

UNIVERSITY OF SAINT JOSEPH MBARARA (USJM)



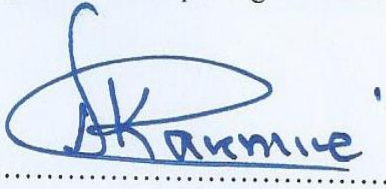
THE STUDENTS' GUILD CONSTITUTION

JANUARY 2020

FOREWORD

Student activities at University of Saint Joseph Mbarara (USJM) are critical and therefore need to be supported and directed by all the University organs. They play an indispensable part in the political, social and academic growth of the students and the University as a whole.

This USJM Guild Constitution is a tool and reference guide for the students activities. It is a result of an extensive collaborative consultative process between the USJM students, Management and Council. It reflects the vision, mission and core values of USJM. We hope that it shall enable the students to exercise their rights while acquiring the relevant knowledge and skills at USJM.



VICE CHANCELLOR

University of Saint Joseph Mbarara

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INTERPRETATION OF KEY TERMS

In this Constitution, unless the context otherwise requires:

- a) **Academic Programme** means the recess programme, diploma, undergraduate degree, and postgraduate degree registered for at USJM.
- b) **Academic Year** means the two semesters comprising of seventeen weeks each.
- c) **Budget** means the budget of the Guild.
- d) **Civic Education** means training and sensitization on the elections and the electoral process of all registered students of the USJM students' Guild by the Electoral Commission.
- e) **Election Agent** means personnel who shall assist candidates in the supervision and monitoring of polling stations during election.
- f) **Elections** mean the process of vetting, campaigning, and voting for the president and members of the Guild Representative Council (GRC).
- g) **USJM Electoral Commission** means the body entrusted with the responsibility of planning, organizing, and conducting of the Guild elections.
- h) **Guild** means USJM students' body comprising of registered students, associate, life and honorary members, herein referred to as USJM students' Guild.
- i) **Member** means official and recognized member of the students' Guild.
- j) **Office** means position or designated Guild chambers.
- k) **President** means the Guild President of the USJM students' Guild.
- l) **Racial** means categorization of students based on color of skin.
- m) **Registered Student** means a student who has registered with USJM for the ongoing semester.
- n) **Religious** means relating to a religion.

- o) Sitting Allowance** means stipend allocated to members after attending meetings of the Guild Executive, Guild Representative Council (GRC), and University Council.
- p) Speaker** means the head of the GRC.
- q) Student** means a person duly admitted to an academic or research programme at the USJM whether registered or not.
- r) Tribal means** categorization of students based on an ethnic group.
- s) University** means University of Saint Joseph Mbarara (USJM).

BACKGROUND TO THE STUDENTS' GUILD CONSTITUTION

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers' socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education.
 - b. To promote research and innovation among the stakeholders.
 - c. To nurture citizens of integrity and sense of common good.
 - d. To nurture students with demand-oriented skills.
 - e. To promote best practices in institutional governance.
 - f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral

values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

ESTABLISHMENT OF THIS CONSTITUTION

This Constitution of the USJM students' Guild is established and approved by the USJM Governing Council, **Min. 029/GC/003/2020**.

PREAMBLE

WHEREAS, the Students' Guild of University of Saint Joseph Mbarara recognizes that the Management of the University is vested in the University Council as embodied in the Universities and other Tertiary Institutions Act, 2001(as amended in 2006);

AND WHEREAS, the Students' Executive and Committees therein do hereby recognize the same with the aim to further the interests of the Guild members at all levels;

AND FURTHER, in order to encourage worthy traditions of academic life nurtured in academic units, namely Departments/Institutes/Schools/Faculties and/or Colleges and cultivate a genuine and responsible sense of leadership and efficient students' government;

AND ALSO, in our endeavor to preserve and promote all the desirable aspects of our indigenous cultures and striving to establish good will amongst the Guild on the one hand and the University Management and or other persons connected with the Guild in whatever manner, on the other.

ARTICLES OF THIS CONSTITUTION

ARTICLE 1: NAME

It shall be called University of Saint Joseph Mbarara Students' Guild Constitution (USJMSGC).

ARTICLE 2: OFFICE

The office of the USJM Students' Guild shall be at the University of Saint Joseph Mbarara main campus, Nyamitanga Hill, opposite Holy Innocents Children's Hospital Mbarara, Isingiro-Kikagate Road.

ARTICLE 3: PURPOSE

The purpose of the USJM Students' Guild Constitution shall be to promote and protect the interests of the entire students' community and the University.

ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the USJM Students' Guild shall be:

- a) To establish and maintain an efficient and effective students' governance;
- b) To work with the USJM Management in all matters affecting the USJM Students; and,
- c) To promote a commendable culture of an academic and social nature at USJM.

ARTICLE 5: THE SUPREMACY OF THE CONSTITUTION AND ITS LIMITS

This Constitution shall be the binding Instrument upon which all polices regarding the USJM students' Guild shall be made and referenced, provided that such policies do not contravene the USJM policies and statutes.

ARTICLE 6: MEMBERSHIP

Clause 6.1: Registered Students

Only Students registered with the University of Saint Joseph Mbarara shall be considered members of the USJM Students' Guild.

Clause 6.2: Associate Members

All USJM Alumni shall be Associate Members of the USJM Student's Guild.

Clause 6.3: Honorary Members

The Guild Representative Council (GRC) may nominate persons that are not registered students or associate members but who have made remarkable contribution(s) to become honorary members of the USJM Students' Guild with approval of the University Governing Council.

Clause 6.4: Life Membership

- a) A formerly registered student on payment of a life membership subscription fee, proposed by the GRC and approved by the University Council shall obtain life membership.
- b) A life member shall be entitled to receive periodic reports on the affairs of the USJM Students' Guild.
- c) A life member shall be awarded a medal after five consecutive years of committed and demonstrated involvement in Guild activities.

Clause 6.5: Membership Year

The membership year of the USJM Students' Guild shall begin on the first day and end on the last day of the USJM academic year with the exception of life members and honorary members.

Clause 6.6: Rights and Obligations of Members

Subject to the provisions of this Constitution, a registered Student shall have the right to:

- a) Attend and participate fully as a member in the proceedings of the USJM Students' Guild;
- b) Elect and be elected to any office of the Guild government on presentation of a valid (stamped) registration card for the semester running and/or a valid USJM student identity card;
- c) Be elected or nominated as a representative of the USJM Students' Guild in any of the Guild's undertakings;
- d) Read all notices by the General Secretary calling for a general meeting and respond accordingly;
- e) Present or raise issues for discussion to the General Secretary at least 48 hours before the general meeting for consideration in the agenda; and
- f) Propose a motion of no confidence to the GRC on the President, a member of the Executive, or a member of the GRC.

Clause 6.7: Cessation of Membership

Membership ceases when:

- a) An honorary member submits a letter of resignation to the General Secretary or Speaker; or
- b) A member is expelled from USJM.

Clause 6.8: Register of Members

- a) The General Secretary shall have the responsibility to create, maintain, up-date, and make accessible a register of all registered students, associate members, honorary members and life members of the USJM students' Guild.
- b) The Register shall take a format agreed to by the GRC in consultation with the Office of the Academic Registrar.
- c) The Guild President shall avail one copy of the up-dated register to the Office of the Academic Registrar and any changes presented as an addendum.

ARTICLE 7: ORGANS OF THE USJM STUDENTS' GUILD GOVERNMENT

Clause 7.1: General Assembly

- a) The general meeting of the USJM Students' Guild shall be called the "General Assembly".
- b) The General Assembly shall be a consultative forum where members of the Guild can initiate ideas for consideration by the GRC.
- c) The General Assembly shall be carried out at most two times a semester.
- d) An Extra-ordinary General Assembly shall be held in consultation with USJM Management.

Clause 7.2: Guild Representative Council (GRC)

- a) There shall be a Guild Representative Council (GRC).
- b) The GRC shall be the legislative body of the Guild and shall consist of all legible members.

Such members include:

- i. The Guild President,
- ii. The Guild Vice-President,
- iii. The Guild Speaker,
- iv. The Deputy Guild Speaker,
- v. The General Secretary,
- vi. The Deputy General Secretary,
- vii. The Minister for Social, Campus, and Off Campus Affairs,
- viii. The Minister for Finance,
- ix. The Minister for Information, Mobilization, Communication & Transport,
- x. The Minister for Health and Environmental Protection,
- xi. The Minister for Academic and Professional Affairs,

- xii. The Minister for Justice and Constitutional Affairs,
- xiii. The Minister for Religious Affairs,
- xiv. The Minister for Recess Affairs,
- xv. The Minister for Gender and Cultural Affairs,
- xvi. The Minister for Games and Sports,
- xvii. Any other Minister as shall be approved by at least a fifth ($\frac{1}{5}$) of the total membership of the GRC and approved by the Dean of Students and the USJM Governing Council,
- xviii. Hostels representatives (female and male),
- xix. Faculty representatives (female and male),
- xx. Two weekend programme students' representatives (female and male),
- xxi. The Chairperson of the Games Union,
- xxii. One representative of international students,
- xxiii. One representative of 1st, 2nd, 3rd year and Recess Programme, and
- xxiv. One representative from registered post graduate students of USJM.

Clause 7.3: Guild Executive

The Guild Executive is the main administrative organ of the USJM Students' Guild responsible for the day to day running of the Guild at the direction of the USJM Guild Policy.

