by the President in consultation with the Executive Council of the SRC.
- ii. Oversee the creation of any new religious body on campus in consultation with Chaplaincy Board of the Polytechnic.
- iii. Co-ordinate the activities of all religious bodies under the SRC.
- iv. Organize non-denominational services for all students of the Polytechnic in consultation with the Chaplaincy Board of the Polytechnic.

NOTICE

- a. All sub-committees shall be responsible to the Executive Committee in the performance of their duties and shall report on their activities at every meeting.
- b. All sub-committees shall keep proper records of their meetings.

- c. Any sub-committees shall co-opt other members if they have special knowledge in the matter before the committee. However, such members shall have no voting powers.
- d. Members of the General Assembly of the SRC shall serve on not more than one (1) sub-committee.

ARTICLE 12 - GENERAL ASSEMBLY OF THE SRC MEETINGS

- i. Meetings shall be held twice a semester.
- ii. Quorum shall be the Speaker, the Clerk and two-thirds (2/3) of the total membership of the General Assembly of the SRC.
- iii. Notwithstanding the provision of item (i), the General Assembly shall empower itself with members present to take decisions on emergency matters and shall be binding on the whole General Assembly of the SRC if there is a low turnout of members at the meeting.
- iv. Decisions shall be determined by a simple majority of members present in voting or by popular acclamation. Unless otherwise stated in this constitution.
- v. The *Executive Committee* in consultation with the speaker shall convene an emergency meeting of the *General Assembly of the SRC* when the need arises.
- vi. An emergency meeting shall be called upon the request of nine (9) accredited members of the General Assembly of the SRC who shall subscribe their names and signatures to a written request stating the business to be considered at such meetings upon the consideration of the Speaker.
- vii. For the proper conduct of meetings, schedule two (2) of this constitution provides the standing orders.
- viii. Observers shall be allowed at regular General Assembly meetings.

ARTICLE 13 -SRC REPRESENTATION ON THE POLYTECHNIC COUNCIL

The President shall be a member of the Polytechnic Council

ARTICLE 14 - DISCIPLINE OF MEMBERS

- a. A member shall lose his/her seat on the General Assembly of the SRC if:
 - i. Adjudged by the Judicial Committee to have embezzled funds of the SRC.
 - ii. Proved by the Judicial Committee to be ineffective or negligent of his/her duties.
 - iii. He/she is absent from two (2) consecutive sittings of the General Assembly of the SRC within a semester without tangible reason(s) submitted in writing to the Speaker of the General Assembly of the SRC.
 - iv. The class withdraws its representation.
 - v. Voluntarily resigns.
- b. In matters of discipline, the General Assembly of the SRC shall constitute itself into Judicial Committee to deal with the matter. When a member loses his/her seat, if in possession of any SRC document or property, shall hand over such item(s) within forty-eight (48) hours to the SRC.
- c. Members and/or Executive Officers shall be indemnified out of the assets and funds of the SRC against any legal or other liabilities as may be incurred on behalf of the SRC provided that such liabilities shall have been incurred in the legitimate lawful execution of the duties as assigned to them under this constitution.
- e. In matters of discipline, the issue must be referred to the Judicial Committee for investigation and report their decisions to the Executive committee.

ARTICLE 15 - EXECUTIVE COMMITTEE MEETINGS

- a. The Executive Committee shall meet twice a month.
- b. The President shall convene an emergency meeting when the need arises.
- c. An emergency meeting shall be called on the request of five (5) members of the committee, who shall subscribe their names and signatures to a written request, stating the issue to be considered at the meeting.
- d. The President shall be obliged to such a request and convene it.
- e. The President or the Vice President, Secretary or the P.R.O and five (5) of the members shall form a quorum.
- f. Decisions of Meetings shall be either by a simple majority of members present in voting or by popular acclamation.
- g. The Executive Committee shall make standing orders for the proper conduct of meetings.

ARTICLE 16 - PROVISION OF FACILITIES AND HONOURARIUM

- I. The SRC shall have an office provided by the Polytechnic Authorities, and to be designated as the secretariat,
- II. The Executive Officers, Chief Justice and any student who holds office at the National level (GNUPS) shall be given accommodation during their tenures of office by the SRC Council except six (6) officers to be borne by the Polytechnic

Authorities. They shall also be exempted from the payment of SRC dues and all forms of the Polytechnic Administrative charges,

- III. Any student leader, mentioned in (ii) above, at the end of his/her tenure of office shall continue to have access to accommodation but this time, at the normal cost per student until the completion of his/her programmes,
- IV. Certificate of office shall be presented to executive officers upon the successful completion of their programmes,
- V. Members of the Executive Committee shall be issued with identity cards identifying them as such. The identity cards shall be the property of the SRC and shall be issued by the SRC.
- VI. The SRC shall honour students, staff, lecturers and non teaching staff who would have made meaningful contribution to the functions of the SRC.
- VII. The vacation residence, feeding cost and other incidental expenses of members of the SRC and any other student on SRC 'definition of SRC assignment shall be paid out of the SRC funds.

