



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE  
DEVELOPMENT

SCHOOL OF SUSTAINABLE DEVELOPMENT

SUSTAINABLE DEVELOPMENT STUDENTS'  
ASSOCIATION (SuDSA)

# CONSTITUTION 2024

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### **PREAMBLE**

#### **IN THE NAME OF THE ALMIGHTY GOD,**

**IN** appreciation and pursuit of **KNOWLEDGE**, in the spirit of **INTEGRITY** to **INFLUENCE** our society, desirous to establish a well-informed and accountable student for this era, and protect the exquisite principle of probity, veracity, impartiality, dedication and scrupulosity,

**IN SOLEMN** declaration and affirmation of our faith and trust in the collective will of the people; we the Sustainable Development Students' Association (SuDSA), do hereby enact, adopt and establish for ourselves this Constitution on this 18th day of January, 2024 as the Basic Laws for the governance of the Association, subject to the general University Rules and Regulations, the SRC Constitution and the General Laws of the Republic of Ghana.

### **CHAPTER ONE**

## **THE CONSTITUTION**

### **ARTICLE 1 NAME**

The name of the Association shall be known and called; SUSTAINABLE DEVELOPMENT STUDENTS' ASSOCIATION (hereinafter also referred to as SuDSA), and shall be deemed the only legitimately recognized student representative body of the School of Sustainable Development of the University of Environment and Sustainable Development, Somanya.

### **ARTICLE 2 SUPREMACY OF THE CONSTITUTION**

- (1) Subject to the 1992 Constitution, all other national laws including the establishing Statute of the University of Environment and Sustainable Development, the Basic laws of the University and the SRC Constitution, commonly known as the University Statute, this Constitution shall be the governing law of the Associations and all sub-groups thereto
- (2) Pursuant to clause (1) supra any other law, rule or regulation inconsistent with this Constitution or any provision herein shall to the extent of the inconsistency be deemed null and void.

### **ARTICLE 3 ENFORCEMENT OF THE CONSTITUTION**

- (1) Any student who alleges that:
  - (a) any act or omission of any person or group of persons; or
  - (b) any other rule or regulation contravenes any provision in this constitution may apply to the Judicial Committee for a declaration to that effect.

### **ARTICLE 4 DEFENCE OF THE CONSTITUTION**

- (1) The enjoyment of rights and freedoms provided in this Constitution shall be inseparable from the performance of duties and obligations, and accordingly, all members of the Association shall at all times have obligation to uphold, protect and defend this Constitution, in particular to resist any person or group of persons seeking to commit any act that may suspend or abrogate this Constitution.
- (2) No act done to suppress or resist the suppression or abrogation of this Constitution shall be deemed an offense.
- (3) Pursuant to Clause (2), any person who suffers any punishment or losses of any kind shall be absolved from all associated liabilities and may be compensated upon the restoration of this Constitution.

## **CHAPTER TWO THE SUDSA**

## **ARTICLE 5 MEMBERSHIP**

- (1) Every Student enrolled in the School of Sustainable Development of the University of Environment and Sustainable Development, Somanya is deemed to be a member.
- (2) All Members of SuDSA shall have equal rights and privileges with respect to the election of Officers.

## **ARTICLE 6 FUNCTIONS OF THE SuDSA**

The functions of the SuDSA shall be to:

- (1) serve as the mouthpiece of the entire student body of the School;
- (2) advise in matters relating to the general welfare of students;
- (3) be responsible for the planning and coordination of major social, cultural, recreational and intellectual activities of the students governed by the SuDSA in the University;
- (4) collaborate with the Sports Directorate in the promotion of sports and games of the School and the University;
- (5) cooperate with students' representative bodies of other schools, universities and institutions of higher learning in the country and abroad in matters of mutual interest;
- (6) promote cordial relations among all sections of the University and maintain good relations with past students of the School and the University;
- (7) foster the maintenance of the right academic atmosphere for the students of this University to pursue their studies and encourage the organization of seminars by Departments and/or academic bodies;
- (8) work towards the maintenance of good and healthy staff-student relations based on mutual trust and respect.

## **CHAPTER THREE THE WORKING BODIES**

### **ARTICLE 7 THE WORKING BODIES ESTABLISHMENT**

There shall be established under the Constitution an Executive Council, SuDSA Parliament and the Judicial Council and shall in the spirit of the doctrine of separation of powers work independently.

## **CHAPTER FOUR THE EXECUTIVE COUNCIL**

### **ARTICLE 8 THE EXECUTIVE COUNCIL**

#### **ESTABLISHMENT**

(1) There shall be established under the SRC an Executive Council which shall perform such functions assigned to it under this constitution.

## **COMPOSITION**

- (2) The Executive Council shall be composed of;
- (a) The President
  - (b) The Vice President
  - (c) The General Secretary
  - (d) The Financial Secretary; and
  - (e) The Women's Commissioner

## **ARTICLE 9. FUNCTIONS OF THE EXECUTIVE COUNCIL**

- (3) The Executive Council shall perform the following functions:
- (a) to formulate and initiate policies for the SuDSA;
  - (b) to ensure the performance of the functions of the SuDSA;
  - (c) to enforce the principle of the Rule of Law as enshrined in the constitution.
  - (d) Maintain and exercise strict compliance to all the provisions of this constitution.
  - (e) to approve and endorse activities of the SuDSA;
  - (f) to implement policies and programmes of the SuDSA

## **QUORUM**

4. A quorum of two-thirds (2/3) of members of the Executive Committee shall be present before the meeting starts.

## **ARTICLE 10. THE PRESIDENT**

- (1) There shall be a President of the SuDSA who shall be the leader and chief spokesperson of the SuDSA in all matters relating to the welfare of the association and its members.
- (2) The President shall take precedence over all other persons in the SuDSA and shall be immediately followed by the Vice President, the Speaker of the Parliament and the Chairperson of the Judicial Council.
- (3) Without prejudice to any other provision in this Constitution, the President shall have the following functions:
- (a) in consultation with the executive committee appoint chairperson(s) or other members of the SuDSA Committees and Commissions.
  - (b) preside over the general student body, and the Executive Council under the SuDSA.
  - (c) may appoint representatives to represent each class of students at Committees.

- (d) Notwithstanding clause (b) of this article, the executive authority of the SuDSA shall be exercised in accordance with the provisions of this Constitution and shall extend to the execution and maintenance of this Constitution.
- (e) in consultation with the Executive Council:
  - (i) at the first and third week of each semester deliver at the General Council meeting an address of the state of affairs of the SuDSA;
  - (ii) within two weeks before handing over to the incoming SuDSA executives, deliver an address of the state of affairs of SuDSA before the Parliament where the general student body shall have the right to attend and observe.
- (f) In the event of traveling outside Ghana while in office he shall communicate to the Dean of the School and Parliament his/her intention writing.
- (g) Such notice as referred to in clause (f), shall be communicated by giving at least two weeks prior notice or in cases of emergency, giving notice within a reasonable time.
- (h) appointment the Commissioners, except the Women's Commissioner and other appointments to serve in Committees and Commissions in the discharge of his/her duties.
  - (i) be a member of the SRC Parliamentary Council.
  - (j) be a signatory to the Association's Bank Account.

## **ARTICLE 11 THE VICE PRESIDENT**

There shall be a Vice President who shall be the next in command in the absence of the President and shall perform such functions as stipulated below:

- (a) Shall act as an ex-officio member of all committees of the SuDSA with the exception of the independent committees.
- (b) May attend sittings of Parliament but similar to the president he shall have no voting right.
- (c) Shall coordinate programmes and activities between the SuDSA and other Universities and/or Organizations.
- (d) Shall assume office as President for the unexpired term of office with effect from the day of the death, resignation or removal of the President.
- (e) Shall upon assuming office as President under the provisions in this constitution, nominate a person to the office of Vice President subject to approval by the Parliament.
- (f) Shall be a member of the Finance and Economic Commission with a voting right.
- (g) Shall perform such other functions as may be assigned to him/her by the President under this Constitution.