It shall be composed of the following:

- a) The Guild President,
- b) The Guild Vice-President,
- c) The General Secretary,
- d) The Deputy General Secretary,
- e) The Minister for Social, Campus, and Off Campus Affairs,
- f) The Minister for Finance,
- g) The Minister for Information, Mobilization, Communication & Transport
- h) The Minister for Health and Environmental Protection,
- i) The Minister for Academic and Professional Affairs,
- j) The Minister for Justice and Constitutional Affairs,
- k) The Minister for Religious Affairs,
- l) The Minister for Recess Affairs,
- m) The Minister for Gender and Cultural Affairs,
- n) The Minister for Games and Sports

- o) Any other Minister as shall be approved by at least a fifth ($\frac{1}{5}$) of the total membership of the GRC and approved by the Dean of Students and the Students' Affairs and Welfare Committee.

Clause 7.4: Caretaker Government

The Caretaker Government will be the government formed after the Executive has resigned or been voted out before the expiry of their term of office. It will only serve until the next government is put in place.

Clause 7.4.1: Composition of the Caretaker Government

There shall be a Caretaker Government composed of:

- a) Dean of Students as Chairperson,
- b) The Legal Advisor (Legal Officer), and,
- c) The Chairperson of the USJM Electoral Commission.

Clause 7.4.2: The Mandate of Caretaker Government

The Caretaker Government shall immediately assume office when:

- a) A vote of no confidence in the President has been passed by the General Assembly. When this happens, the Guild Vice-President shall automatically lose office and step down. Both parties should hand over all instruments related to their forfeited positions and office.
- b) An election has been cancelled or nullified by the Chairperson of the Electoral Commission after consultation with the Dean of Students and Legal Advisor on approval by the Vice-Chancellor.
- c) The Caretaker Government shall refer matters as in 7.4.2 a & b to the USJM Senate to make a final decision on the matter.

Clause 7.5: The Games Union

In liaison with the Office of the Dean of Students, members of the USJM Students' Guild shall:

- a) Constitute a Games Union of registered students;
- b) Contribute to the USJM sports and recreation budget by payment of a sports fee;
- c) Initiate and participate in sports and recreational activities conducted within and outside USJM premises; and,
- d) Understand and abide by the rules and regulations of USJM concurrently with the USJM Games Union Constitution establishing and governing such activities conducted within and outside USJM premises.

Clause 7.6: Standing Committees of the USJM Students' Guild

- a) There shall be standing committees of the GRC mandated to manage its business and report back or seek approval from the GRC.
- b) These shall carry out their mandates as per the various departments they are allocated in as far as assisting the ministers carry out administrative functions of the Guild is concerned.
- c) Members to the various committees shall be elected in the GRC meeting.

Clause 7.6.1: Committee for Social, Campus, and off Campus Affairs

- a) This Committee shall play a supervisory role to, and support the Minister of Social, Campus, and off Campus Affairs in the execution of his/her duties.
- b) The Committee for Social, Campus, and off Campus Affairs shall have a membership of five (5), comprising of:
 - i. The Chairperson elected by the GRC,
 - ii. The Minister for Social Campus, and off Campus Affairs, and
 - iii. Three members of the GRC elected by the GRC.

Clause 7.6.2: Committee for National and International Affairs

- a) This Committee shall support the registered students' national associations recognized by USJM and shall assist in the co-ordination of the activities of the associations conducted in conjunction with the USJM students' Guild.
- b) The membership of the Committee for National and International Affairs shall be determined by the number of chairpersons of the recognized students' associations.
- c) The Committee shall comprise:
 - i. The Chairperson of this committee who shall be elected by the GRC,
 - ii. The International Affairs representative who is a member of the GRC, and
 - iii. The Chairpersons of the registered students' national associations recognized by USJM who are members of the GRC.

Clause 7.6.3: Committee for Finance

- a) The Committee which shall have a membership of five (5) shall play a supervisory role to and support the Minister for Finance in the execution of his/her activities and duties.
- b) The Committee for Finance shall comprise:
 - i. The Chairperson of the Committee who shall be elected by the GRC,
 - ii. The Minister for Finance, and,
 - iii. Three (3) members elected by the GRC.

Clause 7.6.4: Committee for Information, Mobilisation, Communication & Transport

- a) The Committee shall have five (5) members who shall supervise and support the Minister for Information, Mobilization, Communication & Transport in the execution of his/her duties.
- b) The Committee for Information, Mobilization, Communication & Transport shall comprise:
 - i. The Chairperson elected by the GRC,
 - ii. The Minister for Information, Mobilization, Communication & Transport, and,
 - iii. Three (3) members elected by the GRC.

Clause 7.6.5: Committee for Health Affairs

- a) The Committee shall have a membership of five (5) who shall play a supervisory role and support the Minister for Health and Environmental Protection in the execution of his/her duties concerning matters of health and environmental protection.
- b) The committee shall comprise:
 - i. The Chairperson elected by the GRC,
 - ii. The Minister for Health and Environmental Protection, and,
 - iii. Three (3) members elected by the GRC.

Clause 7.6.6: Committee for Academic and Professional Affairs

- a) The Committee shall comprise five (5) members who shall supervise and support the Minister for Academic and Professional Affairs in the execution of his/her duties.
- b) The committee shall comprise:
 - i. The Chairperson elected by the GRC,
 - ii. The Minister for Academic and Professional Affairs, and,
 - iii. Three (3) members elected by the GRC.

Clause 7.6.7: Committee for Justice and Constitutional Affairs

- a) The Committee shall have a membership of five (5) and shall supervise and support the Minister for Justice and Constitutional Affairs in the execution of his/her duties.
- b) The Committee shall comprise:
 - i. The Chairperson elected by the GRC,
 - ii. The Minister for Justice and Constitutional Affairs, and,
 - iii. Three (3) members elected by the GRC.

Clause 7.6.8: Guild Disciplinary Committee

- a) The Committee shall have five (5) members and shall be the first disciplinary body for members of the Guild Executive.
- b) The Committee shall penalize errant members of the Executive and GRC and recommend for their suspension from carrying out Guild activities.
- c) The Committee shall forward disciplinary cases to the USJM Senate, Examination Irregularities and Disciplinary Committee.
- d) The Committee shall comprise:
 - i. The Chairperson, who shall be the Minister for Justice and Constitutional Affairs,
 - ii. The Guild President,
 - iii. The Guild Speaker,
 - iv. The General Secretary,
 - v. Faculty representatives who shall be nominated by their respective representatives to the GRC with approval of the GRC.

Clause 7.6.9: Committee for Religious Affairs

- a) The Committee shall have a membership of five (5), and shall play a supervisory role to and support the Minister for Religious Affairs in the execution of his/her activities and duties.
- b) The Committee shall comprise:
 - i. The Chairperson of the Committee who shall be elected by the GRC,
 - ii. The Minister for Religious Affairs, and
 - iii. Three (3) members of the GRC.

ARTICLE 8: FUNCTIONS AND POWERS OF THE GRC

Clause 8.1: Guild Representative Council (GRC)

The GRC shall:

- a) Approve the Guild Executive nominated by the Guild President;
- b) Be the legislature of the Guild;
- c) Concern itself with the matter of any students' society or any organisation in the University, which shall have been approved by the University administration for the benefit of the majority of the students;
- d) Sanction and approve the policies of the Executive;
- e) Be entitled to move a vote of no confidence in the President or any Member of the Executive or any students' representatives;
- f) Deliberate on all matters that affect members of the Guild and resolve on measures to be taken by the Executive;
- g) Elect Guild delegates, representatives, and observers to conferences;
- h) Make and uphold the GRC code of conduct;
- i) Elect Chairpersons and other members from the Guild for each of the Guild Committees except for the Guild Disciplinary Committee;
- j) Approve the Electoral Commission members;
- k) Summon any member of the Executive for required information;
- l) Elect standing and ad hoc committees; and,
- m) Meet at least three times a semester to discuss matters of general student interest and USJM Guild Policy.

Clause 8.2: The Guild Speaker

Clause 8.2.1: The Duties of the Guild Speaker

The Guild Speaker shall:

- a) Be elected amongst GRC representatives by the GRC at its first sitting;
- b) Call and preside over meetings of the GRC and the General Assembly in Consultation with the Guild President;
- c) Be a member of the Petition Tribunal;
- d) Hold office until the end of the last GRC meeting following the general elections;
- e) Keep roll call of attendance of GRC meetings;

- f) Have the powers to penalize for late coming, absenteeism, misconduct and/or use of inappropriate language during the GRC proceedings in accordance with the Constitution;
- g) Dissolve the GRC at least two weeks before the Presidential elections; and,
- h) Have a casting vote and an original vote during GRC meetings.

Clause 8.2.2: Qualifications for Eligibility to Become Speaker

To qualify for the position of a Speaker or Deputy Speaker a person shall:

- a) Be a full member of the Students' Guild and a Guild Representative; and
- b) Have spent at least one full academic year at the campus as student and shall not be in his/her final year of study.

Clause 8.2.3: Loss of Mandate to Be Speaker

In the event of the Speaker losing his/her chair for failure to carry out their mandate as Speaker, he/she shall remain Guild Representative for his/her constituency.

Clause 8.3: The Deputy Guild Speaker

The Deputy Guild Speaker shall:

- a) Be a Guild Representative;
- b) Deputise the Speaker when the latter is absent; and,
- c) Perform all duties as may be delegated by the Speaker.

