

ACCRA TECHNICAL UNIVERSITY



STUDENTS' REPRESENTATIVE COUNCIL (SRC) CONSTITUTION

AUGUST, 2024.

PREAMBLE

We, the Student of Accra Technical University, having our Trust in God Almighty, believing that it is through unity the interest of the students shall be safeguarded, are.

- ✠ **DETERMINED** to establish the dignity of students, secure the welfare of the students, ensure discipline amongst students and to foster solidarity and fraternity amongst other sister institutions
- ✠ **INTEND** to establish an accountable Student governance
- ✠ **RESOLVED** to abide by democratic principles and to let our knowledge have a beneficial effect on all people
- ✠ **IN SOLEMN** declaration and affirmation of our faith in the collective will of the students do hereby enact, adopt and give to ourselves this constitution.



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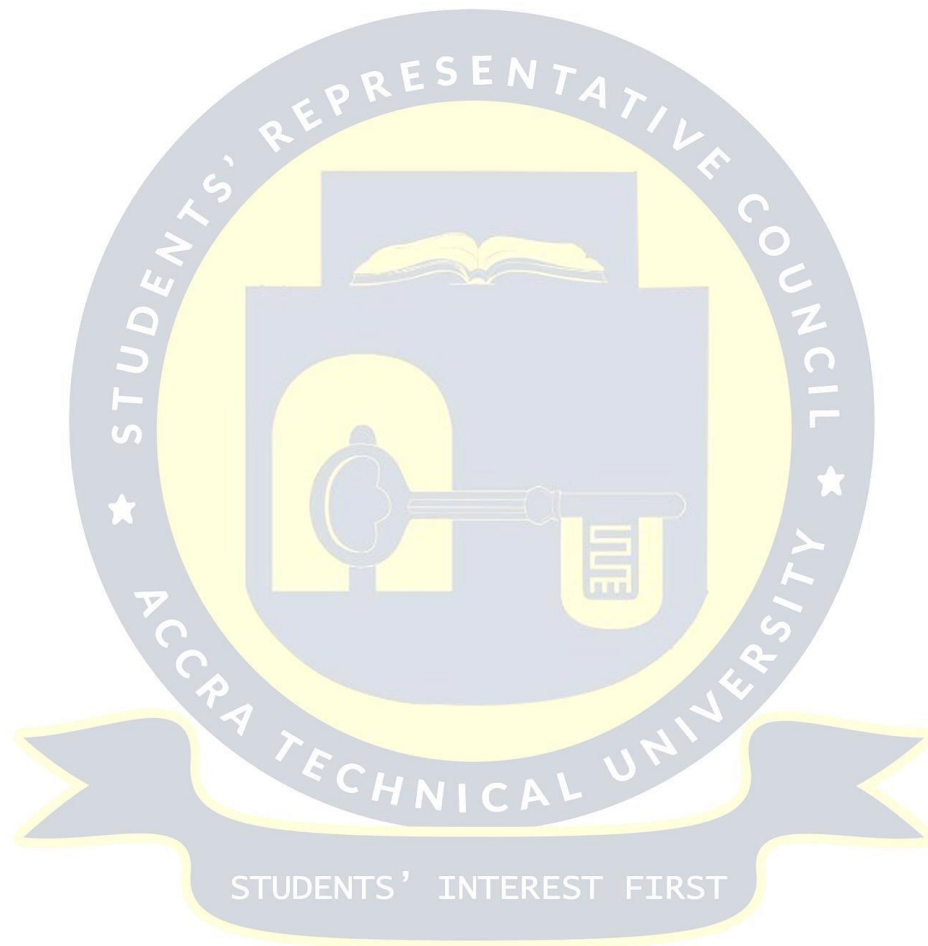
Version	2.0
Short description	The Constitution of the Students' Representative Council of Accra Technical University in accordance with the Technical Universities Act 2016 (Act 922) as amended, and the ATU Statute.
Relevant to	ATU University staff and students, and Third Parties who collaborate with the University, or with its staff and/or students.
Approved by	The Governing Council of ATU
Responsible Officer	SRC President
Responsible office	Dean of Students Affairs
Related Technical University documents	Accra Technical University Statutes ATU Students Guide and Code of Conduct
Related legislation	Technical Universities Act 2016 (Act 922) as amended
Effective Date	28 th August 2024. (the date when it is approved by the ATU Governing Council)
Key words	Intellectual Property, Originator/Creator, Patent, Commercialization.

INTERPRETATIONS

- A “He, “His, “Chairman” shall apply to males and females.
- B “School” As used in this constitution shall refer to faculty,
school, college, institution
- C “General Students Meeting” Also means General Students Forum
- D “Resolution” Means a resolution or decision passed or made by the General
Assembly and General Student meetings
- E “Oath” Includes affirmation specified in the schedules of this
constitution
- F “The University “ Means Accra Technical University
- G “President” Means the SRC President
- H “Speaker” Means the Speaker of the General Assembly
- I “Words in the singular” Include the plural and the vice-versa
- J “Status Pupillary” Means all student in good standing of the Accra Technical
University
- J “GNUTS” Means the Local GNUTS
- K “Consultation” Means advisory opinion
- L “ATU” Means Accra Technical University
- M “Immediately” Means Students must continue or apply for top up
right after graduating from HND studies and should not stay
home a year or more before a joining as a top up student.
- N “article” Means a section of a Chapter of this Constitution, consisting
of clauses.
- O First Year means Level 100 student
- P “BTECH” Means Bachelor of Technology.

Q “Trail” Means F in a course result

R “Background “Professional experience and/or working experience and at least one year study course in the area.



REPORT OF CONSTITUTIONAL REVIEW COMMITTEE (2024)

The Dawson-Aurelius led Administration (SRC 2023/2024) Ordinary Chamber chaired by the Chief Justice presented a proposed amendment of the SRC Constitution to the general assembly of the SRC after thorough review and engagement with various stakeholder within the student governance to enable it meet contemporary demands and changes within the student governance.

Members of the ordinary chamber and other stakeholders who played crucial role with their ideas and suggestion in view of the Review process comprised the under listed students of Accra Technical University:

1. His Lordship Agyei Enoch Amponsah

SRC Chief Justice /Chairman

2. Noah Kwesi Nartey

Secretary Ordinary Chamber/Member

3. Theodora Kumawu

Ordinary Chamber Member

4. Sherif Abdulai

Ordinary Chamber Member

5. His Excellency Dawson Samuel

SRC President

6. His Excellency Aurelius Kweku Fiadobge

SRC Vice President

7. Hon. Abdul Somed Zulaiha

Gen. Secretary

8. Hon. Amponsah Richard

Deputy Gen. Secretary

9. Hon. Osman Alhassan

Finance Officer

10. Hon. Affini Masarat

Women's Commissioner

11. Hon. Mohammed Zombo Yusif

Welfare Officer

12. Hon. Faruk Abdul Shakur

Public Relations Officer

13. Hon. Appiah Boateng Meshack

GNUTS Ambassador

14. Hon. Mariam Bentil

Part-Tim Rep.

15. Mr. Martin Amoamah

Dean of Student's Affairs(ATU)

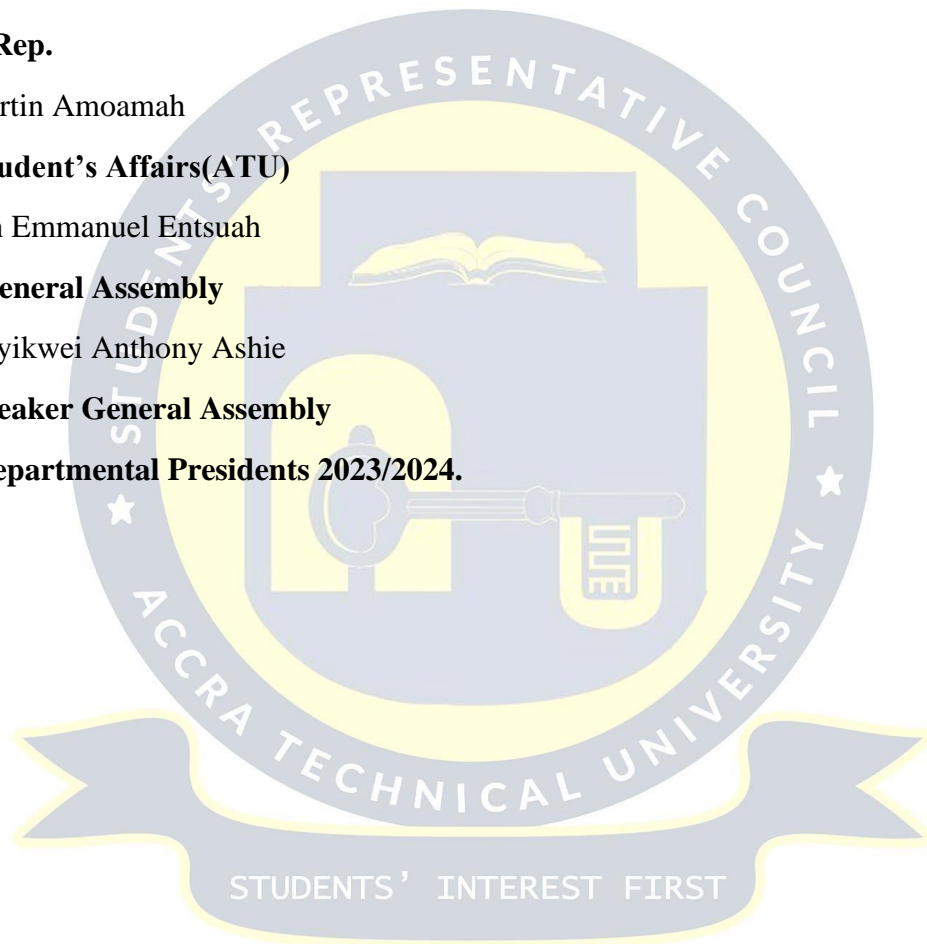
16. Rt. Hon Emmanuel Entsuah

Speaker General Assembly

17. Hon. Ayikwei Anthony Ashie

Deputy Speaker General Assembly

And All Departmental Presidents 2023/2024.



In the pursuit of its work, the Ordinary Chamber of the SRC which served as the Constitutional Review Committee duly invited proposals from all stakeholders who have been involved in operationalizing the SRC Constitution. Several meetings between the Committee and other strategic stakeholders of the SRC were held. These included meetings with Dean of Student Affairs, SRC Executive Officers, The Departmental Presidents of the various associations, Leaders of the General Assembly, past Chief Justices of the SRC, ordinary students, to mention but a few. The proposals which were in written form were presented by his Lordship Agyei Enoch Amponsah to the general assembly of the SRC led by Rt. Hon Emmanuel Entsuah for approval by the house and the process continued to academic board where the SRC president His Excellency Dawson Samuel together with his vice His Excellency Aurelius Kweku Fiadogbe defended the need for the adoption and approval of the proposed amendment, the academic board gave their recommendations and the necessary changes were made and forwarded to the governing council of the university which finally approved and arriving at the current reviewed Constitution.

The review saw very significant changes in many provisions of the Constitution and also proposed new provision to be adopted. It is the belief of the Committee (Ordinary Chamber) that the present reviewed Constitution would go a long way at ensuring that the SRC is brought to the doorsteps of the ordinary student while also ensuring institutional strengthening, which is critical to the realization of the aims and objectives of the SRC.

Significant changes were made to the following Chapters:

Chapter two

Recognition and Affiliation

The committee on the review saw it necessary to maintain the neutrality and independence of the SRC from political entities at all levels.

Composition of the SRC

The composition of the SRC has been defined to include all persons who are in "statu pupillari" of the Accra Technical University. Explicit mention has been made of the fact that any admitted and registered undergraduate students at Accra technical University deemed as a member of the SRC.

Chapter three

Duties of the SRC President

The Duties of the SRC President has been re-examined and reviewed appropriately in to serve as check on the spending of the SRC.

Duties of Finance Officer

As part of measures to improve prudent and transparent financial management, the Finance Officer is now required to present the audited financial statement of the SRC to the General Assembly every semester.

Duties of the Chief Justice

The review saw the need to help safeguard the integrity of the student governance and uphold constitutional principles by introducing a new duty to the chief justice.

All executive officers of the SRC are to be elected in accordance with the election procedures as stated in article 57 of the SRC constitution and all other Officers of the SRC are to be appointed in accordance with article 10 clause 1 of the SRC constitution, The Finance Officer position has been redefined with strict attention to field knowledge as well as the Procurement Officer and the internal Auditor of the SRC.

Chapter four

General Assembly Proceedings

The first general Assembly proceeding has been re-examined and reviewed appropriately. The purpose of the first sitting is to swear in of the other officers of the SRC.

Another alteration is, after swearing of the chief justice by the outgoing chief justice, the new chief justice will swear in the speaker after which President will excuse the house.

Chapter six

Standing Committee of the SRC

The name of welfare and entertainment team of the SRC has been renamed as Welfare Team and has been modified in terms of its composition to include representation from medical laboratory technology department.

The Editorial Team has been modified in terms of its composition to include representation from the Public Relations departments association.

Chapter seven

Election and General Qualification

The qualifications to contest an election as an Executive Officer have been modified to include top up BTECH students. BTECH top up student should have spent at least one semester and also must not be a student from an analogous institution. The review has also defined the term first year student to mean level 100 student to clear any contention.

The review also saw the need to create a vetting committee, All members of the electoral commission.

Two non-executive representatives (appointed by the SRC Executives in consultation with Dean of Students' Affairs). Without prejudice to the clause above, The Incumbent Officer of the position shall be in attendance as non-scoring. Functions of the vetting committee were carefully spelt out as well.

Chapter twelve

Transitional Provisions

A provision on when the handing over should be held was reviewed and re-examined. The date for the official handing over is to be determined by DOSA in consultation with the executive committee.

Chapter eleven

Amendments

To prevent frequent and unnecessary amendments that could lead to instability in governance the review committee introduced a provision that will curb such problems.

Chapter fourteen

Project of the SRC

New provisions have been introduced to protect the funds of the SRC as well as the project that is being undertaken by any administration of the SRC.