## **ARTICLE 12 GENERAL SECRETARY**

- (1) There shall be a General Secretary who shall be the head of administration of the SuDSA Secretariat, and Secretary to the Executive Council

- (2) The General Secretary shall perform duties and functions, which shall include;
- (a) keep true records of all proceedings and resolutions of the Executive Council.
  - (b) under the direction of the President, summon Executive Council and any general meeting stating the agenda.
  - (c) be responsible for the day-to-day running of the SuDSA office and shall have custody of all the documents of the SuDSA.
  - (d) publish within seven (7) days after every General Council meeting the true and accurate report from such meetings on all notice boards in the Halls of Residence and on Schools notice boards.
  - (e) be the chairperson of the Editorial Board and the Clubs and Societies' Commission.
  - (f) be a member of any Executive Delegation(s) of all conferences both local and international.
  - (g) perform any other functions as may be assigned to him/ her by the Executive Council.
  - (h) be a member of the Parliament of the SRC Parliamentary Council.

### **ARTICLE 13 THE FINANCIAL SECRETARY**

There shall be a Financial Secretary who shall have custody of cheques and cashbooks and shall perform duties and functions, which shall include;

- (a) To deposit all monies in the SuDSA bank accounts within seventy-two (72) hours upon receipt of such monies.
- (b) To assume responsibility for all financial accounts and keep true records of all financial transactions and assets of the union in accordance with proper accounting reporting standards.
- (c) Provide annual financial report at Annual General Meeting of the Association
- (d) Serve as be the chairperson of the Finance and Economic Commission.
- (e) Shall be a signatory to the bank account(s) of the SuDSA.
- (f) He shall publish the budget of the SuDSA on all notice boards at the beginning of the Academic Year.

### **ARTICLE 14 THE WOMEN'S COMMISSIONER**

There shall be under the SuDSA a Women's Commissioner who shall perform duties assigned to her including.

- (a) The Women's Commissioner shall be a female student.
- (b) The Women's Commissioner shall advocate the cause and interest of female students.
- (c) The Women's Commissioner shall ensure that SRC policies are not inimical to the development of female students in the school.
- (d) The Women's Commissioner shall perform any other function assigned to her by the Executive Council in relation to her Office.

### **ARTICLE 15 THE ORGANIZING SECRETARY**

- (1) There shall be an Organizing Secretary who shall be nominated by the President of SuDSA.

(2) The Organizing Secretary shall perform the following functions:

- (a) Be the Chairperson of the Organizing Committee of SuDSA.
- (b) Inform the Executive Council on the state of the general issues on entertainment, transportation, and sports of students in the Association.
- (c) Shall be the sole Officer in charge of general supervision of properties and facilities of SuDSA.

## **CHAPTER FIVE THE SuDSA PARLIAMENT**

### **ARTICLE 16 THE SuDSA PARLIAMENT**

#### **ESTABLISHMENT**

(1) There shall be established a SuDSA Parliament which shall be the legislative arm of the SuDSA government and shall perform duties assigned to it under this constitution.

#### **COMPOSITION**

(2) The SuDSA Parliament shall be composed of:

- (a) The Speaker who shall be appointed in accordance with this constitution.
- (b) A deputy Speaker.
- (c) The Clerk
- (d) The Presidents and Secretaries of all Departments within SSD
- (e) All Programme Representatives of all levels.

#### **FUNCTION OF THE PARLIAMENTARY COUNCIL**

(3) The Parliamentary Council shall perform the following functions;

- (a) The Council shall vet and approve all appointments for offices under the SUDSA.
- (b) The Council shall receive, discuss and approve budgets of bodies under the SUDSA;
- (c) The Council shall debate issues concerning the interest of students and may pass resolutions on them and such resolutions shall be binding on the Commission.
- (d) The Council shall receive, discuss and approve the working documents of all Committees and commissions under the SUDSA except that of the Judicial Council;
- (e) The Council shall have the authority to inquire into the activities and administration of Executive officers as Parliament may determine by summoning such officers before the Senate Council or any Parliamentary committee.

#### **ARTICLE 17 THE SPEAKER**

(1) The office of the Speaker shall be the highest office of the SuDSA Parliament and the Speaker shall preside over all parliamentary sittings.

- (2) A candidate for the position of Speaker of Parliament shall be nominated by the President pending the approval of Parliament by means of secret ballot on the first sitting of the house.
- (3) A person shall be qualified to be nominated as a speaker of parliament if
  - (i) he/she is at least a 3rd year student at the time of assumption of office.
  - (ii) he/she has not been cited for any proven misconduct including examination malpractice
  - (iii) he/she has not been a subject of any investigation involving embezzlement
- (4) A person shall not be eligible for nomination as Speaker of Parliament if at the time of nomination:
  - (i) he/she is not eligible to contest any SuDSA election; or
  - (ii) has a GPA less than 3.00; or
  - (iii) he/she was a member of another committee within SuDSA or SRC; or
  - (iii) he/she in the last two years before the nomination, has not been in good standing.
- (5) Voting to elect the Speaker of Parliament shall be done by only Parliamentarians
- (6) A candidate elected to the office of Speaker of Parliament shall have a one-year term of office.
- (7) The Speaker of Parliament shall have no voting rights during voting in Parliament.
- (8) The Speaker of Parliament shall be sworn-in as President of the SuDSA in the absence of the President and Vice President.
- (9) The Speaker, before carrying out his duties shall take and swear before the house, the Speaker's oath set out in schedule 2 (e) of this Constitution.
- (10) The Speaker shall be removed from office but by a vote of no confidence of at least two-thirds of the members of parliament.
- (11) In the event that the Speaker of Parliament is removed from office or dies or resigns, no business shall be carried out in Parliament other than the election of a new Speaker.
- (12) The deputy speaker shall preside in the meeting to elect a new speaker provided he is maintained as the Deputy speaker
- (13) If for any reason the deputy speaker is unavailable or the position of the Deputy speaker is vacant at the time of the nomination of the Speaker of Parliament, the Clerk of Parliament shall preside over parliament for the election of a new speaker and deputy speaker.
- (14) The Speaker shall be sworn-in before any business of Parliament is conducted.
- (15) by the outgoing Chief Justice on the first Parliamentary sitting of the new Parliament
- (16) The Speaker of parliament shall have the following functions:
  - (i) The Speaker of Parliament shall summon all members to regular and emergency parliamentary sittings.
  - (ii) Shall moderate all debates in parliament and organize elections regarding matters which are not able to be settled by dialogue or matters which the constitution stipulates to be determined by means of votes

- (iii) the Speaker shall inform the SuDSA within a reasonable time of the president's intended absence and the constitutional steps to be taken to swear-in the Vice President.

## **ARTICLE 18 THE DEPUTY SPEAKER**

- (a) There shall be a Deputy Speaker of Parliament who shall be elected by the members of Parliament from among the members at the first sitting of Parliament.
- (b) The Deputy Speaker shall assume the position of Speaker in the absence of the Speaker and shall under such circumstances waive his/her voting rights.
- (c) The Deputy Speaker shall be the chairperson of the Vetting Committee of Parliament
- (d) For the purpose of convenience, a member shall not be elected as a Deputy Speaker of Parliament unless he is a student in the third year at the time of assumption of office.
- (e) A simple majority shall be required to declare a winner in such elections.
- (f) A Deputy Speaker of Parliament whilst presiding over house as speaker shall waive his voting right.
- (g) The Deputy Speakers, before carrying out their duties shall take and subscribe before the house the Speaker's oath set out in schedule 2 (e) of this Constitution.