Clause 8.4: Guild Representative

Clause 8.4.1: Duties of Guild Representative

A Guild Representative shall;

- a) Attend all GRC meetings in person unless he/she is indisposed and has given due notice to the General Secretary of at least 24 hours with the exception of an emergency;
- b) Forward students' views and grievances to the GRC;
- c) Represent the Guild as a delegate or representative in any of the GRC's undertakings within or outside the University when called upon to do so by the Executive;
- d) Assist the Executive when called upon; and
- e) Disseminate policies and decisions taken by the GRC and the Executive to the student body.

Clause 8.4.2: Guild Representative's Rights

A Guild Representative shall have the right to:

- a) Participate fully in the proceedings of the GRC;
- b) Freely express his/her opinion in an acceptable manner; and,
- c) Make use of the Guild facilities on official matters relating to the University.

Clause 8.5: Duties of the Guild Executive

The Guild Executive shall:

- a) Be responsible for the running of the day-to-day Guild affairs;
- b) Collectively be responsible to the Guild;
- c) Initiate policies and carry them out after approval by the GRC and/or the University authorities;
- d) Submit decisions of the GRC to the University authorities and hold discussions as may be deemed necessary by the University authorities; and,
- e) Have powers to deal with emergency matters but shall report to and seek approval of the GRC at its next meeting.

Clause 8.6: Administrative Functions of the USJM Students Guild Executive

Clause 8.6.1: Guild President

The Guild President shall:

- a) Be the Executive Head of the USJM Students' Guild;
- b) Preside over executive meetings;
- c) Nominate members of the Executive (Ministers) to specific ministries, for consideration by the GRC based on presented justifications, approval of which shall be a simple majority vote;
- d) In conjunction with the Minister(s) concerned, forward resolutions passed by the GRC to the University authorities for their attention and possible action;
- e) Have power to reshuffle, suspend or dismiss a member(s) of the Executive on grounds of grave indiscipline, insubordination, incompetence, abscondment from duty and/or any other misconduct deemed injurious to the good name of the Guild and the university, in accordance with Article 10, Clause 2;
- f) Be a co-signatory to all Guild financial transactions;

- g) In the event of temporary absence of a member of the Executive, delegate the duties of such an absent member to any member of the Cabinet except when the absent member is the Minister of Finance, the President himself/herself shall be in the charge of the duties of the Minister;
- h) Be an ex-officio member of the Guild committees but a full member of the Guild Disciplinary Committee;
- i) Have a casting vote and an original vote during Executive and GRC meetings;
- j) Be the official spokesperson of the GRC in the University;
- k) Represent the GRC in the University Council and Senate meetings and any other organs as specified by USJM regulations, Constitution, Universities and other Tertiary Institutions Act;
- l) Have powers to call emergency meetings of the Executive and in consultation with the Dean of Students, and University Legal Advisor, take emergency decisions on behalf of the Guild in extra-ordinary circumstances but shall seek ratification of the Executive and GRC at their next meetings;
- m) Nominate student Representative to the University Council from the GRC, such a Representative being of opposite sex to that of the Guild President; and
- n) Be one of the students' Representatives on the University Council

Clause 8.6.2: Vice-Guild President

The Vice-Guild President shall:

- a) Act as the Guild President in the latter's approved absence if lasting more than 30 calendar days, or
- b) The Guild President is absent from a scheduled/unscheduled meeting/event of the Guild/USJM where he/she is expected to preside or participate;
- c) Assist by taking duties assigned to him/her by the Guild President;
- d) Coordinate and oversee student ministerial committee activities and any other Guild Standing Committees; and,
- e) Co-ordinate the affairs of registered clubs, associations, and societies in liaison with the Minister for Justice and Constitutional Affairs.

Clause 8.6.3: General Secretary

The General Secretary shall:

- a) Be the Secretary and Clerk to the Guild Representative Council;
- b) Communicate internally on all official Guild matters;

- c) Be responsible for convening Council sessions;
- d) Call all normal meetings of the GRC in consultation with the Speaker;
- e) Be the Secretary; keep minutes and records of the GRC and Guild General Assembly;
- f) Be responsible for the Guild office and the Guild Chambers;
- g) Draw up the agenda of meetings in consultation with the Speaker;
- h) Ensure that copies of the confirmed minutes of GRC meetings are available in print, in the library and to the University authorities within one week from the date of confirmation;
- i) Be an Ex-Officio Member of the GRC working committees;
- j) Report regularly to the students' Guild on the progress of the GRC;
- k) Not have the right to vote; and
- l) Delegate official duties to the Deputy General Secretary.

Clause 8.6.4: Deputy General Secretary

The Deputy General Secretary shall:

- a) Deputize the General Secretary; and
- b) Act for the General Secretary when he/she is absent.

Clause 8.6.5: Minister for Social, Campus, & Off-Campus Affairs

The Minister for Social, Campus, & Off-Campus Affairs shall:

- a) Be a member of the Student/Staff Consultative Committee;
- b) Be responsible for the day-to-day operation of the amenities and facilities on campus;
- c) Contact the University management from time to time with regard to the welfare of students;
- d) Contact any other body or bodies on campus that may have interest in the student welfare;
- e) Liaise with the University management on security, traffic, and other related matters;
- f) Co-ordinate/oversee booking for social activities and entertainments that fall within the jurisdiction of the Guild on campus;
- g) Be responsible for all Guild entertainment and communication equipment;
- h) Organize all entertainment for or under any ministry;
- i) Keep an up-to-date University entertainment calendar;
- j) Be responsible for entertainment of Guild guests and work hand in hand with the Minister for Finance and any other concerned Minister on this matter;
- k) Give financial account to the Finance Committee at the end of every entertainment function;
- l) Co-ordinate and supervise activities of the Social Affairs Committee;

- m) Work closely with Chairpersons of students' national associations to help promote interests and address problems faced by students;
- n) Be responsible for all matters concerning off-campus students, such as: hostel accommodation, transport to campus, etc.; and
- o) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.4: Minister for Finance

The Minister for Finance shall:

- a) Be a member of the Finance Committee;
- b) Receive and remit Guild finances on behalf of the Guild in accordance with this Constitution;
- c) Be a co-signatory to all Guild financial transactions;
- d) Requisition for funds from the University for Guild activities;
- e) Seek advice on Guild financial affairs from the Finance Committee, University Finance Officer, Dean of Students and act accordingly;
- f) Keep the accounts of the Guild and prepare them for audit by the University Auditor;
- g) In collaboration with the Executive, draw up a balance sheet each semester and present it to the Finance Committee and GRC and give a copy to the Dean of Students;
- h) Acknowledge receipt of all Guild subscriptions from the University Finance Officer and report the amount to the GRC; and,
- i) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.5: Minister for Information, Mobilisation, Communication & Transport

The Minister for Information, Mobilization, Communication & Transport shall:

- a) Be a member of the Information, Mobilization, Communication & Transport Committee;
- b) Be the Chairperson of the Editorial Committee;
- c) Be responsible for the Guild official news and the production of official publications;
- d) Together with the Chief Editor, edit the official publications of the Guild;
- e) Nominate the Chief Editor but seek approval of the GRC;
- f) Be responsible for announcements and display of posters;
- g) Be responsible for transport arrangements for all Guild activities;
- h) Be responsible for receiving and distributing students' University email accounts;
- i) Be responsible for mobilizing students to participate in Guild, national, and international student's activities;

- j) Link the students' GRC to external media organisation as may be required from time to time;
- k) Address students' grievances in alliance with the relevant Ministers and University administration; and
- l) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.6: Minister for Health and Environmental Protection

The Minister for Health and Environmental Protection shall:

- a) Be a member of the Health and Environmental Protection Committee;
- b) Liaise with the University Medical Centre on health issues relating to students;
- c) Be responsible for matters affecting the health of the students and conservation of the University environment;
- d) During emergencies and night hours, report health cases to the nurse(s) on duty where possible;
- e) Work in liaison with other health and environmental protection organs at institutional, national, and international levels for purposes of promoting health standards and environmental protection;
- f) Organize workshops and seminars on health and environmental awareness;
- g) Co-ordinate the Wildlife Club and USJM Environmental Education and Management Association activities;
- h) Be responsible for issues concerning students with disabilities;
- i) Alert students of any likely health concerns, such as epidemic, food poisoning, and poor hygiene;
- j) Liaise the GRC with bodies interested in student health and hygiene;
- k) Liaise with University management in handling emergency health cases;
- l) Visit student hostels, assess their health conditions, and report to the relevant University authorities;
- m) Publish articles on health awareness and the environment in the Guild Press; and,
- n) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.7: Minister for Academic & Professional affairs

The Minister for Academic & Professional affairs shall:

- a) Be a member of the Academic and Professional Affairs Committee;
- b) Be responsible for the academic welfare of the students;

- c) Liaise with the Academic Registrar's office in respect of students' academic and professional affairs;
- d) Work with Academic Registrar's office on matters related to syllabi, examinations, timetables, library, lecture rooms, and laboratory facilities;
- e) In line with University regulations, forward issues of students' interests to the Ministry of Education or any other organisation;
- f) Organize workshops, seminars, and other educational programmes on different professional codes relevant to the students of the University; and
- g) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.8: Minister for Gender and Cultural Affairs

The Minister for Gender and Cultural Affairs shall:

- a) Be a member of the Gender and Cultural Affairs Committee;
- b) Be responsible for all matters concerning Gender and Culture;
- c) Organize both internal and external seminars for students;
- d) Ensure that students are aware of their human rights and work to promote, defend, and protect them;
- e) Organize activities that can empower students: politically, socially, and economically;
- f) In conjunction with the wardens, handle the moral and social welfare issues of all students at the University;
- g) Be responsible for cultural activities of students; and,
- h) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.9: Minister for Justice and Constitutional Affairs

The Minister for Justice and Constitutional Affairs shall:

- a) Be a member of the Justice and Constitutional Affairs Committee;
- b) Be an Ex-officio member of the Disciplinary Committee;
- c) Ensure that the Constitution is adhered to by the members of the Guild;
- d) Ensure that students' rights are protected and that students carry out their responsibilities;
- e) Ensure that Justice is exercised on campus;
- f) Be Chairperson of the Guild Disciplinary Committee; and
- g) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.10: Minister for Religious Affairs

The Minister for Religious Affairs shall:

- a) Be a member of the Religious Affairs Committee;
- b) Be a fully baptized and confirmed Catholic;
- c) In conjunction with the University Chaplaincy, participate and organize religious activities at the University; and
- d) Take on any other responsibility as may be assigned by the Guild President

Clause 8.6.11: Minister for Games and Sports

The Minister for Games and Sports shall:

- a) Be the Chairperson of Games Union;
- b) Liaise with the games tutor on matters pertaining to games and sports; and
- c) Organize and co-ordinate all activities concerning sports and games.