The Constitutional Review Committee asserts that the adoption and enactment of the reviewed constitution, along with its strict adherence, would result in a revamped Student Representative Council (SRC) that holds paramount significance for Accra Technical University students.

In closing, the Committee extends its gratitude to all contributors who have facilitated the success of the review process.

AGYEI ENOCH AMPONSAH

CHAIRMAN

(CONSTITUTIONAL REVIEW COMMITTEE)

STUDENTS' INTEREST FIRST

CHAPTER ONE CONSTITUTIONAL ISSUES

1. NAME

The Association shall be known and called the “ACCRA **TECHNICAL UNIVERSITY STUDENT**” **REPRESENTATIVE COUNCIL** (hereinafter call “**the SRC**”)

2. SUPREMACY OF THE CONSTITUTION

- (1) This Constitution shall govern all students, Clubs, Associations, or Student Unions in the University and any other constitution found to be inconsistent with any provision of this constitution shall be null and void.
- (2) Notwithstanding Article 1, this constitution shall be subject to the Constitution of the Republic of Ghana, the Technical University Act 2016 (Act 922), the Statutes of Accra Technical University, and the constitution of Ghana National Union of Technical Students (GNUTS).

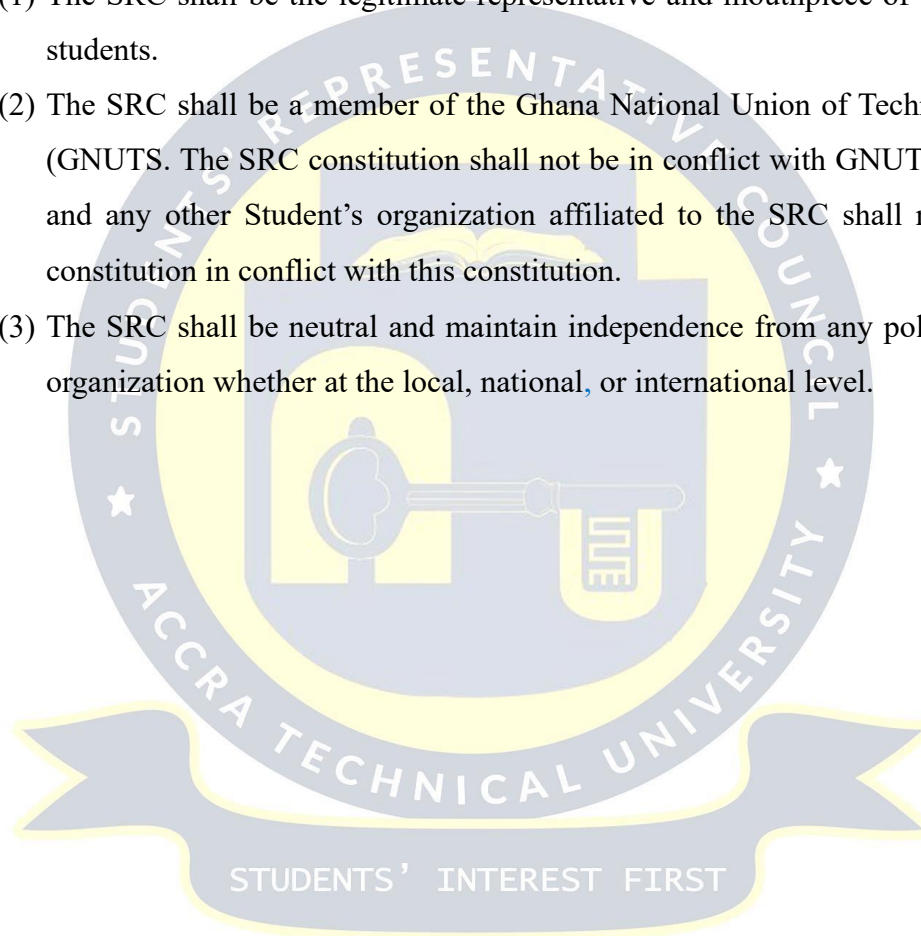
3. ENFORCEMENT OF THE CONSTITUTION

1. Any student(s) who allege(s) that:
 - a. An act or omission of any person or group of persons; or
 - b. A constitution decision or resolution of any provision of this constitution, may apply to the Ordinary Chamber for a declaration to that effect.
2. The Ordinary Chamber shall for the purpose of such declaration under Clause (a) of this Article, make such order(s) and give such direction(s) as it may consider appropriate.
3. Any person aggrieved with a decision of the Ordinary Chamber shall appeal to the Appellate Chamber and there shall be a further right of appeal to the Dean of students' Affairs.
4. There shall be a further right of appeal from the decision of the Dean of students to the Academic Board.
5. There shall be no further right of appeal from the decision of the Academic Board.
6. Failure to observe or carry out the terms of an order of direction made or given under the Ordinary Chamber, Appellate Chamber, the Dean of Student Affairs and the Academic Board constitutes a violation of this Constitution and contempt thereof and;

- (a) In the case of Officers of SRC and Officers of clubs, organizations unions or associations this shall constitute a ground for removal from office.
- (b) In the case of any student or SRC officers he/she may be referred to the Disciplinary Committee of the University for appropriate Action.

4. RECOGNITION AND AFFILIATION

- (1) The SRC shall be the legitimate representative and mouthpiece of undergraduate students.
- (2) The SRC shall be a member of the Ghana National Union of Technical Students (GNUTS). The SRC constitution shall not be in conflict with GNUTS constitution and any other Student's organization affiliated to the SRC shall not have their constitution in conflict with this constitution.
- (3) The SRC shall be neutral and maintain independence from any political party or organization whether at the local, national, or international level.



CHAPTER TWO

COMPOSITION, AIMS AND OBJECTIVES OF THE SRC

5. COMPOSITION OF THE SRC

The SRC shall comprise”

- (1) For the avoidance of doubt, any admitted and registered undergraduate student of Accra Technical University shall be deemed a member of the SRC.
- (2) Subject to section (1) of this article, the following organs shall be created to manage the affairs of the SRC:
 - (a) The Executive Committee
 - (b) The General Assembly
 - (c) The Judicial Board

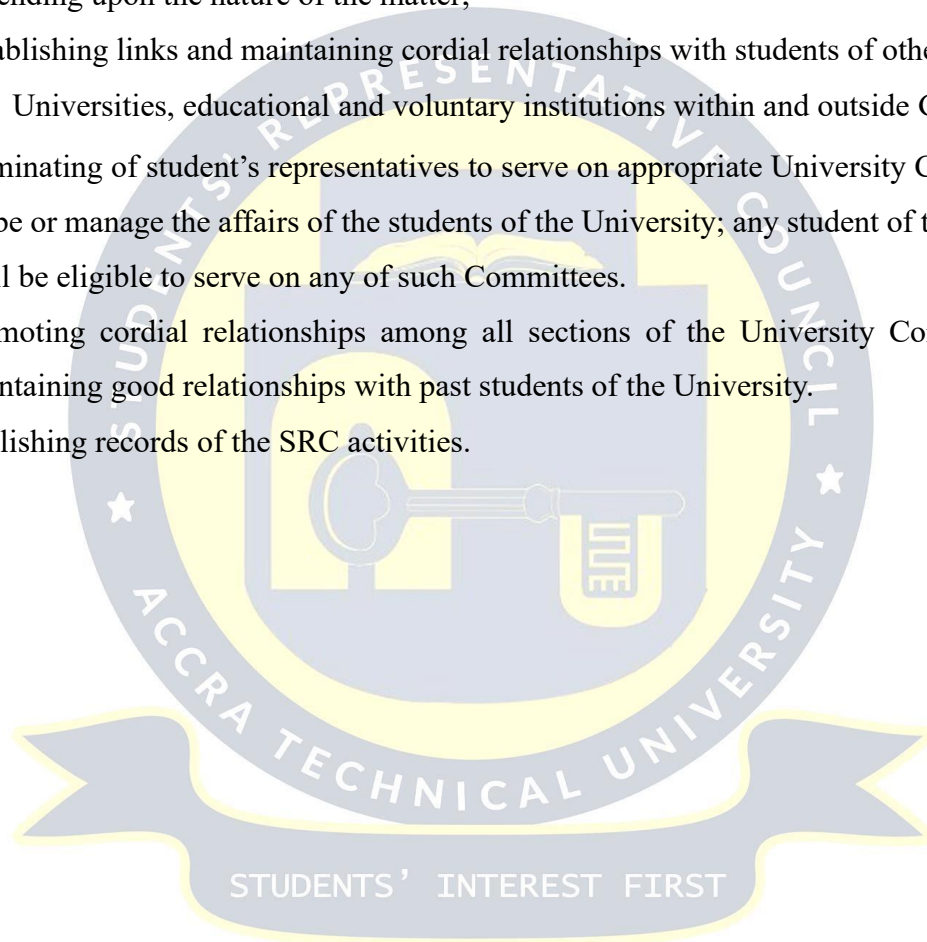
6. AIMS AND OBJECTIVES

- (1) The aims and objectives of the SRC shall include but not limited to:
 - (a) Seek, advice and pursue the general welfare of the students.
 - (b) Collaborate with the authorities of the university in matters affecting the interest of the students.
 - (c) Pursue such policies and programs that shall be necessary for the attainment of the academic, social and professional standards in the University.
 - (d) Facilitate student functions, including the promotion of sports, games and entertainment.
 - (e) Co-operate with other students' representative bodies of other Universities and Institutions of Higher Learning in and outside Ghana.
- (2) For the purpose of achieving these objectives, the SRC shall organize for a, lecturers, symposia, debates, publications and such other activities as necessary.

7. FUNCTIONS OF SRC

The SRC shall be the official organ of Junior Members excluding Graduate Students of this university and shall be responsible for:

1. Promoting the general welfare and interest of students; coordinating the social, cultural, intellectual and recreational activities of the students in the University.
2. Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter;
3. Establishing links and maintaining cordial relationships with students of other
 4. Universities, educational and voluntary institutions within and outside Ghana.
5. Nominating of student's representatives to serve on appropriate University Committees to probe or manage the affairs of the students of the University; any student of the University shall be eligible to serve on any of such Committees.
6. Promoting cordial relationships among all sections of the University Community and maintaining good relationships with past students of the University.
7. Publishing records of the SRC activities.



CHAPTER THREE

COMPOSITION, POWERS, AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

8. THE EXECUTIVE COMMITTEE

(1) The Executive Committee shall consist of the:

1. President (Chairman)
2. Vice President
3. Secretary
4. Deputy Secretary (has no voting rights)
5. Finance Officer
6. Women's Commissioner
7. Public Relations Officer
8. Welfare Officer
9. GNUTS local Representative
10. Part-time Students' Representative

(2) Quorum shall be 50% (including the President and the Secretary)

9. POWERS/FUNCTION OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Act promptly in line with the provisions of this constitution.
2. Be responsible for the formulation and execution of programmes that shall ensure the smooth administration of the SRC.
3. Endeavor to establish communication links with sister institutions and bodies within and outside this country.
4. Hold at least one press conference in an academic year in consultation with the Dean of
 - a. Student's Affairs, the University Director of Public Affairs and the General Assembly.
5. Be the main implementation body to the decision of the General Assembly unless otherwise stated.
6. Be the sole body to make representation to the Authorities for and on behalf of all students of the University.
7. Have the power to determine the annual subscription (dues) to be paid by each student and its mode of payment subject to the approval of Executive Committee of the Academic Board.

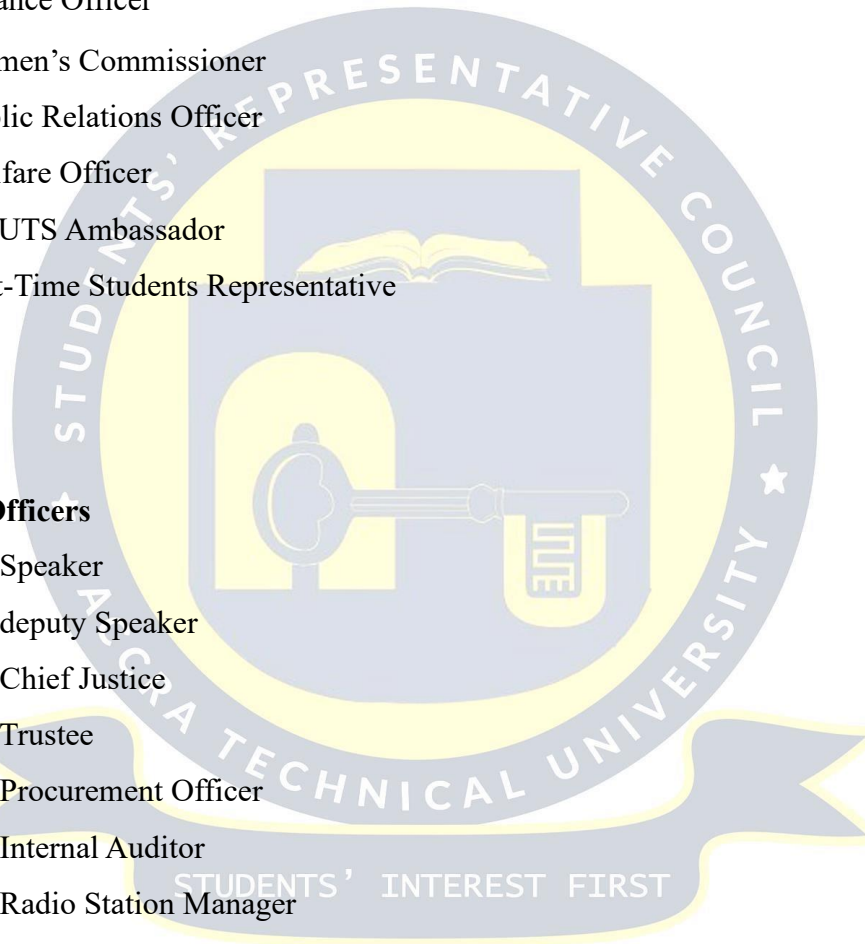
10. OFFICERS OF THE SRC

(1) Executive Officers

1. The President
2. The Vice President
3. The Secretary
4. The Deputy Secretary
5. The Finance Officer
6. The Women's Commissioner
7. The Public Relations Officer
8. The Welfare Officer
9. The GNUTS Ambassador
10. The Part-Time Students Representative

(2) Other Officers

1. The Speaker
2. The deputy Speaker
3. The Chief Justice
4. The Trustee
5. The Procurement Officer
6. The Internal Auditor
7. The Radio Station Manager
8. The Maintenance Officer



11. THE SRC PRESIDENT

There shall be elected a President of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Powers of the President

1. He / She shall have the power to nominate at least two (2) candidates and not more than three (3) each for the following positions, for election by the General Assembly by a simple majority and subsequent appointment by him
 - a. The speaker of the General Assembly
 - b. The Deputy Speaker
 - c. The Chief Justice
 - d. The Trustee
 - e. The Electoral Commissioner
 - f. The Procurement Officer
 - g. The Internal Auditor
 - h. The Maintenance Officer
2. Instruct the clerk to convene the first General Assembly meeting within 7 days after the beginning of the first semester for the purposes of election and swearing in of the other officers of the SRC for which he shall chair and hand over to the speaker after the speaker is sworn in.
3. Nominate the Chairperson and/other members of the Standing Boards of the SRC through the Executive Committee for ratification by the General Assembly, and subsequent appointment by the President unless otherwise stated in this Constitution; and dispute arising from this process shall be referred to the Dean of Student's Affairs for prompt resolution
4. Have casting votes at executive committee meeting in event of a tie

5. He/she may delegate any of the Executive Officers to perform duties on his/her behalf
6. The SRC President shall have the prerogative to appoint any executive officer or student to serve on any boards or committee not captured under this constitution.