## **ARTICLE 19 THE CLERK**

- (a) There shall be a Clerk of Parliament
- (b) A person shall not be elected from among the members of the Parliament
- (c) The clerk shall be the Secretary of the Parliament and shall perform such other administrative functions as the Speaker may instruct.
- (d) Shall be nominated and voted upon by Parliamentarians.
- (e) Shall be assisted by a Member of the Editorial committee.
- (f) Shall receive all motion papers for the passing of resolution bills.
- (g) Shall not take part in any parliamentary exercise except carrying their duties as secretaries to the house.
- (h) Shall collate and count the results of secret ballots cast in the house and give results to the speaker for declaration.
- (i) Shall preside over the election of the Speaker of the Parliament.

## **ARTICLE 20**

### **(1) TENURE OF OFFICE FOR MEMBERS OF PARLIAMENT**

- (a) All members shall have a one-year term of office and maybe eligible to seek re-election for another term if applicable.
- (b) A member of parliament shall vacate his seat upon his resignation, death, withdrawal from the University, vote of no confidence cast on him by his constituents and deferral of an academic year.
- (c) No person shall qualify to continue as a member of parliament unless he/she is available on campus throughout his tenure of office.

- (d) No person shall qualify to be a member of parliament unless he has been duly elected by members of his constituency.

## **(2) SELECT COMMITTEES OF THE PARLIAMENT**

- (a) Parliament shall appoint standing committees and other committees as may be necessary for the effective discharge of its functions.
- (b) The standing committees shall be appointed at the first meeting of Parliament after the election of the Speaker and the Deputy Speaker.
- (c) Without prejudice to clause (1) of this article, the standing committees of the Parliament shall include:
  - (i) Vetting Committee
  - (ii) Finance Committee
  - (iii) Welfare Committee
  - (iv) Privileges Committee

## **(3) PROCEDURE IN PARLIAMENT**

- (a) Parliament shall meet every Friday to carry out its business unless contrary notice is given 48 hours prior to the day of the meeting
- (b) The Speaker shall have the right to summon members to an emergency meeting.
- (c) A member of the Parliament shall, before taking his/her seat in parliamentary swear the Oath of Allegiance and the Oath of Membership of Parliament before the Speaker.
- (d) A member of Parliament may, before taking the oath referred to in clause (1) of this article, take part in the election of the Speaker.
- (e) The Speaker shall preside in Parliament at all sittings and in his/her absence the Deputy Speaker shall preside.
- (f) Quorum for Parliamentary sitting, apart from the person presiding, shall be one-third of all the members of the Parliament
- (g) Parliament shall have standing orders which shall govern parliamentary processes during sittings.
- (h) Members who break the standing orders of the house shall be sanctioned accordingly by the Speaker.
- (i) A member who leaves a sitting before its closure without permission of the speaker shall for the purposes of sitting allowance be considered absent for
- (j) All members of the SuDSA shall have the right to attend and observe parliamentary sittings.

## **(4) VOTING IN PARLIAMENT**

- (a) Except as otherwise provided in this Constitution, matters in Parliament shall be determined by simple majority of members present and voting.
- (b) The Speaker shall have neither an original nor casting vote.
- (c) Where the votes on any motion are equal the motion shall be deemed to be lost.

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

## **(5) CONTEMPT OF PARLIAMENT**

An act or omission which obstructs or impedes Parliament in the performance of its functions or which obstructs or impedes an officer of Parliament in the discharge of his/her duties or serves as an affront to the dignity of the Parliament or which tends either directly or indirectly to produce that result, is contempt of Parliament.

## **(6) PRIVILEGES AND IMMUNITIES**

- (a) There shall be freedom of speech, debate and proceedings in Parliament and that freedom shall not be impeached or questioned in any Judicial Committee or place out of the SuDSA Parliament.
- (b) Subject to the provisions of this article, but without prejudice to the general effect of clause (1) of this article, proceedings shall not be instituted against a member in any Judicial Committee or any authority other than Parliament for any matter brought before Parliament by a motion paper or otherwise.
- (c) Where in the opinion of the Speaker a statement made by a member is prima facie defamatory of any person, upon a claim made by the innocent member, the Speaker shall refer the matter for inquiry to the Parliamentary Privileges Committee which shall report its findings to the Speaker not later than five (5) days after the matter was referred to.
- (d) Where the committee referred to in clause (3) of this article reports to the Speaker that the statement made by the member is indeed defamatory, the member who made the statement shall within three (3) days render an unqualified apology on the floor of Parliament
- (e) Where a member refuses to render an apology in accordance with clause (4) of this article, the Speaker shall suspend that member for the duration of the session of Parliament in which that defamatory statement was made and the member so suspended shall lose his/her parliamentary privileges, immunities and any form of remuneration.
- (f) Notwithstanding clause (e) above, the offending member of parliament shall be restored to his/her original membership in parliament along with all associated rights and privileges at any time before the end of the rendering of apology as required by clause (4) of this article.

## **CHAPTER SIX JUDICIAL COUNCIL**

### **ARTICLE 21 JUDICIAL COUNCIL**

#### **ESTABLISHMENT**

- (1) There shall be established a Judicial Council under the SuDSA which shall be vested with Judicial authority which shall be exercised by the appropriate Judicial Committees under

the SuDSA in accordance with the provisions of this Constitution and neither the President nor the Parliament shall act in any way or manner either directly or indirectly which has the tendency to restrict the council's authority and power in the performance of its duties as enshrined in this Constitution.

(2)The Judicial Council shall be an independent body under the SuDSA and shall be subject only to the provisions of this Constitution, 1992 constitution of the Republic of Ghana

(3)The Judicial Council shall be composed of:

- (a) Chairperson
- (b) Secretary
- (c) A representative from each academic department of SSD.

## **ARTICLE 22**

### **(1) INDEPENDENCE OF THE JUDICIAL COUNCIL**

- (a) In the performance of its function, the council shall be subject to this Constitution, the rules and regulations of this University and the Constitution of Ghana and shall not be subject to the control or direction of any other person or authority.
- (b) Neither the Parliament nor the Executive Council nor any other person shall interfere with the Judicial Council in the exercise of its functions and all students shall accord the Council with the relevant respect necessary for the performance of its duties.
- (c) A Judicial Committee member or any person exercising judicial power shall not be liable to any action or suit for any act or omission by him in the exercise of judicial power.
- (d) The Judicial Committee shall be deemed properly constituted for hearing by the Chairperson and two other members of the Judicial Council.
- (e) In the absence of the Judicial Committee Chairperson, the most senior person among the members shall preside.
- (f) Save matters in the interest of public morality, safety or public order, all sittings and announcements of the Judicial Council shall be tried in open court,
- (g) The Chairperson of the Judicial panel decides that a matter be heard not in open court, the Chairperson shall state in the Record Book of the reason and the matter shall be forthwith heard in the presence of only parties and or representatives of their choosing.

### **(2) FUNCTIONS OF THE JUDICIAL COUNCIL**

- (a) The Judicial Council shall be responsible for the formulation of rules of procedure for the Judicial Committee.
- (b) The Judicial Council shall organize workshops aimed at training Judicial Committee members of the various Departments.
- (c) Council shall have the power to create sub-committees to deal with specific issues and issue directions for the purposes of securing or enforcing the powers conferred on it under this constitution

## **ARTICLE 23 JUDICIAL COUNCIL CHAIRPERSON**

- (1) There shall be a Judicial Council Chairperson who shall be appointed by the President subject to the approval of Parliament.
- (2) No student shall be qualified to be appointed as Judicial Council Chairperson unless:
  - (a) he/she is actively serving or has actively served in any former Judicial Committee of the SuDSA; or
  - (b) he/she is a member of any substantive Judicial Committee of the Department or academic bodies.
- (3) In the event of a Chairperson being appointed from the substantive chairpersons of the Judicial Committee, he/she shall resign from his/her position.
- (4) The Chairperson shall be the head of the Judicial Council and shall have the right to impanel members of the Judicial Committee for hearings and shall perform other duties provided for under this Constitution.
- (5) No person shall be elected Judicial Council Chairperson unless he qualifies to contest in any SRC elections with GPA not less than 3.00.