Clause 8.6.12 Minister of Recess Affairs

The Minister of Recess Affairs shall:

- a) Co-ordinate recess students' affairs; and
- b) Report to the Guild President and GRC about challenges facing recess students.

Clause 8.7: Games Union

- a) The Games Union shall, in conjunction with the Office of the Dean of Students, participate in the running of games and sports activities at USJM.
- b) The Chairperson of the Games Union shall present a report to the GRC.
- c) The Games Union shall consist of all captains of all recognized sporting activities under the general supervision of the Sports Tutor in collaboration with the Minister for Sports and Games.
- d) Subject to the provisions of this Constitution, the Games Union shall be administered in accordance with the Games Union Constitution.

ARTICLE 9: ELECTIONS

Clause 9.1: Establishment of the USJM GRC Electoral Commission

There shall be a Commission known as the USJM GRC Electoral Commission which shall be responsible for civic education, provision of guidance and, in liaison with the Dean of Students and other key stakeholders, organize, conduct, monitor, and/or supervise Guild elections, and announce the results of the election process.

Clause 9.1.1: Appointment to the USJM Electoral Commission

- a) The GRC shall nominate ten (10) names and forward them to the Dean of Students who, in consultation with USJM management, shall appoint seven (7) members.
- b) The Chairperson, Vice-Chairperson, General Secretary, and Commissioners of the Electoral Commission shall be voted in by members of the Commission at their first sitting.
- c) The Commission shall be appointed in not more than 30 calendar days from the start of the second semester of the academic year when elections are to be conducted.

Clause 9.1.2: Eligibility to Membership of the USJM Electoral Commission

A member of the Electoral Commission must:

- a) Be a person of high integrity and good moral standing;
- b) Not intending to stand for elections in that particular academic year;
- c) Not be Chairperson of a registered National/Ethnic Students' Association; and
- d) Be a fully registered student of USJM.

Clause 9.1.3: Filling Vacant Posts

In the event of one or more posts within the Electoral Commission falling vacant, then the Electoral Commission shall notify the appointing authority (9.1). The vacant slots shall be filled by the appointing authority within thirty (30) calendar days from the position falling vacant with formal notice to the Dean of Students.

Clause 9.1.4: Term of Office for Members of the USJM Electoral Commission

Clause 9.1.4.1: Duration of Term of Office

The Electoral Commission shall hold office for a period of one year from the time of appointment.

Clause 9.1.4.2: Cessation of Term of Office

An Electoral Commission member shall cease to hold office upon:

- a) Receipt of their resignation; and/or
- b) Being found guilty of indulging in electoral malpractice or indiscipline.

Clause 9.1.4.3: Swearing in of Electoral Commission

Upon appointment, the members of the Electoral Commission shall be sworn in by the Dean of Students in the presence of GRC as witnesses within seven (7) working days.

Clause 9.2: Functions and Powers

Clause 9.2.1: Chairperson

The Chairperson shall:

- a) Chair all meetings of the Electoral Commission;
- b) Issue election regulations and guidelines;
- c) Receive all materials and information for the purpose of conducting elections;
- d) Publish an electoral report after the election process;
- e) Be responsible for the general conduct of the Commissioners including recommending remedial action for errant members to the relevant authorities;
- f) Receive and publish written notice of resignation of any Electoral Commissioner;
- g) Declare the results of students' Guild elections within set times;
- h) Do such additional things relating to elections as are determined by the Students GRC; and
- i) In consultation with the outgoing Guild President and the Dean of Students, announce election day and the names of candidates at least seven (7) working days before polling day.

Clause 9.2.2: Vice-Chairperson

The Vice-Chairperson shall:

- a) Work with the Chairperson to execute the duties of the Electoral Commission; and,
- b) Assume responsibility of the Chairperson in the latter's absence.

Clause 9.2.3: Secretary

The Secretary shall:

- a) Record all the proceedings of the Electoral Commission;
- b) Be in charge of the publications of the Electoral Commission; and,
- c) Receive election-related complaints.

Clause 9.2.4: Electoral Commissioners

The Electoral Commissioners shall:

- a) Organize the general election process and ensure its efficiency with impartiality, diligence, and confidentiality;
- b) Allocate polling stations and supervise the casting of ballots;

- c) Organize ballots formation and design; and,
- d) Update the electorate on the election schedule and programmes.

Clause 9.3: Meetings of the Electoral Commission

- a) Meetings of the Electoral Commission shall be called by Chairperson of the Electoral Commission by notice in accordance with this Constitution,
- b) At least five (5) days' notice shall be given of a meeting of the Electoral Commission outside of an election period,
- c) At least twelve (12) hours' notice shall be given of a meeting of the Electoral Commission during an election period,
- d) In the event of actual and/or perceived emergency, the Electoral Commission shall convene immediately, and thereafter even multiple times within forty-eight (48) hours to address, avert, or calm such events as the need dictates with the Dean of Students presiding.

Clause 9.4: Preparation of Materials for Elections

In conjunction with the Office of the Dean of Students:

- a) The Electoral Commission shall on appointment, draft a budget for review by the GRC, and thereafter approval by the Dean of Students before implementation.
- b) In all the publications of the Electoral Commission unless circumstances otherwise warrant, names of candidates contesting for the same post shall be printed on the same form, visibly, in alphabetical order, surname first.
- c) Nomination forms shall be obtained from the Electoral Commission at a non-refundable fee that shall be determined by the GRC and approved by the Dean of Students.
- d) The Electoral Commission shall discuss, agree on, and disseminate the voters' eligibility checklist within seven (7) days before the elections.
- e) The Electoral Commission shall ensure that voting materials, such as ballot papers, tally sheets, and boxes have been procured, and that the voters' register is in place and that everything is secure.
- f) The Electoral Commission shall gazette and notify voters of where voting shall take place at least seven (7) days to the election.

- g) The Electoral Commission shall develop and seek approval of the election plan from the GRC and Dean of Students at least seven (7) days to the election date.
- h) The Electoral Commission shall put in place coordination, monitoring, and feedback systems at least fourteen (14) days to the elections.
- i) The Electoral Commission shall conduct civic education at least within fourteen (14) days to the elections.

Clause 9.5: Facilitation of Electoral Commission

- a) The GRC shall facilitate the Chairperson, Vice-Chairperson, Secretary, and Electoral Commissioners with a consolidated fee for the entire electoral process. The fee shall be proposed by the GRC and approved by the Dean of Students before the Electoral Commission is put in place.
- b) USJM Management shall provide members of the Electoral Commission with a certificate of recognition after successful completion of their term of office.

Clause 9.6: Election Period, Re-run, Eligibility, and Offences

Clause 9.6.1: Annual Elections

- a) Guild elections shall be held annually to elect members of the Students' Guild government; six (6) weeks before the mandate of the current government is due to expire.
- b) Only registered students will be eligible to vote (see Clause 9.6.2 on eligibility).
- c) All elections shall be by secret ballot and the results shall be determined by simple majority, on the basis of 'one-person, one vote'.
- d) Voters shall cast their vote by putting a tick in the box beside the name of the candidate they wish to vote. A vote cast shall be nullified only if it shows a tick in more than one box.
- e) Where there is a tie between two candidates in any students' Guild elections, elections to these positions shall be repeated after three (3) days, for the two (2) leading contenders until, one candidate obtains a simple majority.
- f) When one candidate withdraws from contesting for a particular position where there are only two contestants, the remaining contestant shall be declared the winner.
- g) When one candidate withdraws from contesting for a particular position where there are more than two candidates, the remaining candidates shall be voted for.
- h) Where only one candidate remains after several competitors have withdrawn for no justifiable reason, the sole candidate shall be declared the winner.

Clause 9.6.2: Eligibility to Vote

Only registered students shall be eligible to vote on presentation of a valid USJM student identity card.

Clause 9.6.3 Electoral offences

The following shall constitute electoral offences:

- a) Campaigning outside the hours stipulated by the Electoral Commission;
- b) Campaigning outside the areas stipulated by the Electoral Commission;
- c) Putting posters on university buildings, trees, and other undesignated places;
- d) Littering the compound/roads with campaigning materials;
- e) Instigating any form of violence;
- f) Making noise outside stipulated campaigning time;
- g) Interfering with traffic flow on roads on and around Campus and/or highways;
- h) Hindering pedestrians from enjoying a peaceful walk along roads on and around Campus and/or highways;
- i) Soliciting funds either to be voted for or to vote for a candidate; and
- j) Any form of interfering with the electoral process.