ARTICLE 17- ELECTORAL COMMISSION

- i. There shall be an Electoral Commission, which shall be responsible for the conduct of election for Executive officers with the exception of the Chaplain and Imam.
- ii. The Commission shall be composed of one (1) representative from each programme nominated and appointed by the General Assembly of the SRC, of which one shall be the Chairperson.
- iii. The Electoral Commission shall be elected in the second semester.

- iv. The Chairperson to be called Electoral Commissioner shall be a student who qualifies to stand and contest for election under this constitution.
- v. The Electoral Commission shall within one (1) week of its appointment present a budget to the General Assembly of the SRC for approval and subsequent release of money by the SRC.
- vi. The Electoral Commission shall have powers to withdraw any candidate found guilty of election malpractices.
- vii. The Electoral Commission shall have four weeks to conduct elections and declare the results,
- viii. It shall make the necessary rules and or regulations for the exercise and execution of its functions in accordance with Article fifteen (15) of this constitution.-
- ix. It shall be assisted by two (2) lecturers as observers during vetting and elections.
- x. The Electoral Commission shall conduct the preparatory works for the elections, except the actual elections which shall be done by the Electoral Commission of Ghana.
- xi. The declaration of results shall be done within (72) hours.
- xii. Electoral petitions shall be filed with the Electoral Commission within (24) hours and the Commission shall sit on the Petition filed within [48] hours.
- xiii. A candidate who is dissatisfied with the decision of the Electoral Commission on any petition lodged, shall appeal to the Judicial Committee within (24) hours and the Committee shall sit on the Petition filed within the [24] hours.

ARTICLE 18- ELECTIONS

- I. Members of the Executive Committee of the SRC shall be elected by a secret ballot.
- II. A simple majority shall be required to win any election except the Presidency where a 50% and one [1] vote would be required
- III. In the event of a tie, a fresh election shall be held for the candidates involved
- IV. Where no Presidential Candidate secures 50% and one [1] vote, a run-off shall be held between the candidates with the two highest votes. Such a run-off shall be held within fourteen (14) days from the declaration of the first result.
- V. Where only one (1) candidate contests for a post, the candidate should be able to draw 60% of the votes to win.
- VI. In the event of a post not being contested for, the Electoral Commissioner shall open fresh nomination for that position for which voting would be limited to the members of the General Assembly at their inaugural meeting.
- VII. Where irregularities are detected at the polling station during the voting, the results shall be cancelled and new elections shall be conducted

ARTICLE 19 -QUALIFICATION FOR ELECTIONS

- i. Any student reading a full time program is qualified to stand and contest for any executive position of the SRC.
- ii. The student should have spent two semesters in the Polytechnic.
- iii. The student shall not be in his/her final year by the time of elections.

- iv. Any student who has been adjudged by the Judicial Committee to have misappropriated funds or conducted himself/herself in such a manner as to tarnish the image of the Polytechnic shall not qualify to contest for any position.
- v. Any student holding any office, which qualifies him/her to be an accredited General Assembly member, shall have to resign his/her office after successfully contesting for any elections of the SRC.
- vi. Apart from these general qualities, the Electoral Commission shall determine other essential qualities like the Cumulated Grade Points Average through screening and vetting.

ARTICLE 20 - HANDING OVER

- i. The out-going Executive Committee shall hand over to the incoming Executive Committee in the second semester of the academic year.
- ii. The incumbent SRC shall arrange and organize the handing over in consultation with the Electoral Commission.
- iii. The SRC accounts shall be Audited and copies of the audited accounts and the auditors report submitted to the General Assembly of the SRC and the Dean of Students office before handing over

ARTICLE 21 - RESIGNATION AND REMOVAL

- i. Any Executive Officer or member of the SRC may resign from his/her post or membership at any time and shall inform the General Assembly of the SRC, writing his/her decision one (1)

- week before the effective date of the resignation.
- ii. When a member's resignation is accepted by the General Assembly of the SRC, the member shall in twenty-four (24) hours hand over such items to the SRC.
 - iii. Upon resignation or removal of the President, the Vice-President shall immediately assume the office of the President
 - iv. Upon the resignation, removal, death or where an Executive Officer is declared unsound or suffering from a prolonged illness, or is withdrawn from the Polytechnic, the General Assembly of the SRC shall appoint a committee to conduct bye-election in accordance with article fifteen (15) of this constitution.
 - v. Any Executive Officer who would want to contest for bye-election shall duly resign from his/her post.
 - vi. A vacancy created upon a class secretary's resignation, death, prolonged illness or withdrawal from the Polytechnic or any other cause, shall be filled by the affected class.