(2) Duties of the SRC President

The President shall:

1. chair all meetings of the Executive Committee and meetings of the entire student body
2. act on the advice of the Executive Committee, at the beginning of every semester and before the dissolution of the General Assembly or at any point in time deliver to the General Assembly a written report on the state of affairs of the SRC including its financial standing
3. be the chief spokesperson of the Student body in matters within the jurisdiction of the SRC and shall be the Commander-in-Chief of the University Cadet Corps
4. represent the SRC on the University Governing Council and the Academic Board.
5. Represent the SRC in all legal suits instituted against the SRC unless otherwise provided in Article 50 of this Constitution.
6. be a signatory to all SRC Bank Accounts
7. Approve and authorize all spending of the SRC in consultation with the Dean of Student's Affairs.
8. Together with the secretary sign minutes of all executive committee meetings *(i)* see to the implementation of the General Assembly decisions.
9. Sign all correspondence going out from the SRC
10. represent the SRC on Scholarship Committee of the University

11. THE SRC VICE PRESIDENT

There shall be elected a Vice President of the SRC who shall be elected on the ticket of the President in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the Vice President

The Vice President shall:

- 1 assist the SRC President in the performance of his duties and perform such functions as may be assigned to him/her by the President.
- 2 act in the absence of the President.
- 3 represent the SRC on the Academic Board.
- 4 the Vice President shall assume office as President to complete the unexpired term of the President in the event that the position of the President becomes vacant by reason of incapacity, resignation, impeachment, or demise.
- 5 upon assuming office as President under section (2) (d) of this article he/she shall in consultation with the Executive Committee nominate a person to become Vice President subject to approval by simple majority of the General Assembly.
- 6 should the nominee be rejected another nominee shall be presented for the position of the Vice President within seven (7) days.
- 7 if the second nominee is rejected then a general election shall be organized within seven (7) days for the position of the Vice President.
- 8 represent the SRC on the University Examinations Malpractice Committee of the Academic Board.

13. THE SRC SECRETARY

There shall be elected a Secretary of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the SRC Secretary

The Secretary shall:

- 1 under the direction of the President summon all meeting(s) of the Executive Committee
- 2 record and keep minutes of all such meeting and meetings of the general student's body
- 3 be responsible for the day to day running of the SRC office and have custody of the archives and all-important documents at all levels
- 4 in consultation with the President handle all correspondence of the SRC both internal and external

- 5 perform any duty assigned to him or her by the Executive Committee, the General Assembly or the student body at meetings.
- 6 represent the SRC on the Students' Affairs Committee of the Academic Board
- 7 be in charge of the organization of executive committee meetings
- 8 represent the SRC on the University Disciplinary Committee for Junior Members
- 9 represent the SRC on the Security & Safety Committee of the Academic Board

14. THE SRC DEPUTY SECRETARY

There shall be elected a Deputy Secretary of the SRC who shall be elected on the ticket of the Secretary in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the Assistant SRC Secretary

The Assistant SRC Secretary shall:

1. be in-attendance at the meetings of the Executive Committee
2. be the clerk of the General Assembly
3. assist the Secretary in the performance of his/her duties

15. THE SRC FINANCE OFFICER

There shall be elected a Finance Officer of the SRC in accordance with the election procedures as stated in Article 50 of this constitution. He or She shall be student from accounting and finance department. Students with Accounting Background from other departments who have a recognized professional certification in accounting and finance are also eligible to contest.

(1) Duties of the Finance Officer

The finance officer shall:

1. serve as a member of the Finance Committee
2. be a signatory to all SRC bank accounts.
3. keep proper books of accounts.
4. have custody of all SRC cheques and books.

5. prepare and present master of the SRC for the approval of the General Assembly subject to the recommendation of the Finance & Development Committee.
6. prepare and present an AUDITED financial statement of the SRC to the General Assembly subject to the recommendation of the Finance & Development Committee.
7. submit all accounts and the underlying records to the internal and external auditors.
8. perform duties of a cashier (including receipt of cash, payment of cash and banking duties etc.)
9. prepare payment vouchers.

16. THE WOMEN'S' COMMISSIONER

There shall be elected a Women's Commissioner of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the Women's Commissioner

The Women's Commissioner shall:

1. chair the women's commission
2. be responsible for organizing all women activities
3. coordinate all activities of the various school's women commissioners
4. advice the President, Executive Committee and General Assembly of the SRC on all issue concerning women
5. organize programs and other activities for female students in the areas of health, education, business, sports, governance and women empowerment
6. be the SRC representative on Health and Sanitation, Guidance and Counseling Committees of the Academic board respectively

17. GNUTS LOCAL REPRESENTATIVE

There shall be elected a GNUTS Local Coordinator of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the GNUTS Local Representative

The GNUTS Local Coordinator shall:

1. co-ordinate the activities of the Local SRC with that of the GNUTS
2. be in charge of all activities concerned with Students Loan Trust Fund
3. represent the SRC at all GNUTS meetings.
4. submit to the SRC information matters affecting the National Student's movement.
5. be the Chairperson of the Sports Committee of SRC
6. represent the SRC on the Sports and Recreation Committee of the Academic Board
7. advice the SRC on sports facilities
8. work in close harmony with the Sports and Recreative Department of Accra Technical University

18. THE PUBLIC RELATIONS OFFICER

There shall be elected a Public Relations Officer of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the Public Relations Officer

The Public Relations Officer shall:

1. public the work of the SRC and decision(s) made at the General Assembly meetings.
2. be the Chief Editor of the Editorial Board.
3. be responsible for the general education of the SRC and the student body on all issues, be its social, political or economic.
4. liaise with University Director of Public Affairs to update the students with information on the University's website.
5. be the master of ceremony for all SRC programmes.
6. endorse all students' publications before they are officially approved by the University authority.

7. represent the SRC on the Industrial Liaison and Career Development Committee, and Library Board & Bookshop Committee of the Academic Board of the University.
8. be a member of the Radio Station Management Board.

19. THE SRC WELFARE OFFICER

There shall be elected a Welfare Officer of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the SRC Welfare Officer

The SRC Welfare Officer shall:

1. assist the Environment/Sanitations Department to promote good sanitation practices amongst the students.
2. in conjunction with the University Hospital organize a health campaign
3. provide and maintain first aid kits at strategic locations on campus.
4. In conjunction with the University's Medical Center organize a health campaign.
5. organize an entertainment program in a semester.
6. advice the SRC on cultural and social development of the students.
7. chair SRC Welfare Committee.
8. represent the SRC on the Students' Affairs, Hostel and Halls Committees of the Academic Board.

20. THE PART-TIME STUDENT REPRESENTATIVE

There shall be elected a Part-Time Student Representative of the SRC in accordance with the election procedures as stated in Article 50 of this constitution.

(1) Duties of the Part-Time Student Representative.

The Part-Time Student Representative shall:

1. represent the Part-time and the non-tertiary students' interest at the Executive Committee and General Assembly of SRC.
2. shall be a member of the Appellate Chamber of the SRC Judicial Board.
3. be responsible for sensitizing Part-time and the non-tertiary students on examination matters.
4. perform function as may be determined by the SRC.

21. THE SRC TRUSTEE

There shall be Appointed a Trustee of the SRC in accordance with Article 11 clause (1) subsection (1) of this constitution. He or She shall be student from accounting and finance department. Students with Accounting Background from other departments who have a recognized professional certification in accounting and finance are also eligible for appointments.

Duties of the SRC Trustee

The SRC Trustee shall:

1. chair the finance and development committee of the SRC.
2. be the custodian of all SRC assets.
3. iii. keep the SRC assets register.
4. be in charge of the distribution of all SRC souvenirs.

22. THE SRC SPEAKER

There shall be appointed Speaker of the SRC in accordance with Article 11 clause (1) subsection (1) of this constitution.

(1) Duties of the SRC Speaker

The SRC Speaker shall:

1. preside over all General Assembly Meeting except otherwise stated in section 50 of this constitution.
2. administer the oath of allegiance for all committee members formed by the General Assembly.

3. summon the General Assembly members to meeting in consultation with SRC President.
4. draw the agenda for the General Assembly meeting in consultation with SRC President.
5. together with the Clerk, sign all minutes of all General Assembly meetings.
6. act as the SCR President in the absence of the SRC President and Vice President.
7. have a casting vote in the event of a tie and shall not be entitled to vote at the first instance.

23. THE DEPUTY SPEAKER

There shall be appointed Deputy Speaker of the SRC in accordance with Article 11 clause (1) Subsection (1) of this constitution.

(1) Duties of the Deputy speaker

The Deputy speaker shall:

1. be nominated by the President and approved by simple majority members of the General Assembly, present and voting.
2. act in the absence of the speaker.
3. chair any ad-hoc committee formed by the General Assembly.
4. coordinate the activities of all Department Assemblies.

24. THE ELECTORAL COMMISSIONER

There shall be appointed Electoral Commissioner of the SRC in accordance with Article 11 clause (1) Subsection (1) of this constitution.

(1) Duties of the Electoral Commissioner:

The Electoral Commissioner shall:

1. be the chair of the electoral commission of the SRC.
2. set up criteria for election in consultation with the Dean of Students Affairs
3. ensure that all aspirants comply with all rules and regulations governing the election.
4. ensure transparency in the election finances with high levels of compliance.
5. implement the decision of the Electoral Commission.

25. THE CHIEF JUSTICE

There shall be appointed Chief Justice of the SRC in accordance with Article 11 clause (1) Subsection (1) of this constitution.

(1) Duties of the Chief Justice.

The Chief Justice shall:

1. be nominated by the President and approved by simple majority members of the General Assembly present and voting.
2. the outgoing Chief Justice shall administer the Presidential oath and the Vice-Presidential oaths at the handing over of the out-going administration prior to both assuming their offices.
3. convene and chair sittings of the Ordinary Chamber of the Judicial Committee to oversee proceedings relation to legal issues.
4. be responsible for the interpretation of the SRC constitution.
5. be responsible for advising the president on all legal and on constitutional matters.

26. THE PROCUREMENT OFFICER

There shall be Appointed the Procurement officer of the SRC in accordance with Article 11 clause (1) Subsection (1) of this constitution. He or She shall be a student from Procurement and Supply chain management department. Students with a procurement Background from other departments who have a recognized professional certification in procurement and supply are also eligible for appointments.

(1) Duties of the Procurement Officer

The Procurement Officer shall:

1. ensure that there is value for money for all procurement.
2. draw up procurement plan for works, goods, technical service and services.
3. create database for suppliers, contractors, consultants and other service providers.
4. conduct procurement activities in line with Public Procurement Act 663 (2003) as amended by the Public Procurement Amendment Act (2016), (Act 914).

27. THE INTERNAL AUDITOR

There shall be appointed Internal Auditor of the SRC in accordance with Article 11 clause (1) Subsection (1) of this constitution. He or She shall be student from accounting and finance department. Students with Accounting Background from other departments who have a recognized professional certification in accounting and finance are also eligible for appointments.

(1) Duties of the Internal Auditor.

The Internal Auditor shall:

1. have access to all books, accounts and payment vouchers for his/her work.
2. advice the Executive Committee and the General Assembly on matter relating to auditing.
3. have unrestricted access to all SRC documents and information for the conduct of his/her work undertake compliance audit.

28. THE RADIO STATION MANAGER

There shall be appointed Radio Station Manager of the SRC by the Dean of Students Affairs.

(1) Duties of the Radio Station Manager.