A student found guilty of committing any of the electoral offences above shall be guilty and may, upon conviction by appropriate tribunal, be duly penalized.

Clause 9.7: Guild Presidential and GRC Elections

There shall be the Guild Presidential and the GRC elections which shall normally take place within the second semester of the academic year.

Clause 9.7.1: Eligibility, Campaigns, and Elections for Guild Presidential Elections

Clause 9.7.1.1: Criteria for Eligibility

- a) A Candidate for Guild Presidential elections must meet the requirement for membership to the GRC, as provided for in Clause 9.9 of this Constitution.
- b) A Candidate shall be verified by the Dean of Students, the Faculty Deans, and the Academic Registrar who shall submit their reports to Management.
- c) A Candidate shall not be a finalist.
- d) A Candidate shall be able and willing to affirm and subscribe to the University Regulations as well as this Constitution.

- e) A Candidate shall have paid all the fees to zero balance to be cleared for nomination and must be a registered student.
- f) Any member of the USJM students' Guild intending to contest for any seat shall pay a non-refundable fee determined by the Electoral Commission in consultation with the GRC and approved by the Dean of Students.
- g) A Candidate shall fulfil any other conditions as may be deemed necessary.

Clause 9.7.1.2: Campaigns and Elections

- a) Nomination forms for Guild Presidential elections shall be signed by the Candidate, proposed and seconded by twenty per cent (20%) of the members of the electorate and shall be submitted in writing to the Chairperson of the Electoral Commission.
- b) No Candidate shall be allowed to withdraw from the candidacy to Guild Presidency within twelve (12) hours of the election. Any other withdrawals must be formally notified in writing to the Chairperson of the Electoral Commission who must notify the Students' Guild and the Dean of Students with immediate effect.
- c) Any Candidate who withdraws within twelve (12) hours to the election shall be considered to have lost the vote.
- d) All Guild Presidential Candidates shall have the privilege to address students and any other officials at the University on such dates and periods as may be determined and published by the Electoral Commission.
- e) The Chairperson of the Electoral Commission, in consultation with the outgoing Guild President or Chairman of Caretaker Government shall announce the nomination day and call for nominations of Presidential Candidates at least 4 (four) weeks before polling day.
- f) The Chairperson of the Electoral Commission shall announce and cause to be published the results of the elections not more than 12 hours after receiving the results from all the polling stations.
- g) No Candidate or agent shall campaign twenty-four (24) hours to the election time. If found guilty of this offence, appropriate disciplinary action shall be taken against the Candidate.

Clause 9.7.2: GRC Criteria for Eligibility, Representation, and Elections

Clause 9.7.2.1: Criteria for Eligibility

There shall be a GRC election which shall:

- a) Take place concurrently with the Guild Presidential election at same designated polling station; and

- b) The outgoing GRC shall be dissolved one week before nomination day.

Clause 9.7.2.2: Representation

- a) Every Faculty shall have one-member representative at the GRC.
- b) There shall be one-member representative for the Recess program.
- c) All the successful candidates shall be announced on the same day of the election(s).

Clause 9.8: Eligibility of Members to Stand for the GRC Offices

A person shall qualify to be a Member of GRC if he/she:

- a) Is a member of Students' Guild;
- b) Has obtained clearance from the faculty; and,
- c) Has a valid USJM student identity card.

Clause 9.9: Election Agents

- a) Any candidate contesting for any post in the Students' Guild elections shall have not more than two Election Agents at the designated polling station.
- b) The names of the agents shall be submitted to the Returning Officer at least twenty-four (24) hours before polling day.

Clause 9.10: Prohibitions during Elections

The following are prohibited and shall lead to disqualification of a candidate from the election:

- a) Adopting or using a flag or symbol or motto of any country or political party in order to solicit votes;
- b) Contesting for more than one position in the elections; and,
- c) Any inducement, whether financial or otherwise, to encourage or discourage a member to vote or not to vote in a particular way.

Clause 9.11: Nomination and Appointment of the Executive

- a) The Guild President-elect shall form an Executive by nominating from members of the students' Guild who shall be approved by the GRC.
- b) Members appointed to the Executive shall be students of integrity and shall meet the same academic requirements as members of the GRC.

Clause 9.12: Speaker and Deputy Speaker

There shall be a Speaker and a Deputy Speaker who shall be elected in the first meeting of the GRC from amongst Guild Representatives and each shall assume his/her duties immediately thereafter.

Clause 9.13: Elections Cancellation and By-Elections

Clause 9.13.1: Cancellation of Elections or Voting Process

An election or a voting process may be cancelled or nullified by the Electoral Commission in consultation with the Dean of Students after notifying the Vice-Chancellor, the Legal Advisor, and the Chief Security Personnel. Such cancellation or nullification shall be in case of violence or a major threat of violence.

Clause 9.13.2: By-Elections/Re-run

- a) If candidates in an election tie in the vote tally, the Chairperson of the Electoral Commission shall declare a re-run of the election between the tied candidates and supervise the rerun three days after the announcement of the tie.
- b) If the Electoral Commission nullifies an election, the Chairperson of the Electoral Commission shall declare a re-run of the election and set a date for the re-run.
- c) In the event of a post falling vacant in the GRC, the Speaker shall notify the Electoral Commission, in consultation with the Dean of Students, to carry out by-elections.
- d) The by-election in (c) above shall take place within 28 days of the office or seat falling vacant, unless waived by the Dean of Students, with justification.
- e) Except otherwise stated, all other by-elections shall follow the procedures as provided for those particular offices or seats falling vacant.
- f) Any member of the Guild intending to contest for the vacant seat shall pay a non-refundable fee determined by the Electoral Commission, in consultation with the GRC and the Dean of Students.

Clause 9.14: Committees

Members to the various committees shall be elected in the second GRC meeting.

Clause 9.14.1: Vetting Committee

There shall be a Vetting Committee in every academic year which shall:

- a) Be composed of members of the GRC;
- b) Be chaired by the Speaker; and,
- c) Vet the Guild Presidential appointees and nominees.

Guidelines to the eligibility of the Vetting Committee shall be based on the same requirements as those of eligibility of the members of GRC.

Clause 9.14.2: Vetting Committee procedure.

Procedure of vetting shall be as follows:

- a) The Guild President shall give names of the appointees and nominees to the Vetting Committee through its Chairman immediately after the Committee has been formed.
- b) The Committee shall vet the candidates, research, deliberate and decide on the appointees and nominees after which they shall communicate their decisions to the GRC within a period of not more than three (3) days after election.
- c) On the first (1st) Day of the three (3) days as stated in (b) above, the Guild Presidential appointees and nominees shall appear before the Vetting Committee.
- d) Any person who may feel treated unfairly by the Vetting Committee shall petition in writing to the Dean of Students and the University Legal Advisor for redress within a period of seventy-two (72) hours.
- e) The Dean of Students and the University Legal Advisor shall study the petition in line with the provisions of this Constitution and dislodge it within a period of forty-eight (48) hours and their decision shall be final.

Clause 9.14.3: Electoral Petition Tribunal

- a) There shall be an Electoral Petition Tribunal and it shall have a quorum of at least seven (7) of its members including the Chairperson.
- b) The members of the Electoral Petition Tribunal shall comprise of:
 - i. The Legal Advisor as Chairperson;
 - ii. The Dean of Students;
 - iii. The Speaker of the outgoing GRC;
 - iv. The Minister for Justice and Constitutional Affairs of the outgoing Guild;
 - v. The Minister for Finance of the outgoing Guild;
 - vi. A senior member of the University administration appointed by the Vice-Chancellor; and,
 - vii. One person selected by the GRC.
- c) A candidate or any member of the Guild may lodge a petition to the Tribunal whenever he/she thinks that there has been a contravention of any election procedure during the elections.
- d) The petition must be lodged within seventy-two (72) hours after the election, and must be signed by at least a fifth ($\frac{1}{5}$) of the people who participated in the respective election.

- e) The Chairperson of the Tribunal shall notify within twenty-four (24) hours members of the Students' Guild that a petition has been lodged.
- f) The Tribunal shall sit to make a ruling on the petition within four (4) days thereafter.
- g) The hearing of the petition shall be video recorded and the ruling shall be announced within forty-eight (48) hours after the hearing.
- h) The Tribunal's ruling shall be final.

Clause 9.15: Swearing-in

- a) The GRC shall be sworn in at its first sitting by the Dean of Students.
- b) The Guild President and the Executive shall be sworn in by the Vice-Chancellor at the General Assembly at which the GRC Representatives shall be recognized.
- c) The Vice-Chancellor shall be notified by the Dean of Students of the ceremony at least seven (7) days before it takes place.
- d) The Chairperson of the Electoral Commission shall notify members of the Guild of the ceremony at least three (3) days before it takes place.
- e) The Swearing-in Ceremony shall be organised jointly by the Electoral Commission, the Dean of Students, and the outgoing Guild President in accordance with this Constitution.

Clause 9.16: Oath of Allegiance

Every holder of an elective office shall, upon taking his/her seat, swear an oath of allegiance to the University and subscribe before the Guild as provided in this Constitution; after which they shall take part in the election of the Speaker.