ARTICLE 22 - CLUBS AND ORGANISATIONS

- i. All clubs and organizations, religious or otherwise, shall come under the jurisdiction of the SRC.
- ii. All such clubs and organizations shall submit through the SRC to the Rector an application accompanied by a copy of their constitution and a prescribed fee payable to the coffers of the SRC. No clubs or Organization shall function without official approval
- iii. All clubs, associations and societies in the existence before the Promulgation of this constitution shall re-apply for such recognition in accordance with Article .23 (ii) of this constitution.

- iv. No political party wing of the students shall organize a political rally on campus.
- v. All correspondence of the various clubs, societies to the Polytechnic Administration shall be passed through the Executive Committee of the SRC.
- vi. For the purposes of co-ordination, programmes of major functions open to the General Student Body Shall be submitted to and approved by the SRC.
- vii. All recognized/approved clubs, societies etc. shall have equal rights in the use of the Polytechnic facilities. Applications for use of such facilities as meeting places etc. shall be passed through the Executive Committee of the SRC with not less than seven (7) days' notice.

ARTICLE 23 - FINANCE

- i. All students of the Polytechnic shall pay a prescribed fee per annum into the council's coffers,
- ii. The Council shall open a savings and current accounts with a recognized bank where all monies of the council except the amount for IMPREST shall be kept. The bulk of the amount shall be deposited in the savings account to be transferred into the current account as and when the need arises,
- iii. All monies from the Administration should be paid by crossed cheque into the SRC account.
- iv. ***The use of the Council's funds shall cover:***
 - 1. Provision for development projects with the authorization and approval of the Finance and Executive Committee.
 - 2. Activities and functions as the Council may approve.
- v. ***Administrative expenses.***
The Treasurer shall keep the accountable imprest for the day-to-day running of the council

- vi. Signatories to the bank accounts shall be the President, the Treasurer and the head of the accounts division of the Polytechnic or his/her deputy.
- vii. Except for petty cash expenses, all payments by the council shall be made by means of a cheque duly CROSSED, supported by approved vouchers.
- viii. The Council shall operate within a planned budget prepared twenty-eight (28) days after coming into office with copies deposited at the office of the Polytechnic Secretary, Head of accounts division of the Polytechnic, Rector and the Dean of Students.
- ix. The General Assembly of the SRC shall appoint internal auditors who shall be accounting students and who will audit the accounts of the SRC at the end of every semester. Copies of the accounts and the auditors report shall be submitted to the Rector, Dean of Students, the finance officer and the Polytechnic Secretary. It shall also be published for the perusal of the General Student Body within eight (8) days from the beginning of each semester.
- x. Failure on the part of the SRC to comply with the foregoing, the Polytechnic Secretary shall cause the accounts of the SRC to be audited by the internal auditors of the Polytechnic within one month.
- xi. There shall be an external audit team from the Auditor General's department to audit the accounts of the SRC before the end of the academic year. Copies of the accounts and the auditors report shall be submitted to the Rector, Dean of Students, the Polytechnic Secretary and the Finance Officer and shall be published for General Students notice.

ARTICLE 24 - JUNIOR COMMON ROOM (JCR)

- i. It shall be the sole property of the SRC and shall be under the management and supervision on the' SRC.

- ii. The SRC shall run it or employ the services of an outsider.
- iii. In the case of an outsider, the Finance Committee shall determine the agreement subject to the approval of the General Assembly of the SRC. The agreed terms shall be made known, both to the Student Body and Polytechnic Authority. The terms of the contract shall be renewed yearly (if necessary).
- iv. The JCR shall be used to receive visitors.

ARTICLE 25- SUSPENSION OF PART(S) OR WHOLE OF THE CONSTITUTION

- i. Any Article(s), Clause(s), or Schedule(s) therefore in this constitution may be suspended for a specified period, by means of a motion to such effect, tabled, seconded and carried by two-thirds (2/3) of members present and voting at an SRC General Meeting convened for that purpose.
- ii. The General Assembly of the SRC shall constitute itself into a constitutional Committee to draw up transitional provision for the period for which the constitution has been suspended

ARTICLE 26- INTERPRETATION OF THE CONSTITUTION

- i. "He", "His", "Chairman", as used in this constitution shall refer to any student, male or female.
- ii."School" -as used in this constitution shall refer to faculty, school, college, institution
- iii. The judicial Committee shall have powers to rule on matters on which the constitution shall be silent or ambiguous and such ruling shall, be expressed in precise terms and shall be subject to the approval of the General Assembly of the SRC and the SRC

becoming a precedent (and or persuasive influence) in the SRC and the General Student Body until amended or revoked in accordance with the provision of article 27 of this constitution.