The Radio Station Manager shall:

1. The Radio Station Manager shall have oversight running of programmes and implementation of the policies formulated by the Radio Station Manager Board
2. Shall see to the effective announcement on issues concerning students on campus as soon as possible.
3. Shall be responsible for the running of the Radio Station Manager under the Direction of the Dean of Student Affairs in consultation with the Director of Public Affairs of the University

STUDENTS' INTEREST FIRST

29. THE MAINTENANCE OFFICER

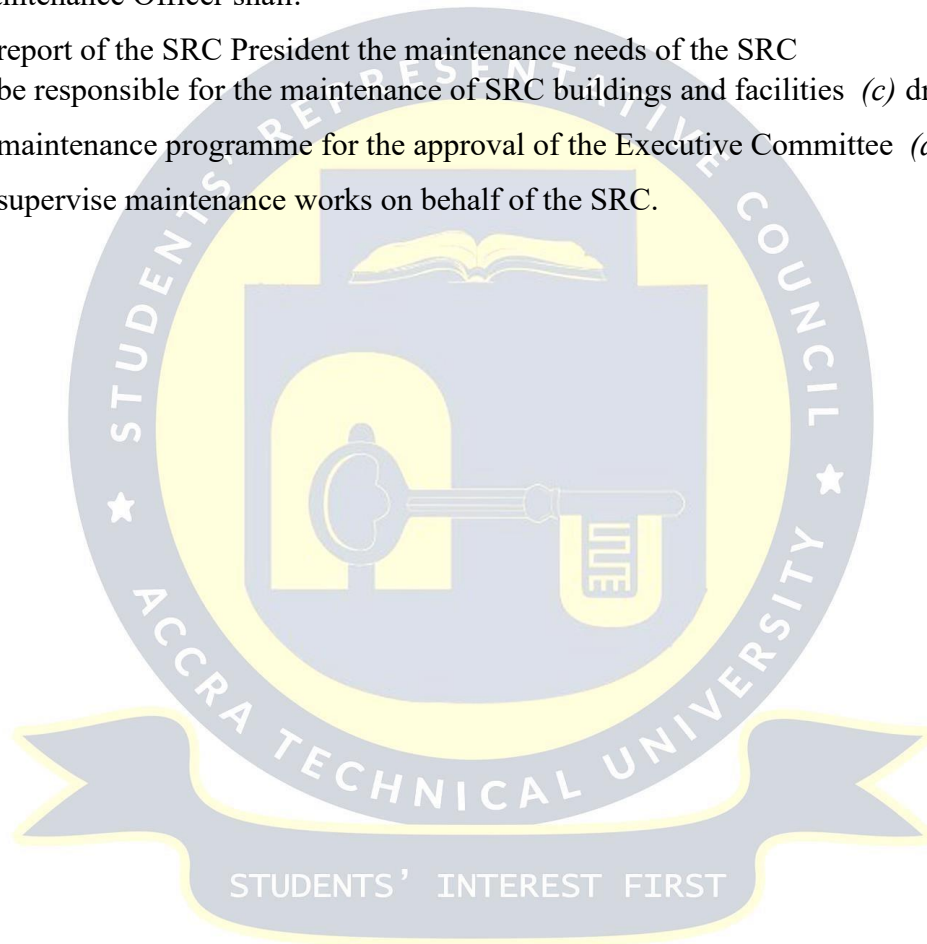
There shall be appointed The Maintenance Officer of the SRC in accordance with Article 11 clause

(1) Subsection (1) of this constitution. The Maintenance Officer shall have an Engineering background from the School of Engineering

(1) Duties of the Maintenance Officer

The Maintenance Officer shall:

1. report of the SRC President the maintenance needs of the SRC
2. be responsible for the maintenance of SRC buildings and facilities (c) draw maintenance programme for the approval of the Executive Committee (d) supervise maintenance works on behalf of the SRC.



CHAPTER FOUR

COMPOSITION, FUNCTIONS AND DUTIES OF MEMBERS OF THE GENERAL ASSEMBLY

29. GENERAL ASSEMBLY

(1) The General Assembly shall comprise the following.

1. The Speaker (Chairman)
2. The Deputy Speaker
3. The Clerk
4. The Executive Committee except the SRC President
5. Departmental Association Presidents
6. Hall President(s)
7. Two Representatives of ATU Alumni Association
8. All Chairpersons of Standing Board except the Chief Justice
9. The Chaplain and the Chief Imam
10. Commanding Officer of the University Cadet Corps
11. In attendance (Any other person that the General Assembly may invite for the meeting)

(2) Quorum shall be 50% of its membership (including the Speaker and the Clerk)

(3) FUNCTIONS OF THE GENERAL ASSEMBLY

The General Assembly shall:

1. deal with matters of general policy and other issues referred to it by members.
2. notwithstanding clause (a) above, the General Assembly shall on its own initiative consider and make recommendations on any matter provided for in this Constitution which affects the welfare and interests of students.
3. determine such issue as are introduced by way of motions as per provisions of standing orders of the General Assembly.
4. vet and approve all students nominated by the President of the SRC for subsequent appointment to various Committees and Boards by simple majority.
5. approve the Annual budget of the Executive Committee by simple majority of the Assembly, present and voting.

6. members of the General Assembly shall before taking seat in the General Assembly take and subscribe before the SRC President, the oath of a member of the General Assembly.
7. the General Assembly shall have the power to summon any person or group of persons within the student domain.

(4) TENURE OF OFFICE OF MEMBERS OF THE GENERAL ASSEMBLY/DISSOLUTION OF GENERAL ASSEMBLY

A member of the General Assembly shall be deemed to have vacated his/her seat in the General Assembly:

- (1) Upon a dissolution of the General Assembly
- (2) If he/she is absent from two (2) regular meeting without permission in writing to the Chairperson and he/she is unable to offer reasonable explanation to the Ordinary Chamber for two sittings in a semester
- (3) After having been found guilty of any malfeasance by the Judicial Board
- (4) If he resigns from office as a member of the General Assembly by writing under his hand addressed to the Speaker
- (5) If he is removed from office in accordance with Article 35 of this constitution
- (6) The General Assembly shall be dissolved by the Dean of Student Affairs (DOSA) based on the handing over calendar **as stated in Article 56 of this constitution**. A meeting shall be called for such purpose and honors conferred on deserving officers where possible.
- (7) The General Assembly shall be deemed to be dissolved when the tenure of office of the SRC of that particular academic year comes to an end.

(5) THE SPEAKER OF THE GENERAL ASSEMBLY

There shall be a Speaker of the General Assembly, who shall:

1. Preside over all General Assembly Meetings.
2. Administer the oath of allegiance to all committee members formed by General Assembly.

3. Summon the General Assembly members to meetings in Consultation with the SRC President.
4. Draw the agenda for the General Assembly meetings in consultation with SRC President.
5. Have casting vote during a tie in decision making at General Assembly meetings.
6. Together with the clerk sign all minutes of all General Assembly meetings.
7. Be responsible for all meetings determinable by the constitution.
8. Act as the SRC President in the absence of the SRC President and Vice President.
9. Shall have a casting vote in the event of a tie.

(6) THE DEPUTY SPEAKER OF THE GENERAL ASSEMBLY

There shall be a Deputy Speaker who shall:

1. be nominated by the Deputy Speaker of the General Assembly and approved by simple majority of members of the General Assembly, present and voting
2. act in the absence of the speaker
3. chair any ad hoc committee formed by the General Assembly
4. perform any other duties assigned to him by General Assembly (e) coordinate the activities of all Departmental Assembly

(7) THE CLERK

The Assistant Secretary of the Executive Committee shall be the Clerk of the General Assembly and his or her duties shall be:

1. Recording all proceedings of General Assembly.
2. Responsible for typing of all documents and correspondence of the General Assembly.
3. Responsible for filing and safe keeping of the General Assembly documents.
4. Summoning all General Assembly meeting upon the directive of the business committee.
5. Compile and read minutes of the previous meetings at the General Assembly.
6. Making sure meeting are properly convened and also properly constituted in accordance with this constitution.
7. Receiving all motive papers for the passing of resolution bills.
8. Performing any other duties assigned to him/her by the General Assembly at a meeting.

(8) GENERAL ASSEMBLY PROCEEDINGS

1. The first General Assembly meeting shall be convened by the clerk on the instructions of the SRC President within 7 days starting at the beginning of the first semester for the purposes of election and swearing in of the other officers of the SRC.
2. After the swearing-in of the Chief Justice by the outgoing Chief Justice and Speaker by the New Chief Justice, the Clerk shall hand over the proceeding to the Speaker and the President shall leave the house.
 - a. The President shall chair the first meeting.
3. Resolutions and decisions made at meetings of the General Assembly shall be communicated to the student body within seven (7) days of making the decision thorough the Clerk, unless the General Assembly instructs otherwise.
4. Regular Meeting shall be held at most three (3) times in a semester, excluding General Assembly meetings for the consideration of appointments and budgets.
5. Decisions shall be determined by a simple majority of members present through voting or popular acclamation (yay or nay), unless otherwise stated in the Constitution.
6. The Speaker shall convene an emergency meeting of the General Assembly, **with** the Executive Committee, Ordinary Chamber or Appellate Chamber.
7. In the case of a low turnout, the General Assembly shall by motion, empower itself and take decisions on issues excluding approval of budget, impeachment and any Special Resolution as may be determined by this constitution.
8. A non-member of the General Assembly shall call for an emergency meeting provided twenty (20) members of General Assembly shall subscribe their names and signatories to a written request stating explicitly the business to be considered at such meetings.
9. The Executive Committee, Ordinary Chamber or any ten (10) members of the General Assembly in writing, and the agenda shall be attached and delivered to the clerk copied to the Speaker of the General Assembly.
10. At such meeting, as stated above the mover of the motion should be called upon to present and clarify any issues for further discussion, half of the members requesting for such a meeting shall be present.

11. The Clerk shall in consultation with the Speaker of General Assembly and the Deputy Speaker summon such meetings three (3) days of receipt of such request in writing.
12. Minutes of the previous meeting shall be adopted at the succeeding meeting by a motion moved by a member and seconded by another member.

(9) CODE OF DRESSING FOR GENERAL ASSEMBLY MEMBERS AND OBSERVERS

1. The dress code for all General Assembly members and observers shall be long sleeve shirt and trousers for men and any formal wear on or below the knee level for women.
2. The Speaker of General Assembly shall wear a special costume (gown with cap) provided by SRC, which shall be the property of the SRC at all meetings.
3. The Clerk to General Assembly shall wear a special costume provided by the SRC which shall be the property of the SRC.

(10) STANDING ORDERS FOR MEETINGS

1. VOTING

1. Voting shall be for only restricted members present in a meeting.
2. Every member has the right to table a motion for voting.
3. Every member has a right to second a motion except the mover of the motion.
4. Every member has a right to nominate another member to serve on a committee of the General Assembly.
5. Decisions and Resolutions shall be carried by simple majority. The Speaker shall have a casting voting in the event of a tie.
6. The following matters shall require secret balloting:
7. In the case of formation of Standing Committees members, Electoral Commission, Impeachment and matters which are politically inclined.
All other matters that may be determined by the speaker.

2. MOTIONS

1. Any member shall have a right to table a motion.
2. Every member has the right to submit a proposal being verbal or written. Decisions on proposals shall be by a motion.
3. No motion or amendment to the motion shall be open for discussion until it has been seconded, but the proposer shall have the right to speak to the motion in order to find seconder.
4. A motion shall only be opened for discussion or amendment after the proposer and seconders have had the opportunity to speak in support of the motion.
5. The speaker shall call a member to order when he fails to speak to the proposal in question.
6. The speaker has the right to recuse a member if he refuses to comply with the speaker's ruling on point of order on a proposal on a matter in question.
7. A member can only speak to the proposal when he catches the eye of the speaker.
8. No motion shall be varied or amended before it put to vote by the speaker.

3. ORDER OF PRECEDENCE OF MOTIONS

1. The Speaker shall allow the following procedural motion to be put when there is already a proposition on the table, in the following order or precedence.
2. Motion to withdraw a motion.
3. Motion for a meeting to go on recess.
4. Motion that a question or a proposal shall not be now put.
5. Motion to refer the matter to a committee or sub-committee.
6. Motion to postpone or adjourn a matter to a later specific meeting or time.
7. Motion that the motion be now voted upon

7.1 If a motion "that the motion be now voted" has been seconded, no further discussion of the original motion shall be allowed, but a member may give notice of his desire to speak further on the original motion. If the motion is carried, only the proposer of the original

motion under discussion shall be allowed to speak before the original motion is put to the vote.

7.2 Should any procedural motion be defeated, 20 minutes shall elapse before the chair can accept such a motion again unless the chair is of the opinion that the circumstances have materially altered in the meantime.

4. Interventions

Members who catches the eye of the speaker during a discussion may be allowed to make the following interventions in the following order precedence:

1. Point of order
2. Point of correction
3. Point of information
4. Point of privilege
5. Point of interest

1. Point of Order

This is a query in a formal debate or meeting as to whether correct procedure is being followed. A point of order may therefore be raised if the rules appear to have been broken and may thus interrupt a speaker during debate, if the breach of the rules warrants it. The point must be resolved before business continues. The point of order calls for upon the chair of the Assembly to make a ruling. The choice may rule on the point of order or submit it to the judgment of the assembly

2. Point of Correction

This allows the opposing members to point out that the speaker is misrepresenting its arguments or setting up a straw man. This point does not even require the speaker's acceptance as the mere offer of a point of correction/misrepresentation highlights the speaker in unfairly treating their opposition.

3. **Point of Information**

This is utilized when a member opposing that of the current speaker gets to briefly interrupt the current speaker, offering a point of information in the form of a question or statement. This may be as a correction, asking for clarity or just a plain question. Point of information may not be offered in the first or last minute of any speech (known as protected time) or during reply speeches. Point of Information are an important part of any debate as an important part of any debate as they offer a much greater degree of engagement. A point of information is also a request for information from the current speaker.

In all debates that allow point of information, their use is restricted by a number of rules to allow the speaker to maintain control of their speech. Generally, the procedure for offering a point of order is as follows:

1. The opposing member stands and offers the point
2. The speaker then either accepts or declines the point, or else offers to accept it at the end of the sentence. The speaker is required to accept in a short statement such as "Taken", Yes sir/madam and so on. If the speaker wishes, they have the right to decline by saying "No thank you", Not taken"
3. If accepted, the debtor that offered the point may then briefly interject a point, question or statement. Generally, this must be done in fifteen seconds or less and the speaker may cut the opposing offer off act any point.
4. The speaker must then immediately answer the point of information. A rule of thumb of information is that each speaker should accept two during the course of this speech and offer two to every opposing speaker.

4. **Point of Privilege**

This refers to a motion to raise a question of privileges that permits a request related to the rights and privileges of the assembly or any of its members to be brought up. Questions of privileges may include matters of comfort amplification or safety. For example, it may be difficult to hear the speaker in this case a question or privilege could be raised to close the doors and windows such questions of privileges have precedence over questions of personal privilege should they conflict.