ARTICLE 10: TERMINATION OF OFFICE

Clause 10.1: Resignation

- a) Whenever there is an occasion for the resignation of a member of the Executive to be tendered, the Guild President shall tender the resignation of the same in writing collectively to the GRC through the Speaker.
- b) In case a member of the Executive wishes to resign, he/she shall tender his/her resignation in writing to the Guild President, giving at least seven (7) days' notice.
- c) In case a member of the GRC or one of the Guild Committees wishes to resign, he/she shall tender his/her resignation in writing to the Speaker.
- d) Any student leader in whatever capacity who faces USJM disciplinary committee and is proven guilty of a criminal offence or violating University rules and regulations shall resign from the office he/ she occupies.

Clause 10.2: Reshuffle, Suspension, and Dismissal

- a) The Guild President may reshuffle, suspend, or dismiss a member of the Executive, after giving three documented warnings for failing to perform his/her duties or violating the Guild Code of Conduct.
- b) The Guild President shall only suspend such a member after the member has appeared before the Guild Disciplinary Committee and after documented evidence warranting such a suspension or dismissal has been presented.
- c) The duration of a suspension shall not exceed thirty (30) days.
- d) A member suspended by the Guild President may appeal to the Guild Disciplinary Committee not more than five (5) days after the suspension has been given.
- e) The Speaker shall have power to suspend a member for a period not exceeding two (2) consecutive meetings, if the member fails to attend two (2) consecutive GRC meetings without satisfactory reasons or does not follow the Guild Code of Conduct. Any further misconduct shall be referred to the GRC for debate.
- f) If the GRC feels that a member referred to in (b) above merits dismissal, the case shall be referred to the members of the constituency, who may sign and present a petition and then a vote of no confidence carried out by the GRC to either support or reject the motion. If the member of the GRC agrees that there was misconduct, he/she shall be withdrawn and a by-election held accordingly.

Clause 10.3: Vote of No Confidence in the President or a Member of the Guild Executive

A vote of no confidence in the Guild President or a member of the Executive may originate from the GRC or the Guild.

Clause 10.3.1: From and by the GRC

- a) Any member of the GRC shall be entitled to move a motion of no confidence in the Guild President or a member of the Executive after a petition, duly signed by a fifth ($\frac{1}{5}$) of members of the GRC to the Speaker.
- b) A seven (7)-day notice accompanied by the formulated motion shall be given by the mover of the motion to the Speaker who shall then cause it to be published within twenty-four (24) hours, and presented in the next meeting of the GRC to be held on the seventh (7th) day from the receipt of the motion.
- c) For the vote of no confidence to be carried, it shall require at least the support of a fifth ($\frac{1}{5}$) of the membership of the GRC by secret ballot.

- d) In the event of the vote of no confidence being carried as provided above, the Guild President or member of the Executive shall be expected to resign within three (3) days.
- e) Should the Guild President or member of the Executive refuse to resign within three (3) days provided for above, he/she shall send a written appeal within three (3) days, to the University Senate through the Speaker.
- f) Should the Guild President or member of the Executive not resign and further fail to make a written appeal to the Speaker within three (3) days, then, they/she/he, shall automatically be deemed out of office and thereafter the Speaker shall notify the Caretaker Government who shall in turn, after looking into the merits of the vote, either give instructions to the Electoral Commission to carry out by-elections or move the matter before the University Senate to make a final decision.
- g) In the event that the University Senate upholds the vote of no confidence, the Electoral Commission shall carry out new elections for the Guild President within twenty-eight (28) days. In case of a Minister, the Guild President shall nominate a member for approval to the Speaker.

Clause 10.3.2: From and by the Guild

- a) A motion of no confidence in the Guild President or a member of the Executive by the Guild shall require a petition signed by at least a fifth ($\frac{1}{5}$) of the members of the Guild to the Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main noticeboards within seventy-two (72) hours of receipt of the petition.
- c) After twenty-four (24) hours' display of the signatories, the Speaker shall give notice of a General Assembly meeting to take place within seven (7) days to hear the petition and the Guild President's defense.
- d) The quorum for such a meeting shall be a fifth ($\frac{1}{5}$) of the total number of the people who would have participated in voting for the Guild President being petitioned against. If no quorum is realized, the vote of no confidence shall be deemed lost.
- e) There shall be no voting taken at this meeting.
- f) After the meeting of the General Assembly, the Speaker shall conduct a secret ballot vote on the motion of no confidence within forty-eight (48) hours.
- g) The vote of no confidence shall be carried if at least a fifth ($\frac{1}{5}$) majority of the members of the Guild who had participated in the secret ballot vote for it.

- h) In the event of the vote of no confidence being carried as provided in (g) of this Clause, the Guild President or member of the Executive shall vacate their offices with immediate effect, and new elections of Guild Presidency shall be held within twenty-eight (28) days.

Clause 10.4: Vote of No Confidence in An Individual Member of the GRC

- a) A vote of no confidence in an individual Guild Representative by his/her constituency shall require a petition signed by at least a fifth ($\frac{1}{5}$) of the constituency to the Guild Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main noticeboards within seventy-two (72) hours of receipt of the petition.
- c) After twenty-four (24) hours' display of the signatories, the Speaker shall give notice of a meeting of all constituents to take place within seven (7) days to hear the petition and the member's defense.
- d) The quorum for such a meeting shall be a fifth ($\frac{1}{5}$) of the total number of the petitioners. If no quorum is realized, the vote of no confidence shall be deemed lost.
- e) There shall be no voting taken at this meeting.
- f) After the General Assembly of the constituents, the Speaker shall conduct a secret ballot on the motion of no confidence within forty-eight (48) hours.
- g) The vote of no confidence shall be carried if at least a fifth ($\frac{1}{5}$) majority of the members of the constituency who had participated in the secret ballot vote for it.
- h) In the event that a vote of no confidence is carried as provided for in (g) above, the Guild Representative shall vacate his/her post and a by-election be held within twenty-eight (28) days.

Clause 10.5: Vote of No Confidence in the Speaker and/or Deputy Speaker

- a) A vote of no confidence in the Speaker and/or the Deputy Speaker shall be moved after petition duly signed by at least a fifth ($\frac{1}{5}$) of all GRC members.
- b) The petition shall be presented to the Dean of Students who shall publish the petition and Chair the meeting to discuss the motion within fourteen (14) days.
- c) The quorum shall be at least a fifth ($\frac{1}{5}$) of the GRC members.
- d) The motion of no confidence shall be carried if at least two-thirds ($\frac{2}{3}$) of the members present vote for it by a secret ballot.
- e) The Dean of Students shall then declare the vacant post of the Speaker and or Deputy Speaker and arrange for an election from the remaining GRC members within fourteen (14) days during an ordinary GRC session.

ARTICLE 11: FINANCE

Clause 11.1: Collection of Revenue

- a) The Guild fees from registered members of the Guild, shall be collected in a manner prescribed by the University Council and be transferred to the respective account, namely the Guild account.
- b) All grants, donations, or any other legal entitlements to the Guild shall be made to the Minister for Finance, who shall acknowledge them by issuing a receipt. All such grants, donations, or entitlements shall be deposited on the Guild account before any expenditure can be authorized.
- c) Notwithstanding the provisions of this Constitution, finances of other student organisations shall be handled as provided for in their respective constitutions.

Clause 11.2: Source of Revenue

The source of revenue shall be from fees levied, fundraisers, and other income-generating activities. These shall also include any legal entitlements to the Guild as may be determined by the University.

Clause 11.3: Budgeting

- a) The financial year of the Guild shall run from March to February of the next calendar year.
- b) There shall be a budget of the Guild for every Guild Government. The budget shall be prepared by the Minister for Finance in consultation with the members of the executive and the Guild Finance Committee. The Minister for Finance shall present the draft budget to the GRC and University Management Finance Committee for approval within forty-five (45) days of assumption of duty.
- c) No expenditure shall be incurred by the Guild unless it is provided for in the approved budget of the Guild.
- d) Emergency expenditure shall be provided for in consultation with the Finance Officer and the Dean of Students and approved by the Vice-Chancellor.

Clause 11.4: Authorisation and Expenditure

- a) The authority to withdraw and expend Guild money shall rest with the Minister for Finance in conjunction with the Guild President, the Dean of Students, and University Finance Officer and shall follow the laid down public procurement and disposal procedures. The Dean of Students shall be the Principal Signatory plus any other two to be Alternate Signatories.

- b) The expenditure of the Guild Finances shall be authorized by the Guild President in consultation with the Dean of Students in case of emergency. The documents of the expenditure shall be kept by the Minister for Finance for necessary reference.
- c) The Executive may authorize re-allocation of funds within the heads (votes) of expenditure but report such expenditure to the following GRC meeting for approval.
- d) The Guild may undertake investments of a long-term nature and subsequent Guild Executives shall be obliged to continue with and or complete such investments.
- e) There shall be a sitting allowance. This allowance shall be derived from the Guild budget after approval by the GRC, USJM University Management and Governing Council.
- f) The Guild budget shall be approved annually by the GRC at its second sitting. The approved budget shall be presented to the University administration for scrutiny and final approval.

Clause 11.5: Supervision of Finances

Clause 11.5.1 Financial Advisor

There shall be a Financial Advisor to the Guild who shall be the University Finance Officer and shall:

- a) Be an Advisor to the Guild on matters concerning finance; and
- b) Be a Co-signatory to all Guild accounts.