## **ARTICLE 24 GENERAL JURISDICTION OF THE JUDICIAL COMMITTEE**

- (1) The Judicial Committee shall be the final committee of appeal and shall have such appellate and other jurisdiction as may be conferred on it by this Constitution.
- (2) The Judicial Committee shall not be bound to follow the decisions of any other committee.
- (3) The Judicial Committee while treating its previous decisions as normally binding, may depart from a previous decision when it appears to it right to do so, and all other lower adjudicatory bodies shall be bound to follow the decision of the Judicial Committee on questions of law.

## **ARTICLE 25 ORIGINAL JURISDICTION**

- (1) The Judicial Committee shall have original jurisdiction in:
  - (a) All matters relating to the enforcement and interpretation of this Constitution.
  - (b) All matters arising as to whether a resolution made by the Parliament is in excess of the powers conferred on the Parliamentary Council or any other authority.
  - (c) Where an issue that relates to a matter or question referred to in clause (1) of this article arises in any proceedings in a lower adjudicatory body, that body shall stay the proceedings and refer the question of law to the Judicial Committee for determination, and the adjudicatory body in which the question arose shall dispose the case in accordance with the decision of the Judicial Committee.

## **CHAPTER SEVEN THE ELECTORAL COMMISSION**

## **ARTICLE 26 THE ELECTORAL COMMISSION**

- (1) There shall be established an independent Electoral Commission which shall be subject to no external authority in the exercise and execution of its functions under this constitution.

### **COMPOSITION**

- (2) The Commission shall be composed of:
  - (a) A Chairperson
  - (b) Two (2) Deputy Chairpersons
  - (c) Representative from each department in the School

## **ARTICLE 27 INDEPENDENCE OF THE COMMISSION**

- (1) The Electoral Commission shall be independent in the performance of its duties as stipulated in this constitution.
- (2) The Commission shall not be subject to any external authority from the Executive, Parliamentary or Judicial Council in the performance of its duties.
- (3) The Commission shall have the following function:
  - (a) The Commission shall be responsible for conducting all SuDSA elections through secret ballot.
  - (b) The Commission shall compile a voters' register for all elections under its supervision and shall furnish all candidates or their agents with a copy.
  - (c) The Commission shall before the start of each election make electoral rules and which shall be approved by parliament to govern the election
  - (d) Fix dates for the conduct of all SuDSA elections and shall duly notify all students through the public notice boards.
  - (e) The Commission shall also supervise all by-elections organized by SuDSA.

## **ARTICLE 28 THE CHAIRPERSON, DEPUTIES AND MEMBERS**

- (1) The Chairperson of the Commission shall be appointed by the President in consultation with the Executive Council.
- (2) Parliament shall vet and approve any person appointed for the post of Electoral Commissioner.
- (3) No person shall be qualified to be appointed as Electoral Commissioner unless:
  - (a) he/she is a student of the School of Sustainable Development and eligible to contest in any SuDSA position.
  - (b) he/she is a student of high moral standing and integrity.
  - (c) he/she qualifies to contest in any SuDSA elections with GPA not less than 3.00.
  - (d) is in good standing
  - (e) has not been under investigation for embezzlement or financial malfeasance

(f) he/she has not been cited for any proven misconduct including examination malpractice

- (4) A person appointed as Commissioner shall while in office as Commissioner not hold any other office under SuDSA.
- (5) An Electoral Commission Chairperson shall serve for one academic year
- (6) A Deputy Chairperson of the Electoral Commission shall hold on to his/her position until his resignation, graduation or removal.
- (7) A Deputy Chairperson of the Commission shall while in office not hold any other position under the SuDSA.
- (8) Notwithstanding (6) supra, a Deputy Chairperson shall be eligible to be promoted onto the high office of the substantive Chairperson in the absence of the Chairperson.
- (9) In the event that there is a vacancy at the electoral commission, the President, acting on the advice of the Executive Council shall nominate a person to fill the vacancy. Parliament shall vet and approve or disapprove the nominee.
- (10) upon vacancy of the Chairperson's position, a new Chairperson shall be appointed from within the members of the Commission or a person may be appointed who is of high moral standing, proven integrity and eligible to contest in any SuDSA election.
- (11) The other members of the Commission shall be electoral commissioners of the various departmental associations.

#### **ARTICLE 29 CONDITIONS OF SERVICE**

- (1) The Electoral Commissioner shall be entitled to terms and conditions of service same as a Deputy Speaker of Parliament.
- (2) The Deputy Commissioners shall have terms and conditions of service same as members of Parliament.
- (3) The other members of the Commission shall have terms and conditions same as members of SuDSA.
- (4) Any other person employed by the Commission to aid in carrying out its duties shall enjoy terms and conditions as Parliament may determine.

#### **ARTICLE 30 RIGHT TO VOTE**

- (1) A student of the School of Sustainable Development with a valid student ID Card shall be deemed eligible to vote
- (2) Without prejudice to clause (1) above, no student shall be denied the right to vote only on the ground that the person could not produce a valid student ID Card insofar as the person is able to produce a letter of affirmation from the Dean of the School of Sustainable Development
- (3) There shall be no voting by proxy.
- (4) Voting may be subject to availability of resources and the exigencies of the situation be conducted either by ballot or electronic means.
- (5) A candidate shall be deemed to have won an election upon attaining a majority of 50% +1 votes in the election.
- (6) Notwithstanding clause five (5), fresh nominations shall be opened within three (3) days after the declaration of the provisional results by the Electoral Commission where an unopposed candidate fails to attain the requisite percentage.

- (7) Run-off shall be conducted in the event where neither of the two top candidates could attain 50% + 1 percent of the votes.

### **ARTICLE 31 ELECTIONS**

- (1) SuDSA elections shall be held within the 7th and 10th week after the beginning of the second semester of each academic year.
- (2) Departmental elections shall be held within the 7th to the 9th week after the beginning of the second semester of each academic year.
- (3) The running mate selected by the Presidential candidate that wins the election shall stand dully elected to the passion of Vice President
- (4) Notwithstanding any provision to the contrary in this Constitution or any other law, the position of the Women Commissioner shall be voted for only by the female members of SuDSA.

### **ARTICLE 32 NOMINATION**

- (a)The Electoral Commission shall open nominations for all persons aspiring to contest in the SuDSA elections from the 7th week to the 8th week after the beginning of the second semester.
- (b)Aspirants in SuDSA elections shall file their nominations duly accompanied with their CVs and two passport sized photos.
- (c)Nomination forms shall be obtained from the Electoral Commission at a fee which shall be determined by the Electoral Commission.
- (d)Completed nomination forms shall be returned to the Electoral Commission within the period fixed by the Commission.
- (e)A person shall only be deemed a candidate eligible for the elections after he has been put up by the Electoral Commission upon undergoing a successful vetting process which shall be organized by the electoral commission

### **ARTICLE 33 VETTING**

- (1) The Electoral Commission shall constitute a five-member Vetting Committee which shall vet and recommend suitable candidates to the Electoral Commission.
- (2) The Vetting Committee shall be independent in its operations and shall be composed of students of high integrity and moral standing.
- (3) Only students of the School of Sustainable Development shall be eligible to be appointed as members of the Vetting Committee.
- (4) The Vetting Committee shall have the right to sanction any person or aspirant who misconducts himself during the screening process.
- (5) Members of the Vetting Committee shall be entitled to sitting allowances same as members of Parliament.
- (6) The Chairperson of the Vetting Committee shall present the committee's recommendations to the Electoral Commission not later than 24 hours after vetting.
- (7) In the event that the Vetting Committee is unable to recommend candidates for a particular portfolio, the Electoral Commission shall within 48 hours after the receipt of the report of the Committee open fresh nominations.