Otherwise, a question of privilege can only be interrupted by the motions to take a recess, adjourn or fix the time to which to adjourn or any indicated motion that must be disposed of at that time.

When a question of privilege affects a single member (rather than the entire assembly), it is called a question may include a need for assistance, to be excused for illness or personal emergency, or the need to immediately answers a change of misconduct made by another member. The members then immediately and without waiting to be recognized states "Mr. Chairman, rise on a question of personal privilege, "or" similar words. If the member has interrupted a speaker, the chair must determine if the matter is such urgency as demands immediate attention, otherwise the member will have the floor immediately after the current speaker is finished.

5. **Point of Interest**

Point of Interest is utilized when a member wants to add on a current speaker speech that is of interest to that other member.

(11) **Conduct of Meeting**

1. A member seeking a matter under discussion must catch the eye of the speaker
2. A member who catches the eye of the speaker shall address the chair only
3. No member shall be allowed to speak more than once on a motion, as long as the member has not spoken on the motion desires the floor. A member shall have at most five (5) minutes to speak on a matter unless the speaker allows more minutes
4. The speaker shall interpret the standing orders. He shall be free to take part in all discussions.
5. No member shall leave the meeting without the permission of the speaker

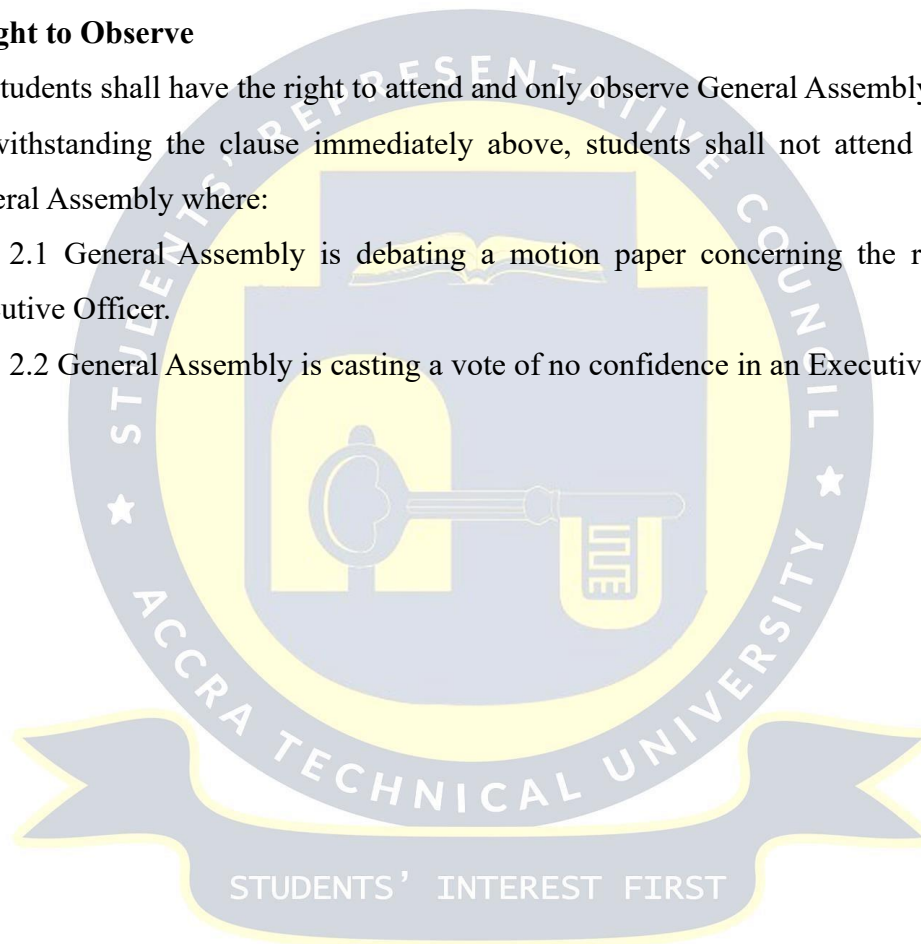
(12) **Notification of Meeting**

1. Members of the General Assembly and the student body shall be notified of the meeting at least seven (7) days before such meetings; such notice shall be in writing to all members of the General Assembly.

2. Notwithstanding the above, notice for emergency meeting shall be at least two (2) days before such meetings, such notice shall be published on all notice boards and where possible any other forms of contract could be added. iii. Notwithstanding this article all notices for such meetings shall be published with the agenda for the general consumption of the student body.

(13) Right to Observe

1. All students shall have the right to attend and only observe General Assembly proceedings.
2. Notwithstanding the clause immediately above, students shall not attend and observed General Assembly where:
 - 2.1 General Assembly is debating a motion paper concerning the removal of an Executive Officer.
 - 2.2 General Assembly is casting a vote of no confidence in an Executive Officer.



CHAPTER FIVE JUDICIAL BOARD

30. JUDICIAL BOARD

There shall be a Judicial Board consisting of two (2) Chambers namely the Ordinary Chamber and the Appellate Chamber.

(1) Ordinary Chamber

1. The Ordinary Chamber shall comprise four (4) members elected by the General Assembly with a proven academic ability (CGPA of not less than 3.00) and moral integrity.
2. The Ordinary Chamber shall be chaired by the SRC Chief Justice.
3. The Ordinary Chamber shall be subject to the Constitution of Ghana, the Technical University Act 2016 (Act 922) and the ATU Statutes only and shall not be subject to the control or direction of any person.
4. The Executive Committee, General Assembly or any other person including students shall not interfere with the Justices in the exercise of their functions. All students shall accord the Ordinary Chamber assistance as the Ordinary Chamber may reasonably require to protect the independence, dignity and effectiveness of the Ordinary Chamber.
5. A member of the Ordinary Chamber shall not be liable to any legal action for any act or omission by him in the exercise of the judicial power.

(2) Appointment into the Ordinary Chamber

1. Notice for vacancy shall be issued by the Clerk, signed by the Speaker.
2. Interested applicant shall pick forms from the office of the Clerk.
3. The Forms shall be submitted to the office of the Clerk no later than the date specified in the notice.
4. The names and photographs of provisionally eligible applicants shall be published by the Clerk no later than 3 days from date specified in the notice.
5. Any protest against any provisionally eligible applicant shall be made no later than 3 days after the publication in writing stating the reasons for which the protest is being made.

6. The final publication of eligible application shall be made no later than 3 days after the expiration of the date required for making of protests.
7. The eligible applicant shall appear before the General Assembly to respond to questions from the General Assembly after which voting would be conducted by the General Assembly to select the successful applicants.
8. The names of the four (4) successful applicants shall be announced and sworn in.

(3) Secretary to the Ordinary Chamber

There shall be a secretary to the Ordinary Chamber appointed by the Chief Justice.

(4) FUNCTIONS OF THE ORDINARY CHAMBER

1. The Ordinary Chamber shall have jurisdiction in all matters relating to the enforcement or interpretation of any provision of this constitution or in any matter where it is alleged that a person or body or persons have exceeded the powers conferred on them by this constitution.
2. The Ordinary Chamber shall have the mandate to resolve conflicts between students or group of students.
3. The Ordinary Chamber shall have original jurisdiction over all election petitions lodged with the Electoral Commissioner.
4. The Ordinary Chamber shall have the power to prescribe any appropriate punishment having regard to the provision of this constitution and the disciplinary code provided that the punishment so prescribed shall be capable of being enforced by the SRC or the general students' body as the case may be.
5. The Ordinary Chamber through SRC executive committee shall recommended its decision through the DOSA of the University.
6. In proven cases of misconduct or on the part of a member of the Ordinary Chamber, the General Assembly shall institute disciplinary action or proceedings against a member.
7. Shall give advisory opinion to the Electoral Commission or committees of the General Assembly, Clubs, Associations or students or any legal issue on request.

8. The Ordinary Chamber shall determine its own rules of procedures.
9. The Ordinary Chamber 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. Such ruling shall become binding.

(5) MODE OF EXERCISING JUDICIAL POWER

1. Notwithstanding ` article 30(1.3) of this constitution in the exercise of its functions, the Ordinary Chamber shall be guided by the constitution of the Republic of Ghana, the laws of Ghana, the Technical University Act, 2016 (Act 922) and the Statutes the University.
2. The Ordinary Chamber shall be duly constituted for its work by not less than three members including the chair.
3. The Chief Justice shall preside at all sittings of the Ordinary Chamber
4. In all matters unless specifically provided to the contrary, the decision of the Ordinary Chamber shall be by simple majority.
5. The Ordinary Chamber shall, in the exercise of its functions, be bound to give written reasons for its decisions.
6. The Ordinary Chamber shall have powers to make the following order/ruling including but not limited to:
 - a. removal from office in the case of an office holder of the SRC.
 - b. recommending to the Registrar of the University to institute disciplinary proceedings against the officers or the Junior member.

(6) APPELLATE CHAMBER

The Appellate Chamber shall consist of:

1. A lawyer appointed by the Executive committee in consultation with the Dean of Student Affairs (Chairman).
2. A member of the General Assembly elected by simple majority of the General Assembly.
3. Alumni Association Representative.
4. A Part-Time Student Representative of the SRC.

5. Hall President of the lead petitioner.

(7) FUNCTION OF THE APPELLATE CHAMBER

The Appellate Chamber shall determine appeals from decisions, orders or directives of the Ordinary Chamber.

(8) POWERS OF THE APPELLATE CHAMBER

The Appellate Chamber shall in the exercise of its function shall be guided by the constitution of Ghana, the laws of Ghana, the Technical University Act, 2016 (Act 922) and the Statutes of ATU and shall have the following powers:

1. The Appellate Chamber shall be duly constituted for its work by all members of the Appellate Chamber.
2. The decisions of the Appellate Chamber on matters of appeal on interpretation of this Constitution may be appealed to the manner provided in article 3 of this constitution.
3. Decision of the Appellate Chamber shall be taken by a majority of the votes of members.
4. The proceedings of the Appellate Chamber shall be recorded in writing by the Clerk. and signed by the Chairman subject to the confirmation of members who took part in the proceedings.

(9) RIGHT TO COUNSEL

Any person appearing before the Appellate Chamber proceedings...a right to counsel.

STUDENTS' INTEREST FIRST

CHAPTER SIX STANDING COMMITTEES AND UNITS

31. COMMITTEES OF THE GENERAL ASSEMBLY

(1) AD-HOC COMMITTEE

For the purpose of achieving the aims and objective of the SRC, the General Assembly may establish Ad-hoc Committees made up of members and non-members of the General Assembly

(2) STANDING COMMITTEE

The Finance and Development Committee shall be a standing committee of the General Assembly and shall comprise of:

1. The Trustee (Chairman)
2. The Finance Officer
3. One elected representative from each school
4. Procurement Officer (in-attendance)
5. Internal Auditor (in-attendance)
6. The elected representative from the school of Business shall double up as a secretary.

(3) FUNCTIONS OF THE FINANCE AND DEVELOPMENT COMMITTEE

1. To review and recommend annual SRC master budget.
2. Prepare all the Financial Statement of SRC to the General Assembly for approval. Responsible for seeking sponsorship.
3. Perform such other functions of financial nature as may be assigned to them by the Executive Committee or the General Assembly.
4. Recommend audited Financial Statement to the General Assembly for approval.
5. Perform other duties as may be assigned to its by the Executive Committee.

32. COMMITTEES OF THE EXECUTIVE COMMITTEE

(1) Ad-Hoc Committees

For the purpose of achieving the aims and objectives of the SRC, the Executive Committee may establish Ad-hoc Committees made up of members and non-members of the Executive Committee

(2) Standing Committees of Executive Committee

1. Procurement Committee
2. Audit Committee
3. Editorial Committee
4. Welfare Committee
5. Sports and Recreation Committee
6. Women's Commission Committee
7. Transport Committee
8. Part-Time Students Committee

(3) Procurement Committee

The Procurement Committee shall comprise:

- a. Procurement Officer (Chairman)
- b. Finance Officer
- c. One (1) elected representative from each school.
- d. The elected representative from School of Business shall double as a Secretary to the Committee

(4) Function of the Procurement Committee

The Committee shall:

1. undertake procurement in line with the procurement policy of the SRC.
2. open tenders and make recommendations to the General Assembly in line with the Procurement policy of the SRC.
3. perform other duties as may be assigned to it by the Executive Committee.

(5) Audit Team

The Audit team shall comprise:

1. Internal Auditor (chairman)
2. Three (3) elected members from the Accountancy Department

(6) Functions of Audit Team

The functions of the Audit Team shall include the following:

1. Audit all the accounts of the SRC.
2. Audit the accounts of Committees, Departmental Associations or Bodies established under this Constitution.
3. Conducts audition of books every semester and a report through the Finance and Development Committee to the General Assembly.
4. The Committee shall cooperate with the External Auditor appointed by the Dean of Students Affairs.
5. Perform other duties as may be assigned to it by the Executive Committee.

(7) Editorial Team

There shall be an Editorial Team which shall consist of:

1. The Public Relations Officer (the chief editor)
2. One elected representative from each faculty.
3. A rep from the public relation association department.

(8) Functions of Editorial Team

1. Report on programme of action to the Executive Committee for approval.
2. Seek for the implementation of the approved programmes.
3. Responsible for approving and authorizing materials intended for publication by students' societies, clubs and individual students.
4. Shall be responsible for the publishing of all SRC sponsored publications including student 'newspaper and journals.
5. Ensuring the effective and efficient running of the SRC FM Station.
6. Making effective and efficient running of the SRC activities.
7. Perform other duties as may be assigned to it by the Executive Committee.
8. Design guidelines for the operation of the Radio Station to the approval of the Executive Committee and the Radio Station Management Board.

(9) The Welfare Team

The Welfare and Entertainment Team shall comprise:

1. Welfare Officer (Chairman)
2. The Hall President(s)
3. One elected representative from each School.
4. One Rep from Medical Laboratory Science Department. (The department's association Health officer)

(10) Functions of the Welfare Team

1. Formulate welfare programmes of the SRC.
2. Draw up welfare policies for implementation.
3. Incorporating issues relation to health and social activities.
4. Perform other duties as may be assigned to it by the Executive Committee.