ARTICLE 27 - AMENDMENTS OF THE CONSTITUTION

- i. Any Article (s), Clause(s), or Section(s) of the constitution may be altered, deleted, added to or otherwise amended at a General Meeting.
- ii. The resolution of the amendment should be carried by two-third (2/3) of members present and voting.

SCHEDULE 1 : OATHS

A. PRESIDENTIAL OATH

I,Having been elected to the high office of President of the SRC of Koforidua Polytechnic do (in the name of the Almighty God swear/solemnly affirm) that I will be faithful and true to the SRC; that I will at all times preserve, protect and defend the constitution of the SRC; and that I dedicate myself to the service and well being of the students of the Polytechnic and to do right to all manner of persons.

I further solemnly swear that, should I at anytime break this oath of office I shall submit myself to the laws of this constitution and suffer the penalty for it so help me God. (To be administered by the Chief Justice during handing over ceremony)

B. VICE PRESIDENTIAL OATH

1..Having been elected to the high office of Vice President of the SRC of Koforidua Polytechnic do (in the name of the Almighty God swear/solemnly affirm) that I will be faithful and true to the SRC; that I

will at all times preserve, protect and defend the constitution of the SRC; and that I dedicate myself to the *service* and well being of the students of the Polytechnic and to do right to all manner of persons.

I further solemnly swear that should I at anytime break this oath of office I shall submit myself to the laws of this constitution and suffer the penalty for it so help me God (*To* be administered by the Chief Justice during handing *over* ceremony)

C. OATH OF OFFICE

I.having been elected to the high office offor the 20 Academic year do solemnly pledge that, I will faithfully execute my duties as an officer and will to the best of my ability, uphold and defend the constitution of the SRC without fear or *favour*, I pledge myself to be loyal to the Student Body of Koforidua Polytechnic as I hold their power. I pledge that, in the event of my failure to perform my duties and defend the constitution of the SRC shall be held as due. So help me God

(This oath shall be taken by all Officers at a handing *over* ceremony before the Authorities of the Polytechnic and the Student Body).

OATH OF ALLEGIANCE

Ido hereby accept the membership into the General Assembly of the SRC and solemnly pledge that I shall in my term of office always *live* up to the aims and objectives of the SRC and shall never under any circumstances divulge any Official Secrecy of the General Assembly of the SRC, betray a colleague, become disloyal to the Student *movement* as a whole or use the Assembly for my own selfish or personal interest or for advertisement, otherwise, I do so at the risk of my

official Status, Reputation, Honour and Fortunes. So help me God (The oath shall be taken by the fresh members of the General Assembly of the SRC, except the Executive Members and will be administered by the Speaker).

SCHEDULE 2- STANDING ORDERS

A. VOTING

- i Voting shall be by Delegates only. Each Accredited delegate shall be entitled to one (1) *vote* only.
- ii Voting privilege shall include the right of members to make or second motions or nominations.
- iii In voting, motions shall be carried by a simple majority of Delegates present and voting, unless otherwise stated by the constitution or standing orders. The casting of *vote* shall be in the following order. Vote for, *vote* against, abstentions.
- iv The Speaker shall exercise the casting *vote*. Delegates abstaining shall be considered as non-voting.

B. ALLOCATION OF WORKING PAPERS

When necessary, working papers shall be made available to all Delegate/Members of Committee or Commission. At the beginning of the working section, the General Council or Committee or Commission shall *have* the right to adopt the working papers before they begin to work on it. *However*, a motion can introduce any relevant item on the agenda for discussion.

C. MOTIONS

- i. All Delegates *have* the right to file motion/proposals.
- ii. A motion could be *verbal* or written and must be at all times addressed to the Speaker.

However, a verbal motion shall be subject to the discretion of the Speaker, i.e. he/she calls for such a motion/proposal

- iii. No motion or amendment shall be opened for discussion until it has been seconded, the proposer shall have the right to speak on the motion for two minutes in order to find a seconder.
- iv. No motion shall be discussed unless it concerns approved subject on the agenda, except with the permission of the house.
- v. The mover shall be allowed three (3) minutes and seconder (2) minutes to speak for the motion.
- vi. After the mover and seconder have spoken on the motion, the Speaker shall invite the member against the motion.
- vii. No motion or amendment, which has been accepted by the Speaker, shall be withdrawn without the consent of the house except the mover. Neither shall any addendum be made to a motion once accepted without such consent.
- viii. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Speaker, with the approval, of the meeting through simple head count vote.