- (8) The Vetting committee's report to the Electoral Commission shall also be accompanied by a list of rejected candidates and reason for their rejection.
- (9) A special vetting shall be held for the new aspirants in not more than two days after filing of nomination forms.
- (10) The vetting rules and pass mark shall be provided in the Commission's bylaws which shall be promulgated and made readily available for the perusal of the entire student body at least 31 days before the first election after the coming into force of this constitution.
- (11) For the avoidance of doubt, no candidate shall qualify for election if he/she performs below the stipulated pass mark

#### **ARTICLE 34 ADDITIONAL RULES GOVERNING ELECTIONS**

- (1) Candidates may take polling agents who may represent them at the various polling stations on the day of voting.
- (2) Pursuant to clause (1), candidates shall provide the Electoral Commission with the details of their polling agents not less than twenty-four (24) hours before the day of voting.
- (3) Voting shall be between the hours of 7:00 am and 5:00 pm. In the unlikely event of a late start of voting, the voting time may be extended in consultation with the polling agents by up to the number of hours delayed

#### **ARTICLE 35 DECLARATION OF RESULTS**

- (1) The Electoral Commissioner shall within 5 hours after elections declare and publish provisional results.
- (2) Unchallenged electoral results shall be deemed final within seventy-two (72) hours after declaration and publishing.
- (3) Any instrument from the Electoral Commission which declares a candidate as elected shall be prima facie evidence that the person is duly elected but subject to contrary evidence

#### **ARTICLE 36 CHALLENGING ELECTION RESULTS**

- (1) The provisional results of an election may be challenged within seventy-two (72) hours after it has been published
- (2) The challenge of election results shall be done by way of petition to the Judicial Committee. The Judicial Committee shall without prejudice to any provision in this Constitution determine the matter within twenty-four (24) hours after receipt of the petition.
- (3) Any petition filed for the challenge of election results shall be accompanied by a schedule which shall contain the names, academic year, programme(s) and signatures of at least fifteen students from each department signifying their support of the petition.

#### **ARTICLE 37 QUALIFICATIONS**

- (1) No person shall be qualified to contest in any SuDSA elections unless;
  - (a) The person is of proven integrity and of good moral conduct.
  - (b) the person has no criminal record
  - (c) The person has not for the last 5 years been under investigation for embezzlement or financial malfeasance or has willfully behaved in a manner as can be described as detrimental to this University.
  - (d) the person has not served or been serving any punishment for academic malpractice
  - (e) the person is a regular student of the School of Sustainable Development and is a registered student for the semester in which the election is being held.
  - (f) he/she is not in the first or final year at the time the election is being held.
  - (f) he/she has duly filed his duly filled nomination form and presented it to the Electoral Commission.
  - (e) he/she has a GPA of not less than 3.00 if he contests a Presidential seat and not less than 2.50 if he contests any other portfolio under the SuDSA.
  - (g) he/she has not fully paid his SuDSA dues and any other financial obligation(s) to the SuDSA.
  - (h) he/she contravenes any of the procedures in this article concerning the eligibility of elections.
  
- (2) A student pursuing a post graduate course in this University shall not qualify to stand and contest for any SuDSA elections.
  
- (3) A candidate in an election may be disqualified before or after the election or any time after swearing-in if he/she is found to;
  - (i) have flouted the rules set out by the Electoral Commission for the elections.
  - (ii) have been guilty of an offence for which he served a jail term or a fine
  - (iii) have conducted himself/herself in a manner contrary to the code of ethics of the SuDSA and the University statutes.
  - (iv) have been declared by the findings of the Judicial Committee to be incompetent to hold any position or office in the University.
  - (v) have been voted out of any office in this University for stated misconduct

## **ARTICLE 38 IRREGULARITIES**

- (1) Where irregularities are detected in any polling station during voting, the polls in that polling station shall to the extent of the irregularities be declared null and void.
- (2) The Electoral Commission shall within seventy-two (72) hours organize fresh elections in that polling station.
- (3) In the event that the ruling of the Judicial Council comes after the candidates have been sworn-in to office, the ruling shall take a retrospective effect if the ruling goes in favor of the petitioner.

## **CHAPTER EIGHT STANDING COMMISSIONS ESTABLISHMENT**

### **ARTICLE 39 THE WOMEN'S COMMISSION**

- (1) The Women's Commissioner shall be the chairperson of SuDSA Women's Commission.

- (2) The Women's Commissioner shall advocate the cause and interest of female students.
- (3) The Women's Commissioner shall ensure that SuDSA policies are not inimical to the development of female students in general.
- (4) The Women's Commissioner shall perform any other function assigned to her by the Executive Council in relation to her Office.
- (5) The Women's Commissioner shall represent SuDSA on the SRC Women's Commission.

#### **ARTICLE 40 THE WELFARE COMMISSION**

- (1) There shall be established a Welfare Committee of the SuDSA which shall be the main body responsible for the general welfare of the entire student body and shall perform such functions as enshrined in this constitution.

#### **COMPOSITION**

- (2) There shall be established a Welfare Committee under the SuDSA which shall be composed of:
  - (a) the Welfare Committee Chairperson who shall be appointed by the President in a letter copied to the Speaker of parliament;
  - (b) A Secretary who shall be appointed by the President in a letter copied to the Speaker of Parliament.
  - (c) one (1) representative from each Department

#### **FUNCTIONS**

- (3) The Welfare Committee shall:
  - (a) investigate cases relating to students' boarding and lodging, health and sanitation services, and financial condition and report its findings to the Executive Council for necessary action to be taken;
  - (b) exercise supervisory control over all sanitation policies of the various Departments;
  - (c) develop strategies and solutions to address pertinent health and sanitation issues;
  - (d) present periodic reports to the Parliament on the status of students' welfare;
  - (e) formulate and implement policies aimed at improving the welfare conditions of students with disabilities; and
  - (f) discharge such other duties affecting the welfare of students as may be referred to it by the President or imposed on it by this Constitution or by means of a resolution of Parliament.

#### **ARTICLE 41 FINANCE AND ECONOMIC COMMITTEE**

- (1) There shall be a Finance Committee under the SuDSA which shall comprise:
  - (a) The Financial Secretary of the SuDSA who shall be the Chairperson of the Committee;

- (b) three (3) other members of the Committee who shall be appointed by the Financial Secretary in consultation with the President, and shall have good background in Economics and Statistics with good academic standing.
- (2) The Finance Committee shall:
  - (a) be responsible for seeking sponsorship to fund SuDSA activities;
  - (b) ensure that all financial administration laws, appropriate international financial reporting standards and regulations of the University are observed by all the bodies under the SuDSA;
  - (c) advise the Executive Council on all financial issues and develop the best ways to maximize resources;
  - (d) review budgets of all commissions and offices under the SuDSA and aid the Financial Secretary to collate same into a single budget of the SuDSA to be presented in Parliament;
  - (e) The SuDSA shall open a bank account with Ghana Commercial Bank where all monies of the Association shall be deposited.

#### **ARTICLE 42 THE ORGANIZING COMMITTEE**

- (1) There shall be an Organizing Secretary who shall be appointed by the President in consultation with the Executive Council.
- (2) The Organizing Secretary shall be the chairperson of the Organizing committee.
- (3) The committee shall be responsible for all Sporting activities.
- (4) The committee shall be responsible for all Transport activities in SuDSA.
- (5) The committee shall be responsible for all Entertainment activities in SuDSA.
- (6) The Organizer shall perform any other function(s) that the Executive Council shall assign him/her.

#### **ARTICLE 43 THE EDITORIAL AND PUBLICITY COMMITTEE**

- (1) There shall be the Editorial and Publicity committee.
- (2) The committee shall be chaired by the General Secretary.
- (3) The Public Relations Officer who shall be appointed by the President shall chair the committee in the absence of the General Secretary.
- (4) The committee shall perform all Editorial duties in the Association.
- (5) The committee shall be responsible for all media related activities of the Association.
- (6) The committee shall perform any other duties assign to the by the Executive Council.

#### **ARTICLE 44 ADHOC COMMITTEES**

- (1) The President shall establish committees that shall help in the day-to-day running of the administration.