(11) Sports and Recreation Team

There shall be Sports and Recreation Team which shall comprise:

1. The GNUTS Ambassador (Chairman)
2. One (1) elected Representative from each School
3. One (1) Representative from each Hall

(12) Function of Sports and Recreation Team

- (a) The Team shall be responsible for organizing all SRC sponsored sporting activities in and outside the University.
- (b) Draw up SRC sponsored programmes in consultation with University Sports Unit.
- (c) See to the implementation all sports activities.
- (d) Perform other duties as may be assigned to it by the Executive Committee.

(13) Women's Commission

There shall be a Women's Commission which shall comprise:

1. The Women's Commissioner (Chairperson)
2. All elected departmental women commissioners

(14) Functions of the Women's Commission

- (a) Shall serve as the mouthpiece of all female students
- (b) Shall draw and formulate policies, programmes and projects for the advancement of women activities to be approved by the Executive Committee for its adoption and implementation.
- (c) Shall represent SRC at inter-tertiary, National and International programmes that concern women.
- (d) Responsible for organizing women's week celebrations
- (e) Perform other duties as may be assigned to it by the Executive Committee

(15) Part-Time Programme Team

There shall be a Part-Time programme team which shall comprise one (1) elected representative from each school and shall be chaired by the Part-Time programme representative on Executive Committee

The team shall be responsible for:

1. establishing links and maintaining cordial relationships between the part-time students, non-tertiary students and the SRC
2. seeking the general welfare of part-time students and non-tertiary students

(16) The Radio Station Management Team

There shall be a Radio Station Management Team which shall comprise:

1. The SRC Vice President (Chairman)
2. The SRC Public Relations Officer
3. The SRC Finance Officer
4. One (1) representative of General Assembly
5. The Radio Station Manager

(17) The team shall be responsible for:

- (a) The Radio Station Management Team shall have oversight running of programmes and implementation of the policies formulated by the Radio Station Management Board.
- (b) The team shall however, operate in consultation with the Dean of Students' Affairs.
- (c) In the case of emergency, a decision may be taken by this team or in consultation with the Dean of Student's Affairs or the Radio Station Management Board Chairman, this must however, be reported to the Board at its next meeting.
- (d) Shall see to the effective announcement on issues concerning students on campus as soon as possible.
- (e) Perform other duties as may be assigned to it by the Executive Committee.

33. RELIGIOUS BOARDS

All religious bodies shall be autonomous. The following shall constitute religious boards:

(1) Chaplaincy Board

- (a) This shall comprise of all head or presidents of registered Christian denominations on campus.
- (b) Members of the board shall elect their own chairman who shall be called the Chaplain.
- (c) The Chaplain shall be responsible for organizing all Christian activities on campus.
- (d) He / She be expected to give equal attention to all Christian denominations.

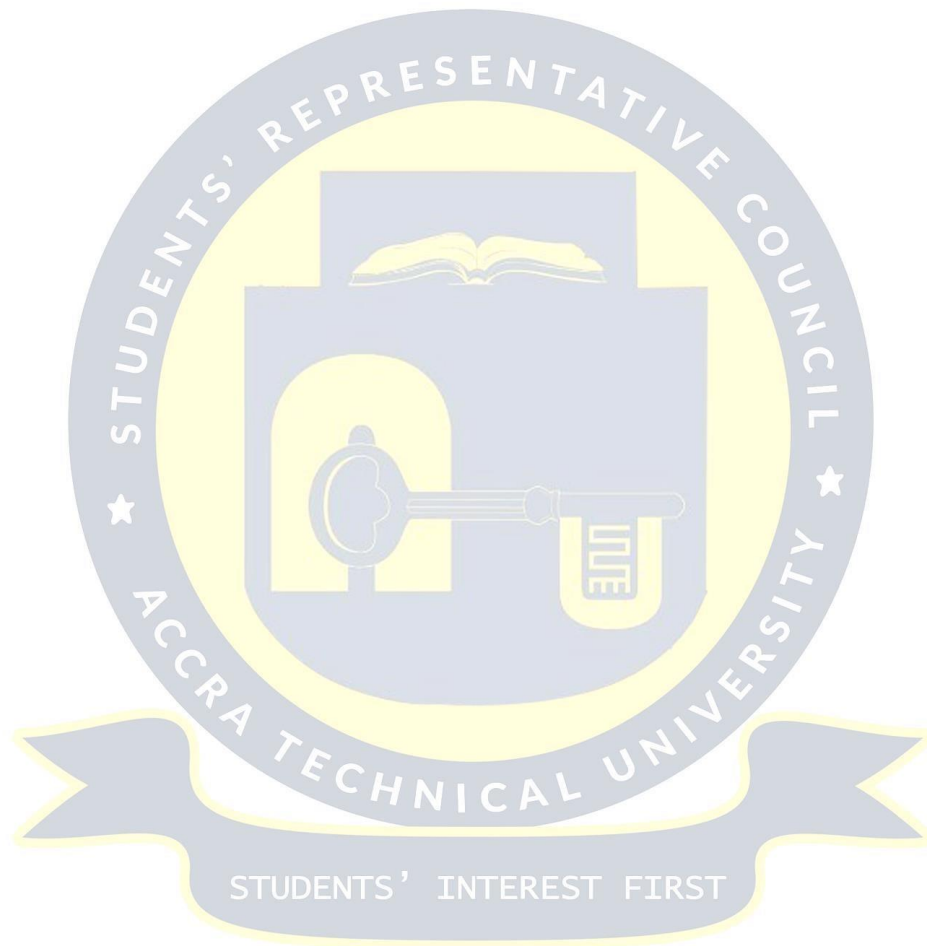
(2) THE ISLAMIC BOARD

- (a) The Islamic Board shall consist of the Imams of all Islamic denominations duly registered.
- (b) Members shall elect their own chairman who shall be called the Chief Imam.
- (c) The Imam shall be responsible for organizing all Islamic activities on campus.
- (d) Shall be expected to give equal attention to all Islamic denominations.

(3) OTHER RELIGIOUS GROUPS

(a) All Religious groups which have been duly registered and recognized by the University shall also appoint their leaders, who shall not be SRC Executive Committee members.

(b) Leaders shall be responsible to their groups as in the case of the Chaplain.



CHAPTER SEVEN

ELIGIBILITY AND REMOVAL FROM OFFICE

34. ELIGIBILITY FOR EXECUTIVE POSITIONS

- (1) Students seeking to be elected for an Executive position shall fulfil the following requirements:
 - (a) Be a registered student of Accra Technical University in Good standing for at least three semesters (3) but not in his/her final year of study.
 - (b) Shall have a CGPA of 3.5 or above (for the position of President and Vice President) and those vying for the other positions shall have a CGPA of 3.0 or above without any Trail as at the time of filing of nomination.
 - (c) Without prejudice to the clause above, BTECH, HND full-time and part-time students must have spent at least three (3) semesters.
- (2) Notwithstanding the clause supra, no executive shall contest for the same position twice.
- (3) Top-Up bachelor's degree students shall be eligible to contest for a position where he/she has:
 - a. spent (1) semester.
 - b. a current CGPA of 4.2 or above for the president and the vice president, CPGA of 3.80 or above for those vying for other positions.
 - c. The person shall not be a student from an analogous institution.
- (4) Must be of sound mind and high moral character.
- (5) Must not have been found guilty of any misconduct within the University or have any criminal record(s) against him/her.
- (6) Must not have been impeached or removed (where applicable) as an officer of any association in the University.
- (7) Must not have been found in breach of any provision(s) of this Constitution or the Statutes of the University.

- (8) Shall not have been found guilty of misconduct by the Disciplinary Committee for Junior members.
- (9) Shall not be sponsored for the position by any political party or any organization associated with any political party within or outside the country.
- (10) Shall not be a First-year student.
- (11) For the avoidance of doubt, the criteria relating to the other position other than that of the President and the Vice President shall apply to the following positions including but not limited to the SRC Executive Committee members, The Speaker, Deputy Speaker, Electoral Commissioners, Chief Justice, the Justices, Halls Executives, Halls JCRC Executives, Trustees, Auditor, Procurement Officer, etc.

35. GROUNDS FOR REMOVAL

- (1) All Executive Officers, officers elected by the General Assembly and appointed by the SRC President and those elected by the student body shall be removed from office if found:
 - (a) To have acted in violation of the oath of office as set out in this constitution.
 - (b) To have conducted him/herself in a manner which brings or is likely to bring the image of the SRC into disrepute, ridicule or contempt.
 - (c) To have acted in a manner prejudicial and/or inimical to the interest of the SRC.
 - (d) To be incapable of performing his/her functions by reason of infirmity of body or mind.
 - (e) To have embezzled funds and/or recklessly handled the finances of the SRC.
 - (f) To be inefficient or negligent in the discharge of his duties; and
 - (g) To have absented him/herself from three (3) consecutive meeting without any reasonable excuse to the chairperson.
- (2) In all the ground for removal there must be constituted an Ad-hoc investigative committee to investigate the allegation and submit its report to the General Assembly.
- (3) The affected officer involved shall have a right to appear before an Ad-hoc Committee to defend himself.
- (4) Officers elected by the student body shall be removed by the General Assembly once the allegation(s) have been proved and the General Assembly shall issue a notice of removal to the officer affected where the officer was elected by the general student body.

- (5) Where the officer involved was appointed by the SRC President the General Assembly shall inform the President to issue a notice to relieve the officer from his post.

36. IMPEACHMENT

- (1) An allegation that an officer elected under this Constitution has grossly misconducted her or himself is incapable of holding office shall petition in writing and addressed to the Chief Justice signed by not less than hundred (100) students consisting of at least twenty (20) students from each faculty/school.
- (2) The said petition shall be submitted to the Secretary of the Ordinary Chamber.
- (3) The written allegation shall be accompanied by a statement of the detailed facts and all necessary documents supporting the claim for impeachment.
- (4) The chief Justice upon receipt of the petition shall within seven (7) days convene a meeting of the Ordinary Chamber to enquire whether there are any genuine grounds for the impeachment.
- (5) The Ordinary Chamber shall make a determination to that effect and the secretary to the Ordinary Chamber shall forward a copy of the judgment of court to the Dean of Student Affairs.
- (6) The Dean of Student Affairs shall within 3 days upon receipt of the judgment of the Ordinary Chamber forward same to the Clerk of the General Assembly to convene a meeting of the General Assembly to consider the judgement within 3 days.
- (7) In the event that the judgment of the Ordinary Chamber favors an impeachment, the General Assembly shall move a resolution for impeachment which shall not be sustained unless the resolution is supported by not less than 2/3 majority of members present and voting.
- (8) An allegation that the Chief Justice or any Justices has misconducted himself shall be in writing and addressed to the General Assembly, where there are genuine and sufficient grounds for impeachment, the General Assembly shall remove the Chief Justice by a resolution of not less than two-third (2/3) majority of the Assembly present and voting.
- (9) The General Assembly shall set up an Ad-hoc Committee to investigate the matter and submit its findings and recommendations to the General Assembly through the Clerk.

The Clerk shall within three (3) days on receipt of the finding shall convene a meeting to consider the impeachment.

- (10) An allegation that a committee has misconducted itself shall be in writing and addressed to the General Assembly.
- (11) The General Assembly shall set up an Ad-hoc committee to investigate the matter and submit its findings and recommendations to the General Assembly through the Clerk. The Clerk shall, within three (3) days on receipt of the findings convene a meeting to consider the impeachment.
- (12) The chairman of the committee shall be held responsible and have the right to appear before the committee to state their case.

37. RESIGNATIONS

- (1) Any officer of the SRC may resign his post voluntarily. Where the officer is appointed by the SRC President, the letter must be addressed to the SRC President and copy the Dean of Students Affairs. The SRC President shall notify the General Assembly in writing within seven (7) clear days on date of receipt.
- (2) Where the officer is elected by the general student body the letter of resignation shall be addressed to the Speaker and copies to the Dean of Student Affairs and the SRC President.
- (3) The letter of resignation must always be accompanied by a handing over not by the officer resigning to the Executive Committee and failure to do so shall be termed as misconduct.

38. VOTE OF NO CONFIDENCE

- (1) An Executive Officer shall be removed from office on the passion of a vote of No Confidence. Where the officer was elected by the general student body, the vote of no confidence shall be supported by 50% of the general student body and addressed to the Speaker.
- (2) The Speaker upon receipt of the vote of no confidence shall within 3 days convene a meeting of the General Assembly and shall issue notice of removal to the officer affected.

39. REPLACEMENT OF OFFICERS

Upon the grounds for removal from office, impeachment, resignation, vote of no confidence and demise the officer shall be replaced in the procedure and manner set out in Section 57 of this constitution.



CHAPTER EIGHT ADMINISTRATION OF FUNDS

40. FUNDS OF SRC

The revenue of the SRC shall include but not limited to:

- (1) Dues paid by students.
- (2) Interest on funds invested by the SRC.
- (3) Special levies imposed by the Executive Committee and approved by the General Assembly.
- (4) Proceeds from sales of SRC souvenirs.
- (5) Income from endowment or bequest made to the SRC.
- (6) Donations made to the SRC.
- (7) Sponsorship monies received and made to the SRC.
- (8) Offertory during non-denominational church services organized by the SRC.
- (9) Loans contracted from the University and any other sources subject to approval by simple majority of the General Assembly and Dean of Students' Affairs. When such loans are contracted, and not fully paid for during a particular academic year, the successive SRC administration shall be obliged to pay the outstanding debt; as the case may be.
- (10) Sales of tickets relating to SRC activities.
- (11) Any other legitimate income approved by the General Assembly.
- (12) Rent of fees from tenants occupying SRC Buildings.

41. MANAGEMENT OF FINANCES

- (1) The SRC shall manage its own finances.
- (2) Funds shall only be used within the approved expenditure budget of the SRC by the General Assembly.
- (3) All payments shall be intimated by a memo approved by the SRC President.