D. AMENDMENT OF MOTION(S)

- i. An amendment, like a motion must be moved, seconded and discussed in accordance with the: procedure for the motion. When several amendments are presented successively on any item, the amendment first tabled and supported will be voted upon. However, discussions on subsequent amendments will be opened before a vote is taken on the first amendment.

- ii. If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall become the motion, and shall be the question on which further discussion may be made upon which the final vote is taken.
- iii. No amendments shall be moved which by the Speaker's ruling rescinds, negates or destroy the original motion.

E. ORDER OF PRECEDENCE

- a. The Speaker shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence.
 - i. That the motion not be put now.
 - ii. The motion be put now.
 - iii. Motion to postpone or adjourn the matter to a later specified meeting.
 - iv. Next business.
 - v. A motion to refer the matter to a committee or sub- committee for investigation and for a report.
 - vi. A motion to limit debate to a certain specific time period, that the matter to lie on the table.
 - vii. A motion to adjourn the meeting to a later specific date.
- b. All procedural motions shall receive two-thirds (2/3) majority votes cast, excluding abstentions
- c. If the motion "that the motion be put now' has been seconded, no further discussion of the original question shall be allowed, but a member may give notice of his desire carried, only that the original motion is put to vote.

- d If the motion to "limit debate to a specific time period" is carried, the Speaker shall draw up a list of those wishing to make their specific period. The proposer shall be allowed a maximum of five (5) minutes to sum up before the motion is put to vote.

F. INTERVENTIONS

In addition to discussion on a subject, the Speaker shall also allow the following points in order of precedence:

- I. Point of contribution,
- II. Point of information,
- III. Point of correction,
- IV. Point of correction on motion,
- V. Point of order.
- VI. Point of contribution comes up on the floor when any delegate wants to contribute to the subject under discussion.
It should be directed to either the last member or the Speaker.
- VII. Point of correction on motion shall come up when a delegate intends to make a correction on the motion under discussion.
The Speaker has the right to prevent any member who earlier indicated his/her desire to correct a motion but ended up not correcting the motion. The member shall prove that if voted upon, the motion shall infringe on the constitution or the standing orders.
- VIII. Point of order must be heard at all times, and the Speaker shall give his ruling before the issue is further discussed. Point of order shall deal with the conduct of the debate. The member rising to put the point of order shall prove one or more of the following:

- a. That the member is travelling outside the scope of the motion under discussion,
- b. He/she is using improper language,
- c. He/she is infringing upon the constitution or the standing orders.

G. IMPEACHMENT MOTION:

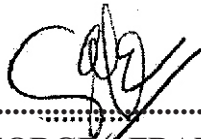
- i. All impeachment proceedings to the Judicial Committee shall be in writing and shall be signed by twenty (20) or more accredited members of the General Assembly of the SRC, stating the reasons for the impeachment.
- ii. The Judicial Committee shall sit and have the power to subpoena anybody to appear before it and shall report its decisions to the General Assembly.
- iii. In all matters, the General Assembly of the SRC shall be the only body that shall finally impeach an SRC member or the entire Executive Committee of the SRC by two-third (2/3) accredited members of the General Assembly of the SRC.

H. CONDUCT OF MEETING

- i. A member shall direct his/her speech strictly to the point on the agenda under discussion. Every member shall address himself/herself solely to the Speaker.
- ii. No person shall speak more than once on the same subject unless otherwise agreed by the Speaker, however, a reporter of any committee shall have the right to reply at the close of the debate. No member shall speak for more than ten (10) minutes at any one time without permission of the Speaker. The Speaker shall interpret the standing orders, subject to the approval of the house. He/she shall first take part in all discussions.

PROMULGATION

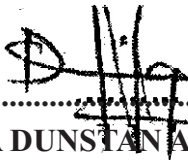
This constitution is promulgated on this 12th Day of April In the year of our Lord 2010 within the authority of the Polytechnic law 1992 (PNDC 321), the statues and the Financial and Stores. *Regulations of the Polytechnic.*



.....
GEORGE AFRANE (DR)
(Rector)



.....
NII ARYEE TAWIAH
(SRC President)



.....
DELA DUNSTAN ABOSTSI (CJ)
(REVIEW COMMITTEE CHAIRMAN)