### **CHAPTER NINE FINANCE AND HONORARIA**

#### **ARTICLE 45 FINANCE**

- (1) All SSD students shall pay SuDSA dues annually as approved from time to time by the school authorities on the recommendations of the SuDSA Executive Council.
- (2) SuDSA shall open an account with a GCB bank within the jurisdiction of the University where all monies of the SuDSA shall be deposited.
- (3) The disbursement of SuDSA funds shall be limited to;
  - (a) Provision for activities and functions or purposes as the SUDSA through the Parliament may approve.
  - (b) Administrative expenditure.
- (4) The signatories to the accounts shall be President, Financial Secretary and the Dean of SSD (Patron).
- (5) The SuDSA through the Financial Secretary shall submit an audited Statement of Account to the Finance officer and also publish the Statement of Accounts for the information of the general student body within three (3) weeks of the beginning of the semester and three (3) weeks before the semester ends. Failure on the part of the SUDSA to comply with the foregoing, the Finance Officer shall call for the accounts of the SuDSA to be audited within fourteen days.
- (6) Any student can challenge the Statement of Accounts presented by the Financial Secretary within fourteen (14) days after it is presented.
- (7) Notwithstanding clause (6) above, a different forum may be created for the purpose of wholly and solely dealing with the Statement of Accounts.
- (8) Challenge of the Statement of Accounts shall be done by way of an application in writing and signed by at least ten (10) supporting students, to the Chairperson of the Judicial Council.

#### **ARTICLE 46 HONORARIA**

- (1) The cost of accommodation, transportation and subsistence of Officers or any member on SuDSA assignment shall be borne by and paid out of the SuDSA funds.
- (2) Certificates of Office shall be presented to the SuDSA Officer(s) for their contribution to the association.
- (3) SuDSA officers who resign to contest for a second term in office shall be entitled to Certificates of Office
- (4) Certificates of Membership shall be presented to members of the various SuDSA Standing bodies, Commissions and Committees.
- (5) SuDSA Officers shall have a badge depicting their pictures, names and rank and when on official duties.

- (6) Sitting allowances as shall be determined and approved by the Parliament shall be paid from the SuDSA funds to the various Councils, Commissions, Committees and Boards.
- (7) A person who has successfully completed his/her tenure of office as a member of the Executive Council shall be an “Elder Statesman”.
- (8) Certificate of Honour of an “Elder Statesman” may be awarded to five (5) members within a particular year on grounds of very monumental contributions made to the welfare of students.
- (9) Without prejudice to any provision of this Constitution, no special privilege shall go with the status of an “Elder Statesman” except that his/her presence may be acknowledged at any function of the SuDSA.
- (10) No member or officer of the SuDSA shall be entitled to ex-gratia emoluments at the end of his service to the SuDSA.

## **CHAPTER TEN TENURE OF OFFICE**

### **ARTICLE 47 CODE OF CONDUCT FOR THE SuDSA OFFICERS**

- (1) A SuDSA officer shall not put himself in a position where his personal interest conflicts or is likely to conflict with the performance of the functions of his office.
- (2) A SuDSA officer shall at all times act in the best interest of the Association.
- (3) The exercise of power by any SuDSA officer shall not be arbitrary, capricious or biased whether by resentment, prejudice or personal dislike and shall be in accordance with due process of law.
- (4) A SuDSA officer shall not accept any gift, token or any other consideration which he/she would normally not receive for the performance of his/her function, from any person.
- (5) No SuDSA officer shall indulge him/herself in any act that shall bring or is likely to bring the name of the SuDSA and/or University into disrepute.
- (6) A person elected or duly appointed to an office under SuDSA shall take and subscribe the oath of allegiance, oath of secrecy and the official oath set out in the third schedule of this Constitution, and/or any other oath appropriate to his/her office.
- (7) Any breach of the provisions set out in clauses 1 – 6 may constitute a ground for removal or suspension from office.

## **ARTICLE 48 RESIGNATION**

- (1) A SuDSA officer shall communicate his resignation in writing to the respective head of council/committee who shall subsequently communicate to the President not later than seven (7) days before the date of resignation and copy same to the Dean of the School.
- (2) The Council/committee from which the officer resigns shall publish such resignation on all notice boards within four (4) days after receipt of the resignation letter.
- (3) Any Head of Council/Committee shall communicate his/her resignation in writing to the President not later than seven (7) days before the date of resignation and copy same to the Dean of School
- (4) Pursuance to clause (3), the President, shall publish such resignation on all notice boards within four (4) days after receipt of the resignation letter.
- (5) In a case of a resignation of the Executive Committee officers, they shall communicate their resignation in writing to the President, and same copied to the Dean of School and the Speaker of the Parliamentary Council.
- (6) In the case of resignation by the President, he/she shall communicate in writing to the Speaker of Parliament not later than seven (7) days before the date of resignation and copy same to the head of the Judicial Council and the Dean of School.
- (7) An officer of SuDSA who resigns shall hand over all SuDSA properties in his/her possession to the General Secretary not later three (3) days before the date of resignation.

## **ARTICLE 49 GROUNDS FOR REMOVAL FROM OFFICE**

A SuDSA officer shall be removed or suspended from office if found by the Judicial Committee in accordance with the provisions of this constitution to have:

- (a) Acted in willful violation of the oath of office set out in the schedule.
- (b) Acted in violation of any provision of this Constitution.
- (c) Misappropriated or embezzled funds of the SuDSA.
- (d) Grossly misconducted himself.
- (e) Been suspended or dismissed from this University.
- (f) Conducted himself in a manner which brings or is likely to bring the name of SuDSA into disrepute.
- (g) Deferred his course of study, and
- (h) Been incapable of performing the functions of the office by reason of infirmity of mind or body.

## **ARTICLE 50 IMPEACHMENT**

- (1) An executive officer under the SuDSA shall only be removed by the procedure specified in this clause:

- (a) A petition for the removal of an executive officer shall by notice in writing be addressed to the Judicial Council Chairman stating the grounds for removal and copied to the President and the Dean of School.
  - (b) The petition shall be supported by a Schedule containing the names, academic year, course of study and signatures of fifteen (15) students from each department.
  - (c) A copy of the proceedings shall be served on the Executive Officer whom such a proceeding has been proffered against at least two (7) days before the hearing of such case.
  - (d) The chairperson of the Judicial Council shall within seven (7) days on the receipt of such a notice of impeachment, empanel a five-member judicial committee to ascertain the merits of such a case.
  - (e) The executive to be impeached shall be granted fair hearing by the judicial committee and shall be provided the necessary and appropriate information regarding the allegations levelled against him/her.
  - (f) The decision of the judicial committee shall be published on all notice boards.
  - (g) An executive officer so impeached shall cease to be an officer *stricto sensu* and shall lose all privileges and benefits of an executive officer.
- (2) The Judicial Council Chairman or The Speaker of Parliament shall only be removed by the procedure specified in this clause:
- (a) A petition for the removal of the Judicial Council Chairman or The Speaker of Parliament shall be by notice in writing be addressed to the President of SuDSA and copied to the Dean of School.
  - (b) The President shall constitute a five -member panel consisting of two Judicial Committee members, one of whom shall be appointed Chairperson by the president, and three other persons who are neither members of the executive council nor members of Parliament.
  - (c) The committee appointed under paragraph (b) of this clause shall inquire into the petition and recommend to the President whether the Judicial Council Chairman or the Speaker of Parliament ought to be removed.
  - (d) All proceedings under this clause shall be held in public and the Judicial Council Chairman or the Speaker of Parliament is entitled to be heard in defense by himself or by Counsel of his own choice.
  - (e) For the avoidance of doubt, all proceedings for the removal or impeachment of any officer of SuDSA except in the interest of public morality, safety or public order, shall be by public hearing and the impugned officer shall at all times be granted fair hearing by himself/herself or by a legal representative of his choosing.
  - (f) The president shall in each case act in accordance with the recommendations of the committee.
- (3) A review lies as of right from the decision of the Judicial Committee in clause (1) and the committee described under clause (2) to the Judicial Committee which shall be constituted of seven (7) members and such application for review shall be made within 48 hours.
- (4) Any vacancy created by virtue of any provision in this article shall be filled within twenty-one (21) days after such vacancy is created.
- (5) Notwithstanding anything in this article, a petition for the removal of an executive committee officer shall be accompanied by a Schedule containing the names and signatures of fifteen (15) students from each Department and the hearing shall be *in camera*.