- (4) The SRC shall operate a maximum of 2 ₵ bank accounts (current account) with registered Banks by a resolution of the General Assembly subject to approval of the Dean of Students Affairs.
- (5) There shall be three signatories to all SRC bank accounts. The Dean of Students' Affairs, being the principal signatory, and in addition the SRC President and the SRC Finance Officer.
- (6) All transactions shall be recorded by the Finance Officer of the SRC.
- (7) All monies collected on behalf of the SRC by the University shall be paid by cross cheque into the SRC Bank Accounts.
- (8) Any withdrawal from any SRC Bank Account other than by cheque shall be the signatories of the officers as stated above.
- (9) Any monies received by or on behalf of the SRC by any SRC Officer or any student authorize in writing shall be paid into the bank account of the SRC in Gross.
- (10) Any transaction, project programme or activities approved by the General Assembly shall be continued by succeeding SRC executives.
- (11) All contracts with financial implication shall not be signed and undertaken unless there is expressed permission from the Dean of Students' Affairs who shall also serve as a witness to the contract.

42. BUDGET

- (1) The Academic Board of ATU shall consider and approve the SRC master budge upon the recommendations of the General Assembly.
- (2) The SRC master budget shall be presented to General Assembly within fourteen (14) days at the beginning of the first semester.
- (3) The master budget shall be presented by the Finance Officer at a General Assembly meeting called for such purpose and SRC dues shall be approved by the Academic Board of the University.
- (4) The Executive Committee of the SRC shall be responsible for the implementation of the master budget and shall submit implementation report to the Finance Committee.

43. BOOKS OF ACCOUNTS

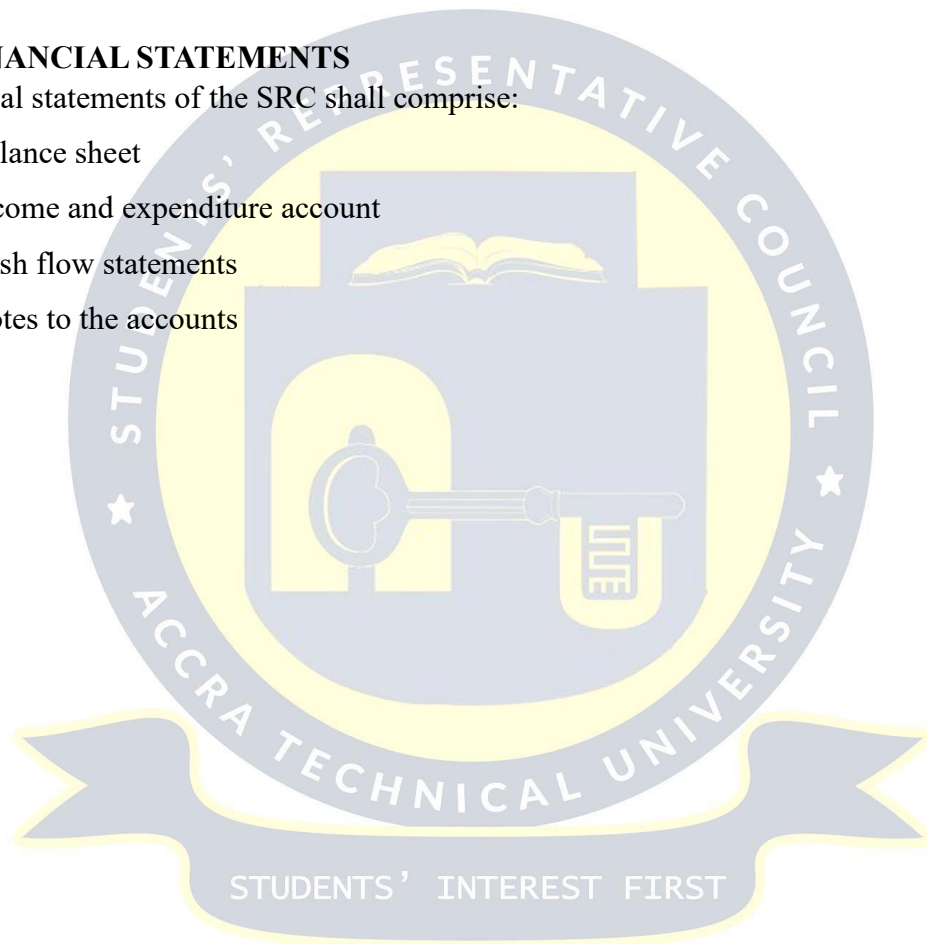
The Finance Officer shall keep proper books of Accounts. The following books shall be kept

- (1) The Cash Book
- (2) Ledgers
- (3) Trial Balance
- (4) Journals

44. FINANCIAL STATEMENTS

The financial statements of the SRC shall comprise:

- (1) Balance sheet
- (2) Income and expenditure account
- (3) Cash flow statements
- (4) Notes to the accounts



CHAPTER NINE THE ELECTORAL COMMISSION AND ELECTIONS

45. MEMBERSHIP

There shall be established an Electoral Commission, which shall be responsible for the conduct, supervision and declaration of winners of all SRC Executive elections that require the general student body voting.

The Electoral Commission shall consist of:

- (1) The Electoral Commissioner (Chairperson)
- (2) One (1) elected Commissioner from each faculty/school.
- (3) Commissioner Representative of the Alumni Association

46. FORMATION OF THE ELECTORAL COMMISSION

- (1) The Electoral Commissioner shall be nominated by the SRC President and approved by the General Assembly
 - (a) The SRC President shall nominate at least 2 or at most 3 members of the general student body not being a first-year student and must have completed at least three (3) semesters at the time of his/her nomination
 - (b) The General Assembly shall inform the SRC President, through the Speaker, the successful candidate and the SRC President shall issue an appointment letter and inform the Chief Justice to swear in the Chairman of the Electoral Commission.
- (2) The Departmental Associations under the Faculty/Schools shall form a vetting committee for their Faculty/Schools
 - (a) The vetting committee for each Faculty/School shall nominate one of their members to be chairman of the committee.
 - (b) The vetting committee for each Faculty/School shall open nominations to students of that Faculty/School within seven (7) days from the date of opening nominations

- (c) The various applicants shall appear before the vetting committee to respond to questions that shall be put before them and the vetting committee shall score the applicants in accordance with a score sheet criteria
 - (d) The applicant with the highest score shall be appointed the Electoral Commissioner for the Faculty/School
 - (e) In the event that there is a tie between the applicants the members of the vetting committee shall be simple majority vote to elect the Electoral Commissioner of that Faculty/School and the winner shall be the appointed Electoral Commissioner
 - (f) Where there is equality of vote the chairman of the vetting committee shall have a casting vote
 - (g) The chairman of the vetting committee shall communicate in writing the elected representative from the Faculty/School to the Dean of Students Affairs copies to the SRC President, Chief Justice, Speaker and the SRC notice boards within fortyeight (48) hours after declaration of the voting results.
- (3) The Alumni Association shall nominate one of its members to serve as Alumni representative to the Electoral Commission. The notice of the nominee shall be forwarded to Deans of Students' Affairs copying the SRC President, the Speaker, the Chief Justice and SRC notice boards.

47. FUNCTION OF THE ELECTORAL COMMISSION

The Electoral Commission shall perform the following functions:

- (1) Electoral Commission shall be responsible for conducting, supervision and declaring all SRC elections that require the general student body voting
- (2) Shall coordinate the elections of all departments, halls/hostels under the University
- (3) Keep register of candidates to be elected under this Constitution that require the general student body voting
- (4) For every election that is conducted by the Electoral Commission the Electoral Commissioner shall:
 - (a) publish notice of opening nominations

- (b) nominations shall be closed
- (c) publish provisional list of all applicants.
- (5) Conduct preliminary investigations and confirm eligibility of candidates for election.
- (6) Receive complaints or objections to the candidature registered to contest an election within seven (7) days of publication.
- (7) The Ordinary Chamber shall determine the complaint or objections within three (3) days of receipt of complaint and objections from the chairman of the Electoral Commission
- (8) Compile and publish the final list of eligible candidates.
- (9) Determine and publish a date for the holding of elections not late than two (2) weeks before the start of the second semester examinations.
- (10) Ensure that facilities and logistics needed for free, fair and effective elections are available.
- (11) Supervise the orderly conduct of elections
- (12) Declare results of the elections.
- (13) Publish provisional results.
- (14) Receive and refer complaints and objections of election results to the chairman of the Ordinary Chamber for determination.
- (15) Publish results.

48. INDEPENDENCE OF THE ELECTORAL COMMISSION

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

49. FINANCES OF THE ELECTORAL COMMISSION

- (1) The administrative and cost of elections shall be provided for in the SRC master budget
- (2) Sourcing and accounting for monies received for Electoral Commission activities shall be in accordance with the provisions of this constitution
- (3) All receipts arriving out of the electioneering process shall be forwarded to the SRC Finance Officer
- (4) All forms sold shall be accompanied by receipt issued by the official SRC receipts by the Electoral Commission

- (5) Revenue received from sale of forms shall be deposited into the SRC bank account by the Chairman of the Electoral Commission.

50. CONDUCT OF ELECTIONS

The activities prior to elections shall be scheduled as follows:

- (1) All department and hall/hostel elections shall be held within the sixth (6th) week of the second semester.
- (2) Students who wish to stand for electable positions that require voting by the general student body shall apply to the Electoral Commission upon the opening of nominations published by the Electoral Commission.
- (3) Shall pick nomination form after paying the required fee to the Electoral Commission upon the opening of nomination by the Electoral Commission.
- (4) The processed forms shall be submitted no later than seven (7) days after close of nominations.
- (5) The positions of the President and Vice President shall be jointly contested on one ticket.
- (6) The positions of the Secretary and the Assistant Secretary shall be jointly contested on one ticket.
- (7) The Electoral Commission after conducting its preliminary investigations shall disqualify all applicants who:
 - (a) fail to meet eligibility criteria or
 - (b) fail to fill the application forms as required
- (8) The Electoral Commission shall publish the names of the provisional qualified and disqualified applicants no later than seven (7) days after close of nominations
- (9) The Electoral Commission shall receive complaints and objections of the provision of the provisional list
- (10) The Electoral Commission shall forward all complains and objections of the provisional list received to the chairman of the Ordinary Chamber no later than three (3) days after the elapse of the days stated for objections and complaints.
- (11) The Electoral Commission shall forward to the chairman of the Ordinary Chamber all complaints and objections received not later than 24 hours after close of notice of complaints and objections.

- (12) The Ordinary Chamber shall within three (3) days on receipt of complains and objections from the chairman of the Electoral Commission determine the complaints and objections and deliver their judgment
- (13) Any person aggrieved by the judgment of the Ordinary Chamber shall appeal to the Appellate Chamber in writing stating the grounds of appeal and written submission thereof with three (3) days after the delivery of the judgment of the Ordinary Chamber
- (14) The Appellate Chamber upon receipt of the written submission shall within three (3) days determine the appeal and deliver its judgment and there shall be no further right of appeal after the Appellate Chamber deliver its judgement
- (15) The final list of eligible qualified applicants shall be published by the Electoral Commission
- (16) The Electoral Commission shall set a date for vetting of eligible qualified applicants at which date all candidates shall appear before it to defend their manifesto and other preset criteria approved by the General Assembly. Failure to appear shall disqualify the candidate
- (17) List of qualified candidates shall be published after the vetting by the Electoral Commission
- (18) Election campaign and rallies shall commence within 24 hours after public of results and shall cease by 12 midnight before the day of election
- (19) Within the period for the campaign and rallies, the Electoral Commission shall publish a date on which manifesto shall be presented to the general student body
- (20) A person aggrieved by the disqualification of the vetting shall appeal in accordance with the appeals procedure provided in this section of this constitution
- (21) The day of election shall be the date set and published by the Electoral Commission for the general student body to vote. Voting starts at 8:00am and ends at 6:00pm. However, voters who are not in the queue at 6:00pm shall not be allowed to vote.
- (22) Every candidate may present one agent certified by the Electoral Commission at each polling station
- (23) Electoral officer at each polling station shall open and count the ballot in public view and forward same to the collation center
- (24) The Electoral Commission shall declare the winner(s) after the results have been declared at the collation center

- (25) In the event of a tie, a fresh election shall be held within seven (7) days of the candidates involved.
- (26) The pending petition before the Ordinary Chamber shall not invalidate the results declared by the Electoral Commission unless the Ordinary Chamber determines otherwise
- (27) In the event the Electoral Commission alleges a candidate has been involved in election fraud or malpractice after the declaration of results the Electoral Commission shall present the facts and evidence upon which the allegation is being founded in writing to the Ordinary Chamber. The Ordinary Chamber shall determine the matter within 3 days of receipt of same
- (28) Where the allegation is found to be true the Ordinary Chamber shall disqualify the candidate and the candidate with second highest vote shall be declared the winner
- (29) Where a position is not contested for the Electoral Commission shall organize elections for such position by re-opening nominations and conduction of election as provided in this constitution.

51. FORMATION OF VETTING COMMITTEE

- a. The members of the vetting committee for SRC general election shall comprise:
 - a. The Electoral commissioner who shall be the chairperson
 - b. All members of the electoral commission.
 - c. Two non-executive representatives (appointed by the SRC Executives in consultation with Dean of Students' Affairs.)
 - d. Without prejudice to the clause above, The Incumbent Officer of the position shall be in attendance as non-scoring.

(1) The vetting Committee shall be responsible for:

- (a) Conduct of aptitude test prior to the vetting.
- (b) Vetting of aspirants for the general election.

CHAPTER TEN

ALLOWANCES, HONORARIUM AND CERTIFICATES

52. ALLOWANCES

- (1) The SRC Executive Committee members shall be entitled to monthly allowance.
- (2) The General Assembly shall be entitled to sitting allowance.
- (3) The Committees and Units shall be entitled to monthly allowances.
- (4) Allowances in the form of per diem shall be paid to executive officers or any other authorized person on errand of the SRC at rate of 50% of the rate Executive allowance
- (5) All rates of allowances shall be determined by the Dean of Students Affairs upon a proposal by SRC Executive Committee.