Clause 11.5.2 Management of Guild Funds

- a) The authority to withdraw or to authorize withdrawing Guild money shall be as stipulated in clause 11.4 (a) of this article.
- b) The Guild funds shall be collected by the University Finance Officer who in turn shall transfer it to the Guild account.
- c) The Minister for Finance shall keep up-to-date accounts indicating the income and expenditure of the Guild through and/or by any Minister or official or any member of the Guild.
- d) The Guild cheques shall be signed by the Dean of Students as the Principal Signatory, the Minister for Finance and Guild President.
- e) Where one signatory other than the Principal Signatory is not available, the University Finance Officer shall sign.

- f) All financial transactions shall be made in the names of the Guild.
- g) The Minister for Finance shall receive and keep any receipt or written evidence, certifying any expenditure of the Guild funds.
- h) The Minister for Finance shall issue a receipt for any monies received by him/her in the name of the Guild.
- i) The Minister for Finance shall present a balance sheet signed by the Guild President to the GRC at the end of their term of office.
- j) The balance sheet approved by the GRC shall be sent to the University Auditor through the Dean of Students.
- k) Before any Minister of the Guild incurs any expenditure, the estimates of that expenditure shall be discussed and approved by the Executive. The Executive shall receive accountability for such expenditure from the Minister.
- l) The Minister for Finance shall submit monthly financial reports to the Dean of Students.
- m) Any member of the Guild who receives Guild funds shall be required to individually account for the funds within two (2) weeks of receipt of the money. The accountability shall be submitted to the relevant Minister or Minister for Finance as the case may be. The Minister for Finance shall in turn be required to immediately submit the accountability to the Dean of Students and the University Finance Officer.
- n) In the event of temporary absence or physical incapacity of Minister for Finance, the Guild President shall carry on his/her duties for such a time, as the Minister himself shall be unable to carry out the duties.

Clause 11.6: Auditing

- a) All Guild expenditure shall be subjected to pre-audit before the funds are released.
- b) The accounts of the Guild shall be audited by the University Auditor four (4) weeks before the Guild General Elections.
- c) The books of accounts and balance sheet shall be approved by the GRC and presented to the Internal Auditor who shall make his/her report for consideration by the GRC.
- d) The audited accounts and balance sheet shall be published after approval by the GRC not later than seven (7) working days before the GRC General Elections.

ARTICLE 12: THE STUDENTS-STAFF CONSULTATIVE COMMITTEE

- a) There shall be a joint consultative committee of students and staff composed of members from both sides, known as “The Student-Staff Consultative Committee”.
- b) The members of staff on the Committee shall include members of Academic Staff, Administrative Staff and/or Support Staff.
- c) The function of the Committee shall be to hold joint consultative meetings whenever deemed necessary on matters and measures affecting students.
- d) The Committee may meet at the request of either the University Management or the Guild.
- e) Members representing the Guild on this committee shall be appointed by the Executive except by virtue of office as per this Constitution.
- f) Members representing staff shall be determined by the Dean of Students in consultation with management and the Head of Department/Section where the consultation is needed.
- g) The Vice-Chancellor shall be given copies of the proceedings.

ARTICLE 13: NATIONAL ASSOCIATIONS, MOVEMENTS, CLUBS AND OTHER ORGANISATIONS

- a) There shall be national associations, movements, clubs, and other organisations within the USJM students’ Guild.
- b) The national students’ associations shall comprise of students from different nationalities at USJM. These associations shall work with their Guild representative in promoting interests of students and presenting their problems to the GRC.
- c) National students’ associations shall be governed by their respective standing orders which shall not contradict this Constitution.
- d) All Chairpersons of national students’ associations shall be elected after having good academic performance (has no retake that is pending in his/her examinations at the University).

Clause 13.1: Procedure of Registration

- a) Any registered member of the USJM students’ Guild may initiate formation of a student’s union in the University:
- b) The member(s) wishing to form an organisation shall present a draft Constitution and list of members to the Minister for Justice and Constitutional Affairs.

- c) The Minister together with the Justice and Constitutional Affairs Committee shall study the draft Constitution for recommendation to the Dean of Students.
- d) On receipt of the recommendation from the Committee, the Dean of Students may register the organisation provided it has:
 - i. A Patron who is a person of integrity in society;
 - ii. At least seven (7) full members of the USJM students' Guild; and
 - iii. A Constitution in line with the aims and aspirations of the Guild.
- e) All organisations whose membership is aligned along racial, tribal, religious, or political identity shall not be eligible for approval by the Guild or University financial assistance.
- f) The Dean of Students shall supervise, coordinate, and audit the budget and activities of these organisations with the assistance of the Minister for Justice and Constitutional affairs.
- g) A registered organisation may seek financial assistance from the Guild by applying to the Minister for Finance through the Guild President and Dean of Students.
- h) The main source of funding for the activities of any organisation shall be its members.
- i) An organisation which falls out of the letter and spirit of its Constitution and behaves in manner injurious to the good name of the University shall be liable to de-registration.
- j) All organisations should register with the University Guild Government with certain amount of money as decided by the GRC, plus subscription fee paid annually.

Clause 13.2 *Composition of Association Executive/Cabinet/Secretariat*

- a) Every association under the Guild shall have an executive/cabinet/secretariat by whatever name called and shall be headed by someone chosen by the members of such an association who shall be call Chairperson/President.
- b) Each and every association shall take cognizance of the minority groups, who shall be also represented

Clause 13.3 *Classification of Associations*

Associations shall be classified as follows:

a) Class A

This shall include associations of colleges/schools/institutes that are academic in nature. These shall be under the Minister for Academic affairs.

b) Class B

This will include all those associations/unions sharing a common ancestry or pursuing similar interest or sharing a common origin. They shall include all associations uniting students from similar schools, districts, religions, culture, or tradition. They shall be supervised by the Minister for Gender and Cultural Affairs.

c) Class C

Any other association approved by the GRC for the sole purpose of promoting the interests of the students, but do not fall under category A or B above. The Minister for Justice and Constitutional Affairs may determine the supervising officer in relation to the objectives of the organisation.

ARTICLE 14: MEETINGS

Clause 14.1: Convening of Meetings

- a) All General Meetings shall be convened by the Speaker in consultation with the Guild President.
- b) Meetings of the GRC shall be open to all registered students of the Guild unless the GRC decides otherwise.
- c) All meetings of the GRC except as in (a) of this Clause shall be convened by the General Secretary in consultation with the Guild President and Guild Speaker.
- d) The Speaker shall be responsible for convening all meetings of the General Assembly and of the GRC to debate a motion of no confidence in the Executive as per Article 10 Clause 3.
- e) All notices of meetings shall be edited and duly signed including the name and title of the persons calling the meeting.

Clause 14.2: Frequency

- a) There shall be two (2) General Assemblies in a semester (see Clause 7.1(d)).
- b) The Executive shall meet as often as there is a need, but not less than five (5) times during a semester.
- c) The GRC shall meet at least four (4) times a semester.
- d) Committees shall meet as often as there is a need.
- e) Frequency of meetings and rates for sitting allowances shall be in line with Article 11.

Clause 14.3: Notice of Meetings Other Than Those Convened to Debate a Motion of No Confidence

- a) The General Assembly shall be held after giving at least two (2) days' notice for an ordinary meeting and twenty-four (24) hours' notice for an emergency meeting.
- b) The Executive members shall be given at least:
 - i) Three (3) days' notice for ordinary meetings; and
 - ii) Six (6) hours' notice for emergency meetings.
- c) GRC members shall be given at least:
 - i) Four (4) days' notice for ordinary meetings; and
 - ii) Twenty-four (24) hours' notice for emergency meetings.
- d) If at least a third ($\frac{1}{3}$) of the GRC members sign their names in favour of a meeting.
- e) The General Secretary shall call a meeting not later than four (4) days after the list of signatures has been handed to him.
- f) If at least a fifth ($\frac{1}{5}$) of the Guild members sign the petition in favour of a General Assembly, the Guild Speaker, after giving the due notice to the Vice-Chancellor through the Dean of Students, shall convene a meeting to be held not later than ten (10) days from the date of receiving the petition.

Clause 14.4 Quorum

- a) The Quorum of the General Assembly meeting shall be at least one tenth ($\frac{1}{10}$) of the members of the Guild.
- b) The Quorum of the GRC shall be a half ($\frac{1}{2}$) of the members of the GRC entitled to vote.
- c) The Quorum for Executive meetings shall be a half ($\frac{1}{2}$) of the Cabinet.
- d) Quorum shall be established at the commencement of each meeting.
- e) If in any meeting of the GRC a Quorum is not realized, a subsequent meeting with the same agenda will be legally constituted by a third ($\frac{1}{3}$) of the members.
- f) A Quorum of not less than three-quarters ($\frac{3}{4}$) of the members of the GRC shall be necessary to listen to a petition for vote of no confidence in the Executive.
- g) If any meeting Quorum is not realized within an hour after the time appointed for the meeting to commence, the meeting shall be cancelled.
- h) In any meeting should attention be called at any time, after the commencement of business, to the fact that there is no Quorum, the person presiding over the meeting shall order the names of those present to be read and counted; and if they are less than the Quorum required for the meeting, the meeting shall be adjourned.

- i) In case it is a General Assembly, only counting of members present will be done and not reading of names.