## **ARTICLE 51 VOTE OF NO CONFIDENCE**

- (1) Without prejudice to any provision in this constitution, an Officer(s) of the SuDSA shall be removed from office on the passing of a vote of no confidence by at least two-third (2/3) majority of the entire student body, during an extraordinary emergency general meeting which shall be summoned by the Chairperson of the Judicial Council.
- (2) During such a meeting, the SUDSA Officer(s) shall be given the opportunity to defend himself/themselves. In such a situation, where the students have passed a vote of no confidence, the SUDSA Officer(s) shall relinquish their positions immediately and handover all SUDSA documents and properties in their possession to the Judicial Council. The Council shall in turn act as in place of the dismissed Officer(s) and shall within fourteen (14) days hold fresh elections in consultation with the Electoral Commission.

## **CHAPTER ELEVEN MISCELLANEOUS**

### **ARTICLE 52 SELECTION AND APPOINTMENT OF PATRON**

The Dean of the School shall be the Patron of SuDSA; who shall be a signatory to the Association's bank account.

### **ARTICLE 53 HANDING OVER**

The Executive Officers shall hand over to newly Elected Executive Officers within 14 days after the declaration of the final election results. Appointment letters shall be issued to new officers (both elected and appointed) before assuming office formally.

### **ARTICLE 54 TRANSITIONAL PROVISIONS**

- (1) Every document or law or rule or regulation of any kind which existed for the governing of the Association before the coming into force of this Constitution shall forthwith cease operation and shall be rendered unenforceable in the administration and adjudication of all matters in relation to the Association.
- (2) All offices established and functioning before the coming of this Constitution shall be deemed to have been duly established under this constitution
- (3) All officers of the Association including the Executive, Parliamentary and Judiciary wings shall be deemed to have been duly elected or appointed under this constitution.
- (4) All processes followed to elect or appoint any person to any office or position before the coming into force of this constitution for the purpose of giving effect to the continuous existence of the office shall be deemed to have been in accordance with provisions of this constitution.
- (5) For the avoidance of doubt, all persons elected or appointed to any position before the coming into force of this constitution shall continue in office till the end of tenure as if same were elected or appointed under this constitution

- (6) For purposes of handing-over and swearing-in, the President shall set up a transition committee which shall hold meetings at least three (3) times before handing-over and swearing in.
- (7) The Transition Committee shall consist of three members each from the outgoing and incoming Executive Officers.
- (8) The meetings of the transition committee shall be to discuss the following and any other function which is ancillary to its functions:
  - (a) Administrative procedures and documents of the Association to be handed-over
  - (b) Financial processes which shall include the financial statement of the association, books of account which have been prepared by an auditor
  - (c) Physical assets of the Association in custody of any member of the association including the officers of the Association
  - (d) The handing-over and swearing-in ceremonies and all related issues

## **CHAPTER TWELVE AMENDMENT AND REVISION**

### **ARTICLE 55 AMENDMENTS**

1. Any member shall petition the Judicial council for the amendment of any provision of this Constitution.
2. Any petition for the amendment of any provision of this Constitution shall be accompanied by a Schedule containing the names, academic year, course and signatures of twenty (20) students from each department in support of the application.
3. The Judicial Council Chairperson shall constitute a committee of seven (7) members from the judicial committee which shall sit within fourteen (14) days on the receipt of such notice.
4. The Judicial Council shall report its decision for amendment or otherwise to the Executive Committee which shall within three (3) days of receipt of such a report submit it to Parliament for debate.
5. A decision of Parliament for the purposes of the amendment shall be made if two-thirds (2/3) of the members present and voting determine in favor of the said amendment.
6. The parliamentary resolution containing the decision for the amendment shall be submitted to the President for a signature of assent.

### **ARTICLE 56 REVISION**

- 1) Any person shall petition the Judicial Council Chairman for a total revision of this Constitution.
- 2) Any notice for the total revision of this constitution shall be accompanied by a schedule containing the names, academic year and signatures of fifteen (15) students from each department.
- 3) The Judicial Council shall sit within forty-eight (48) hours on the receipt of such a petition to consider its merits or otherwise.
- 4) In the event of a need to revise the Constitution, a Constitution Review Committee shall be set up by the Judicial Council Chairperson to solicit and collate views of students and to review the Constitution.

- 5) The Constitution Review Committee shall prepare a draft constitution and a report and forward same to the Executive Committee which shall within three (3) days of receipt of such draft constitution and report, submit it to Parliament for debate.
- 6) A decision shall be deemed to have been made if a two-thirds (2/3) of the members present and voting determine in favor of the proposed revision.
- 7) The Parliamentary resolution for the revision shall be submitted to the President for a signature of assent.
- 8) The President shall serve on the Residence Committee the revision.
- 9) A total revision of this constitution may be done at least every five (5) years.

## **INTERPRETATIONS**

“SSD” means School of Sustainable Development

“Association” means Sustainable Development Students’ Association SuDSA

“The President” means to the current President of the Association

“DC” means Disciplinary Committee

“EC” means Electoral Commission

“ADHOC” means temporal committees established and dissolved after working

“SRC” means Student Representative Council

Speaker: Is the speaker of the parliamentary council

Clerk: Is the clerk of the parliamentary council

Chairman/Chairperson: Is the chairperson of the committee and can be both gender

Patron/Dean: The patron is the dean of the school

Impeachment: Official removal of an officer on the basis of misconduct

Transition: change of Government

Amendments: minor changes to improve the constitution

Supra: Referring to something or someone mentioned above or earlier

Member(s): Members of the Association

Quorum: Minimum number of people needed to hold meetings

Parliament: SuDSA parliament (perform key functions)

General Meeting: A meeting where all members gather to discuss and vote on key issues

Commission: A group of people entrusted by SuDSA to do something

Chief Justice: The chief Justice of the association

Oath: A solemn promise regarding one’s future actions and behavior

Prima Facie: accepted as correct until proven otherwise

Committee: A group of people appointed for a specific function

Department: Departments within SSD

Electoral commission: Responsible for all public elections in SuDSA

Honoraria: Payment given to SuDSA executives without charge

Him/Her: A male or female officer

## **FIRST SCHEDULE (SCHEDULE I)**

### **STANDING ORDERS**

**1. BEGINNING A MEETING**

- (a) A meeting starts with the chairman calling the House to order for proceeding. Members shall be reminded of the standing orders governing the conduct of meeting.
- (b) The agenda for the meeting shall be presented by the Chairman
- (c) The agenda shall be accepted or rejected or modified by the House after Chairman has invited comments.
- (d) A motion shall pass only after it has been moved, seconded by a member, voted upon by a raise of hands in favor by simple majority.
- (e) A person in attendance may contribute to meetings but shall not have the right to move a motion, second a motion or take part in the voting on the motion

**2. MOTION**

A motion shall be in a written form as below;

*Title:* Motion

“I move that the house .....

*Mover:* .....

*Signature:* ..... *Secunder:*

..... *Signature:*

..... *Date:* .....

..... *Time:*

.....

**TYPES OF MOTIONS**

**1) ORDINARY MOTION (SUBSTANTIVE MOTION)**

- a. A motion can be moved on an issue under discussion.
- b. A motion shall be seconded by at least one person.
- c. If the mover does not get a seconder, he shall be allowed two (2) minutes to convince members of the House to get a seconder.
- d. A motion that is not seconded shall be rejected.
- e. If a motion is moved, the Speaker shall leave any other discussion and attend to the motion.
- f. The motion shall be debated on the order of;
  - i. Mover
  - ii. Secunder
  - iii. For the motion
  - iv. Against th’e motion
  - v. A right of reply by mover
  - vi. After debate on a motion, it shall be put to vote.