53. HONORARIUM

- (1) The SRC Executive Committee shall propose payment of honorarium to a person or group of persons to the Dean of Students Affairs for approval.

54. CERTIFICATE

- (1) Certificate of office shall be issued by the Dean of Students Affairs to all SRC Officers who successfully complete their tenure of office.
- (2) Certificate of honor shall be issued by the SRC to persons or group of persons who have made meaningful contributions to the SRC. These certificates shall be signed by the SRC President and the Dean of Students Affairs.

STUDENTS' INTEREST FIRST

CHAPTER ELEVEN AMENDMENT

55. AMENDMENT

- (1) Notice of any motion to enact, amend or repeal any of the provisions of this constitution Shall be given at a meeting of the General Assembly which the speaker shall request a motion to be moved by a member.
- (2) The motion to enact, amend or repeal any of the provisions of this constitution shall not carry unless it receives the approval of at least 2/3 membership of the General Assembly.
- (3) An Ad-hoc committee shall be formed immediately after the meeting at which the motion has been moved and approved and present a proposed amendment to the general assembly for a simple majority approval.

Composition of the Ad-hoc committee.

- (a) A representative from each faculty.
 - (b) The SRC Vice President.
 - (c) The Chief Justice.
- (4) The approve proposed amendment to enact, amend or repeal any of the provisions of this constitution by the General Assembly shall be forwarded to the Academic Board of the University for consideration and recommendation to the Governing Council for approval.
 - (5) Notwithstanding the procedures above, the Governing Council shall have the power to enact, amend or repeal any of provisions of this constitution.
 - (6) For the avoidance of doubt no amendment, enactment or repeal shall take effect unless until it has been approval by the Governing Council.
 - (7) An amendment, repeal, or enactment of any provisions within this constitution shall be permissible after a period of five years from the date of the previous or recent amendment.

CHAPTER TWELVE TRANSITIONAL PROVISIONS

56. TRANSITIONAL PROVISIONS

The following provisions shall apply for incoming and outgoing SRC officers:

- (1) The Registrar of the University shall introduce the new signatories to the SRC bank accounts not later than three (3) days before the official handing over upon a request by the Dean of Students Affairs.
- (2) The Dean of Students Affairs shall authorize the update of the SRC website with the credentials of the new officers not later than three (3) days before the official handling over date.
- (3) The Dean of Students Affairs shall authorize publication of the new SRC officials to the University community not later than three (3) days before the official handling over date.
- (4) All the outgoing Executive of the SRC shall submit and discuss their handling over notes with the respective new SRC Executive officers in the presence of the Dean of Students Affairs not later than three (3) days before the official handing over ceremony.
- (5) The outgoing General Assembly, Ordinary Chamber, Appellate Chamber, Executive Committees, Units etc. shall submit and discuss their handing over notes with the new SRC Executive Committee in the presence of the Dean of Students Affairs not later than three (3) days before the official handing over ceremony.
- (6) A copy of all handing over notes shall be submitted to the office of the Dean of Students Affairs by the outgoing officers not later than four (4) days before the official handing over ceremony.
- (7) The official handing over ceremony date shall be determined by the executive committee in consultation with the DOSA after the last examination paper of the second semester.
- (8) The incoming Executives in collaboration with the outgoing Executives and in consultation with the Dean of Students Affairs shall organize the handing over ceremony.
- (9) The handing over ceremony shall be chaired by the Dean of Students Affairs and the entire student body shall attend.

57. ASSET REGISTER

- (1) The outgoing SRC President shall submit the asset register of the SRC and discuss its content with the incoming Executive Committee in the presence of the Dean of Students Affairs.
- (2) For the avoidance of doubt assets of the SRC shall include but not limited to files, seals, registers, computers, buildings, lands, contract documents etc.
- (3) Failure to submit handing over notes and failure to hand over any asset of the SRC shall constitute a misconduct for which graduating certificate shall be withheld by the University.



CHAPTER THIRTEEN ADMINISTRATION

The SRC shall administer its affairs in line with the provisions of this constitution and shall have the right to acquire properties in furtherance of its aims and objectives.

58. ASSETS

- (1) The assets of SRC shall include but not limited to property, plant, equipment, stock, cash, receivables etc.
- (2) The SRC shall seek the approval of the Governing Council to acquire immovable property.
- (3) The SRC shall not lease or grant any interest in land without the approval of Executive Committee of Academic Board of the University.\

59. OFFICE SPACE

- (1) The University may provide office space to the SRC to the availability of space.
- (2) The SRC shall create a secretariat with the offices for the SRC President, the Finance Officer and the Administration in the SRC Building complex.

60. CUSTODY AND SAFETY OF SRC DOCUMENTS

- (1) The SRC shall operate strictly an archive and central filing system where all documents shall be under the custody and safety of the Administration.
- (2) Notwithstanding (a) above books of accounts and the underlying records shall be kept in the Finance Office.

61. INTERNAL COMMUNICATION

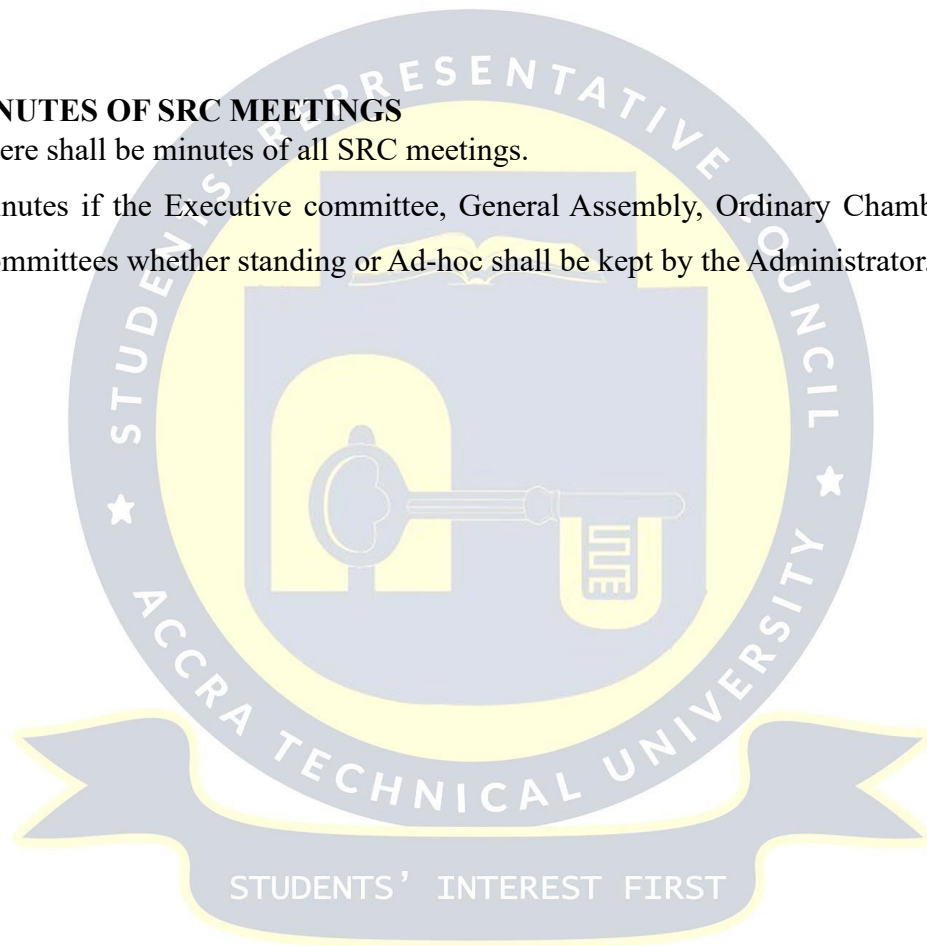
- (1) Official communication between SRC Officers, Committees, General Assembly, Ordinary Chamber and Appellate Chamber etc. shall be by memo duty signed.

62. EXTERNAL COMMUNICATION

- (1) All correspondence to external stakeholders must be on the SRC letter head and must be signed by the SRC President or in his absence signed by the Vice President and copies kept on file.
- (2) All incoming mails must be handled by the Administrator and forwarded to the concerned Officer through a Secretary where applicable.

63. MINUTES OF SRC MEETINGS

- (1) There shall be minutes of all SRC meetings.
- (2) Minutes if the Executive committee, General Assembly, Ordinary Chamber, and other Committees whether standing or Ad-hoc shall be kept by the Administrator.



CHAPTER FOURTEEN OTHER CONSTITUTIONAL ISSUES

64. ASSOCIATION, CLUBS AND SOCIETIES

- (1) All associations/clubs/societies shall apply to the Dean of Students Affairs with their constitution.
- (2) The Dean of Students Affairs shall submit the association(s)/clubs/societies documentation for registration to the Executive Committee of Academic Broad for consideration and Approval.
- (3) All registered association/club/societies shall apply for renewal of registration every two Years.
- (4) Failure to operate without registration and renewal shall be in breach of this constitution and the said association/clubs/societies shall cease to operate.
- (5) No association shall organize political rally on campus.
- (6) All correspondence of the various clubs, societies to the University administration shall pass through the Executive Committee of the SRC and the Dean of Students Affairs.
- (7) All major programmes to be organized by associations/clubs/societies shall be approved by the Dean of Students Affairs and such request must pass through the SRC President.

65. INVITATION TO PROGRAMMES

- (1) The SRC President in consultation with other members of the Executive Committee shall have power to nominate delegates, representatives or participants to any conferences seminars, or programmes to which the SRC shall be invited.
- (2) The delegates, representatives or participants shall present written reports to the Executive committee through the SRC President, seventy-two (72) hours after such Conferences, seminars, or programmes.
- (3) The report shall be published by the Secretary on all notice boards within twenty-four (24) hours after its submission to the General Assembly.

66. RADIO ATU MANAGEMENT BOARD

The Radio Management Board shall consist of the following:

- (1) Dean of Students Affairs (Chairman)
- (2) The University Director of Public Affairs
- (3) The SRC President
- (4) The SRC PRO (Secretary)
- (5) The Programme Manager
- (6) The Alumni Representative
- (7) A representative from the General Assembly (Department)

67. FUNCTIONS OF THE RADIO ATU MANAGEMENT BOARD

- (1) Approval and authorization of publications such as notices and banners are within the Domain of the Dean of Students Affairs and the University Public Affairs Office.
- (2) There is going to be a University Management Board to run the Radio Station and its Operations.

68. PROJECTS OF THE SRC

- (1) The SRC shall be mandated to continue any existing project started by the preceding SRC administrations.
- (2) Each SRC Administration must undertake at least one monumental project of benefit to the student or continue with an existing one if there is any.
- (3) Without Prejudice to the clause above no administration of the SRC shall commit subsequent administration to financial debt.

SCHEDULE ONE: OATHS

1. THE PRESIDENTIAL OATH

I, having been elected to the high office of the President of the SRC of Accra Technical University do (in the name of the Almighty God solemnly swear) (affirm) that I will be faithful and true to the SRC and the University; 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 University and to do right by all persons.

I further (solemnly swear) (affirm) that should I at any time break this oath of office, I shall submit myself to the laws of this constitution and Laws of Ghana and suffer the penalty for it (so help me God).

1.1 To be administered by the outgoing Chief Justice during handing over ceremony

2. THE VICE-PRESIDENTIAL OATH

I, having been elected to the office of the Vice President of the SRC of Accra Technical University, do (in the name of the Almighty God solemnly swear) (affirm) that I will be faithful and true to the Institution, that I will at all times preserve, protect and defend the constitution of the SRC; and dedicate myself to the services and well-being of the students of the University and to do right to all manner of persons

I further (solemnly swear) (affirm) that should I at any time break this oath of office, I shall submit myself to the laws of this constitution and Laws of Ghana and suffer the penalty for it. (So, help me God)

2.1 To be administered by the outgoing Chief Justice during handing over ceremony

3. EXECUTIVE COMMITTEE MEMBERS OATH

I, having been elected as an Executive Officer, of the SRC of Accra Technical University, do (in the name of the Almighty God swear) (affirm) that I will not directly or indirectly, reveal such matters as shall be debated at the Executive meeting and committed to my secrecy; and that I will uphold, Preserve, protect and defend this constitution. (So, help me God)

3.1 To be administered by the outgoing Chief Justice during handing over ceremony

4. 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 as by law established; that I will faithfully and conscientiously discharge my duties as speaker of the General Assembly and; uphold, preserve, protect and defend the constitution of the SRC; and that I will do good to all manner of persons in accordance with this constitution and the laws and conventions of the General Assembly without fear or favor, affection, or ill-will. (So, help me God)

4.1 To be administered by the Chief Justice at the First General Assembly.

5. THE JUDICIAL BOARD OATH

I, having been appointed as (Chief Justice or 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 as by law established; 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 favor, affection or ill-will; and that I will at all time uphold, preserve, protect and defend the constitution of the SRC and the Statutes of the University. (So help me God).

5.1 To be administered by the outgoing Chief Justice/ Chief Justice

6. THE OATH OF ALLEGIANCE OF COMMITTEE MEMBERS

I, having been appointed as a member of the Committee: (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SRC as by law established; that I will uphold the sovereignty and integrity of the SRC; and the institution as a whole; and I will preserve, protect and defend this constitution. (So, help me God)

6.1 To be administered by the Chief Justice

7. THE OATH OF A MEMBER OF THE GENERAL ASSEMBLY

I, having been appointed as a member of the General Assembly for the Academic year do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SRC as by law established; that I will uphold, protect and defend the constitution of the SRC; and that I will faithfully and conscientiously discharge my duties of a member of the General Assembly. (So, help me God)

7.1 To be administered by the Moderator (Alumni Rep)

8. THE OATH OF SECRECY FOR OTHER OFFICER OF SRC

I.....having been elected/appointed as an Officer of the SRC of Accra Technical University do (in the name of the Almighty God) solemnly swear) (affirm) that I will not directly or indirectly reveal such matters as shall be debated at Committee Meetings and committed to my secrecy; and that I will uphold, preserve, protect, and defend this Constitution. (So, help me, God).

8.1 (To be administered by the Chief Justice.)