Clause 14.5: Presiding at a Meeting

- a) The outgoing Guild Speaker shall preside at the first GRC meeting.
- b) In the event of there being no outgoing Speaker, the first GRC meeting shall be chaired by the Chairperson of the caretaker government or Dean Student Affairs.
- c) The Speaker shall preside at all the subsequent GRC meetings after his/her election.
- d) The Speaker shall preside over all General Assembly meetings.
- e) In the absence of the Speaker, the Deputy Speaker shall deputize.
- f) In the absence of both the Speaker and the Deputy Speaker, the members' present and forming quorum shall appoint an Acting Speaker from amongst themselves to preside over the GRC or General Assembly meeting.
- g) The election for the Acting Speaker in (f) of this Clause shall be supervised by the General Secretary.
- h) The Guild President shall preside over Executive meetings.

Clause 14.5 Order of Business

- a) The agenda shall be read by the Guild Speaker or whoever is presiding at the beginning of each meeting.
- b) All matters therein shall take precedence over other business.
- c) Notice of the motion to be discussed at a further meeting may be given.
- d) Every agenda must provide for question time not exceeding twenty (20) minutes after "Matters Arising" from the previous minutes.
- e) Any question may be asked during this time but no debate of policy or motion shall be allowed.

Clause 14.5.1 Breach of Order

- a) A member is at fault of a breach of order if he/she:
 - i. Uses language not befitting usage in Council, and refuses to withdraw it or offer a satisfactory apology;
 - ii. Disobeys a lawful order from the Speaker; and/or
 - iii. Conducts him/herself in a manner unbecoming of a member of the GRC.

- b) Any member who commits a breach of order may, on being declared by the Speaker to be at fault of disorderly conduct, be penalized by being discontinued from sitting and participating in the ongoing meeting.

Clause 14.5.2 Motions

- a) Motions shall be of affirmative character and commence with the word “That”.
- b) Every motion or amendment must be moved and seconded by members physically present in the meeting, and shall be in writing.
- c) A member may start with a speech and conclude with a motion or an amendment.
- d) An addendum to the motion shall be treated as an amendment.
- e) Motion shall be disposed of one by one.

Clause 14.5.3 Amended Motion

- a) The motion successfully amended shall be called the amended motion and further amendment to any portion of the amended motion may be moved provided they are consistent with the business and has not been previously rejected.
- b) If a vote in each succeeding amendment has been taken, the serving proposition shall be put to the vote as the main question and if carried, shall become a resolution of the meeting.

Clause 14.5.4 Order of Procedure

During any meeting, the following points may be accepted by the Guild Speaker in the following order:

- a) Point of Order,
- b) Motion.
- c) Point of information (when a member is giving information).
- d) Point of inquiry (when a member is seeking information),
- e) Point of guidance, and
- f) Point of privilege.

Clause 14.5.5 Right of Reply

- a) The mover of the motion shall have the right to open the debate and to reply at the close of the debate.
- b) When an amendment is moved, the mover of the original motion shall be entitled to speak thereon in accordance with Clause 14.5.2, but shall lose the right when the amendment is carried.

Clause 14.5.6 Procedure

- a) The issue shall be put to vote unless a motion “that the question be put” has been moved and carried.
- b) No further discussion shall be allowed once the question has been put to vote from chair.

Clause 14.5.7 Withdrawal

Once a motion or an amendment has been accepted by the Chairperson, it shall not be withdrawn without the consent of two thirds ($\frac{2}{3}$) of the members present.

Clause 14.5.8 Voting

Save as otherwise provided in the constitution:

- a) Voting shall be of show of hands unless as otherwise decided.
- b) Two (2) members appointed by the Speaker shall act as Tellers.
- c) The Speaker shall have no right to vote on a motion.
- d) If there is a recount and the votes are equally divided, the motion shall be deemed lost.
- e) In the meeting, the names of those voting for against and abstainers shall be recorded in minute whenever a difference in opinion on the proposition occurs.
- f) Any motion or amendment voted on and carried shall be the resolution of the meeting.

Clause 14.5.9 Closing Debate

- a) Any member, during the meeting, has a right to move a motion closing the standing order on discussion provided that he/she is seconded by members who had not previously contributed to the same standing order at any time during the debate.
- b) Such motions shall be as in the motion “that we proceed to next business” “that vote be carried on this question”, etc.
- c) Speeches will not be allowed during such motion.
- d) If such a motion is lost, the mover of original motion shall receive the right to reply as in Clause 14.5.9(a) of this Article.

Clause 14.5.10 Adjournment

- a) Adjournment of the meeting or debate under discussion may be moved only by a member who has not spoken on the question.
- b) He/she must confine his/her remarks to the question only.

- c) The motion of the adjournment can be replied by the mover of the original motion on which adjournment is being moved.
- d) Motion of adjournment, once lost, shall not be moved again on the same subject.
- e) In accordance to this Constitution, the Speaker shall declare the meeting adjourned if the necessary quorum is not being realized.

ARTICLE 15: CONSTITUTIONAL CHANGES AND INTERPRETATION

Clause 15.1: Changes

Changes in the Guild Constitution shall be initiated in the following manner:

- a) By the students' Guild as provided in (i -v) of this clause:
 - i) Copies of the proposed changes shall be sent to all members of the GRC at least seven (7) days before the meeting in which these changes are to be discussed is convened.
 - ii) Any proposed changes in the Constitution shall first require the approval of the GRC by a fifth ($\frac{1}{5}$) majority of all GRC members.
 - iii) The changes shall not be effective unless and until approved by the University Council.
 - iv) Upon the receipt of a written endorsement of the changes from the Vice-Chancellor, the Guild President shall announce the approved changes as part of the Guild Constitution.
 - v) The approved changes shall then be embodied in the Amended Constitution.
- b) By the University Council in exercise of its powers.

Clause 15.2: Interpretation

- a) The power to interpret the Constitution is vested in the Guild Speaker and his/her interpretation shall be conclusive provided his/her interpretation is not challenged by at least two-thirds ($\frac{2}{3}$) of the members present at the meeting.
- b) In case of the Speaker's interpretation being successfully challenged, an Ad hoc Committee shall retire and give its interpretation within forty-eight (48) hours. Their interpretation shall be final and conclusive. The Ad hoc Committee shall consist of the Legal Advisor, the Minister for Justice and Constitutional Affairs as Secretary, and three other persons elected by the GRC; at least one of whom shall be a member of the GRC.

ARTICLE 16: BREACH OF THE CONSTITUTION

Any person or groups of persons who breach the Students’ Guild Constitution shall be subjected to disciplinary proceedings of the Guild Disciplinary Committee.

ARTICLE 17: GUILD OFFICIALS PRIVILEGES

- a) The Guild President shall be entitled to free hostel accommodation and other benefits as approved by the University Council. He/she shall also be entitled to a sitting allowance for GRC and Council meetings. This shall be proposed by the GRC for approval by the University Council.
- b) The GRC members shall be entitled to a sitting allowance for each GRC meeting.
- c) The Executive Guild on duty shall draft their budget and shall be supported by the Minister for Finance, according to the Guild budget, after approval by the GRC and the University Administration.
- d) Each Guild official shall receive a certificate of acknowledgement signed by the Vice-Chancellor, the Academic Registrar, and the Dean of Students at the handover ceremony, upon completion of their term in office.

ARTICLE 18: CODE OF CONDUCT

The conduct of USJM Students’ Guild (Executive and GRC) shall be governed by the following principles:

- a) Respect; for all students, staff and members of public;
- b) Hard work; in promotion of the good name of USJM;
- c) Morality; in avoiding vices, such as drunkenness, violence, vulgar language, and profanity;
- d) Decency; in dress code that shall portray a professional image of the University, especially when representing the University in their official capacity; and,
- e) Legality; in all their actions and interactions among each other and with other students, members of staff, and the public.

ARTICLE 19: AMENDMENT OF THE MANUAL

The Manual, subject to amendment from time to time by relevant authority, was approved by University of Saint Joseph Mbarara Governing Council on the.....day of.....

Rev Fr Gervase Nsekanimanya Diido

CHAIRMAN

Rev Fr Dr Deus M Karemiri (PhD)

VICE CAHANCELLOR

APPENDIX I: DECLARATION AND PRESENTATION OF THIS CONSTITUTION

This document was presented to the USJM Students' Affairs and Welfare Committee on the

----- and to the USJM Council on the ----- where it was approved as the amended USJM Guild Constitution.

APPENDIX II: CITATIONS/SWEARING-IN

a) The President

“I----- swear that I shall discharge my duties as President of USJM Students’ Guild with all honesty and to the best of my ability, abiding fully by the Guild Constitution and University regulations. So help me God!”

b) The Executive (Each)

Citation as in (a), substituting the respective Ministerial post for “President”

c) The GRC Members (all at a go)

“I -----swear that I shall discharge my duties as a member of the Guild Representative Council with all honesty and to the best of my ability, abiding fully by the Guild Constitution and University regulations. So help me God!”

d) The Guild Standing Committee Members (all at a go)

“I -----swear that I shall discharge my duties as a member of the Committee with all honesty and to the best of my ability, abiding fully by the Guild Constitution and University regulations. So help me God!”

e) Electoral Commission

“I -----do hereby solemnly swear that I shall execute my duties as Chairperson/Vice-Chairperson/Secretary/Member of the Electoral Commission (of year) with all honesty, confidentiality and to the best of my ability. So help me God!”

APPENDIX III: HANDING OVER

a) Oath of Outgoing Guild President

“Ihaving held the office of the Guild President hereby affirm that the files and all other Guild Property for which my Executive and I have been in charge are correct and up to date”

“Foster Excellence and Integrity”