**2) COUNTER MOTION**

- (a) A counter motion is one that rejects the substance or relevance of substantive motion.
- (b) A counter motion shall need the same requirement as in an ordinary motion.
- (c) A counter motion shall be allowed only if there is no vote on the substantive motion.
- (d) The Speaker shall suspend debate on the substantive motion and attend to the counter motion.
- (e) If the counter motion is carried, then automatically, the substantive motion is defeated.

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

### **3) PROCEDURAL MOTION**

- (a) This motion questions the procedure by which a substantive motion is moved. It may seek to clarify a substance motion by inserting or removing a word or statements.
- (b) A procedural motion does not cancel a substantive motion unlike a counter motion. Instead, it defers the substantive motion.
- (c) A procedural motion shall follow the basic requirement of an ordinary motion.
- (d) If a procedural motion is carried the substantive motion shall be deferred until the requirements of the procedural motion is fulfilled or satisfied. If defeated, the substantive motion continues in order of the debate and voted on.
- (e) If the procedural motion is carried and substantive motion is deferred, the requirements of the procedural motion satisfied, another procedural motion is required to bring the substantive motion back to the floor of the house.
- (f) A procedural motion shall be moved as follows:
  - (g) “I move that the motion be now put .....” (i.e., to defer a substantive motion)
  - i. “I move that the motion be now put .....” (i.e., to bring the substantive motion back to the floor).

#### **NOTE:**

- a. When a motion is carried, it becomes a resolution and can be turned into a law or policy.
- b. When a motion is carried or defeated, submission may be allowed but not a debate. These are suggestions on ways to facilitate the execution of a resolution, expression of frustration for the defeat of the motion etc.
- c. When a motion is carried or defeated, the mover shall have the right of reply if he wills. That opportunity is not transferable.

### **4) ORDER OF A MEETING**

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

#### **1. POINT OF ORDER**

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

- (a) He talks on a topic not related to the topic under discussion.
- (b) He is drawing the House back to what has been agreed on which is likely to delay proceedings.
- (c) He is not doing what the chairman asks him to do.
- (d) He uses unparliamentary/unsavory language.

#### **2. CONVENTIONS**

- (a) The Speaker shall hear point of order at all times.
- (b) A person alleged to be out of order shall take his seat until ruling is done on the order.
- (c) The Speaker shall accept a point of order (point of order upheld) or reject it (point of order over-ruled). He shall give reasons although not obliged.
- (d) If a point of order is over-ruled, the person alleged to be out of order shall continue his speech.

- (e) If a point of order is upheld, the person out of order shall not be allowed to continue his speech.
- (f) No point of order can be raised against the Speaker.
- (g) No point of order can be raised against another point of order.
- (h) Speaker's attention is drawn to a point of order with "a closed fist in a raised palm".

**3. POINT OF CORRECTION**

- (a) This is to make a correction to a mistake made in the process of a debate or discussion.
- (b) Speaker's attention is drawn to a point of correction with "two (2) fingers in a raised palm".

**4. POINT OF INFORMATION**

- (a) This is to seek information or clarification, or supply information relevant to the debate or discussion on the floor.
- (b) Speaker's attention is drawn with "a finger in a raised palm".

**5. POWERS OF THE SPEAKER**

The Speaker for a meeting shall be vested with the following powers:

- a) Consideration of motions
- b) Control of the meeting
- c) Decide who speaks
- d) Walk-out any member who shows gross disrespect to the Chair or any other member of the House and refuses to comply with directions to remedy the situation.
- e) The person referred to paragraph (d) above may however be called back into the meeting provided he makes a written request to comply with the terms of the directives
- (f) The Speaker shall remain as impartial as possible and demonstrate fairness to all members of the House.
- (g) The Speaker shall not be entitled to vote in a meeting, he may however use the casting vote to break a tie

**SECOND SCHEDULE (SCHEDULE 2)**

**THE OATH OF ALLEGIANCE**

I, ..... do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the School of Sustainable Development Association and abide by the SuDSA Constitution; and shall uphold

and preserve, protect and defend the Constitution of the School of Sustainable Development Association. (So, help me God)

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

### **THE PRESIDENTIAL OATH**

I, .....having been elected into the high office of the President of SuDSA do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to SuDSA, that will at all times preserve, protect and defend the constitution of SuDSA and do dedicate myself to the service and well-being of the members of SuDSA. I further swear or solemnly affirm that should I at any time break this oath of office, I shall subject myself to the constitution of the SuDSA and suffer the penalty therein (So, help me God).

*To be sworn before the Chief Justice of the Judicial Council at a public ceremony at which the officials of the University and the student body shall be present.*

### **THE VICE-PRESIDENTIAL OATH**

I, .....having been elected into the high office of the Vice-President of SuDSA do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to SuDSA, that will at all times preserve, protect and defend the constitution of SuDSA and do dedicate myself to the service and well-being of the members of SuDSA. I further swear (solemnly affirm) that should I at any time break this oath of office, I shall subject myself to the constitution of SuDSA and suffer the penalty therein (So, help me God).

### **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 SuDSA; that I will uphold the integrity of SUDSA; that I will faithfully and conscientiously discharge my duties as Speaker of the Parliament and that I will uphold, preserve, protect and defend the Constitution of SuDSA, and that I will do right to all manner of persons under the authority of the SuDSA Constitution and the laws and conventions of Parliament without fear or favor, affection or ill-will.(So, help me God).

*To be sworn at the first sitting of the Parliamentary Council and administered by the Chairperson of the Judicial Council.*

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

I, ..... having been appointed Chairperson of the Judicial Council do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SuDSA and that I will uphold the sovereignty and integrity of the SuDSA 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 times uphold, preserve, protect and defend the Constitution and laws of SuDSA (So, help me God).

***To be sworn at the first meeting of the Judicial Council and administered by the President of the SRC.***

### **THE OATH OF EXECUTIVE MEMBERS**

I, .....having been made a member of the Executive Council of SuDSA do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times uphold, defend and protect the interests and well-being of the members of SuDSA, I further swear (solemnly affirm) that I will, to the best of my judgment, and at all times offer good counsel for the advancement of the course of the Association.

I swear (solemnly affirm) also that should I at any time break this oath of office, I shall subject myself to the constitution of SuDSA and suffer the penalty therein.

***To be sworn at the first general meeting of the Executive Council and administered by the Chairperson of the Judicial Council.***

### **OATH FOR MEMBERS OF THE PARLIAMENT**

I ..... having been elected a member of Parliament do (in the Name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SuDSA Constitution and that I will faithfully and conscientiously discharge the duties of a member of Parliament.

(So, help me God).

***To be sworn at the first sitting of the Parliamentary Council and administered by the Speaker of the Parliamentary Council.***

### **THE JUDICIAL OATH**

I ..... having been appointed member of the Judicial Council do (in the Name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to SuDSA and that I will uphold the sovereignty and integrity of SuDSA 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 times uphold, preserve, protect and defend the Constitution and laws of the SuDSA. (So, help me God).

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

### **THE OFFICIAL OATH**

I ..... do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times, well and truly serve SuDSA in the Office

of ..... and that I will uphold, protect, preserve and defend this Constitution. (So help me God)

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

**OATH OF SECRECY**

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

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

THIS SuDSA CONSTITUTION IS HEREBY PROMULGATED ON THIS..... DAY OF ....., 2024 BY THE HANDS AND SIGNATURES OF ..... (PRESIDENT OF SuDSA) AND .....( CHAIRMANSHIP OF THE CONSTITUTIONAL COMMITTEE) AND WITNESSED BY .....(THE DEAN OF THE SCHOOL OF SUSTAINABLE DEVELOPMENT).