

**UNIVERSITY OF CAPE COAST
STUDENTS REPRESENTATIVE COUNCIL
(SRC)**



**SRC
CONSTITUTION,
2023**

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PREAMBLE

CONSTITUTION OF THE STUDENTS REPRESENTATIVE COUNCIL OF UNIVERSITY OF CAPE COAST (SRC - UCC)

IN ACCORDANCE WITH THE UNIVERSITY OF CAPE COAST ACT, 1992 (PNDCL 278) ESTABLISHING THE UNIVERSITY OF CAPE COAST

We, the students of University of Cape Coast, in the exercise of our right to establish a framework of students' government, determined to uphold the intellectual, moral and political standards of our society which shall secure for ourselves and posterity the blessings of realising the need for a peaceful atmosphere in ensuring effective academic interactions, and being committed to promoting the welfare of students of the University, as well as ensuring the full realisation of the right to education and fostering unflinching solidarity and unity with other student bodies of other universities, and in solemn declaration and affirmation to our commitment to the realisation of the vision and mission of the University, probity, accountability, veracity and impartiality, and the principles of democracy and rule of law, do hereby adopt, enact and give to ourselves this Constitution.

CHAPTER ONE

THE CONSTITUTION

1. SUPREMACY OF THE CONSTITUTION

- (1) The authority of the Students' Representative Council of University of Cape Coast (hereinafter SRC-UCC) resides in the students of the University, in whose name and on whose behalf and benefit the power of the student leaders is to be exercised in the manner and within the limits laid down in this Constitution.
- (2) This Constitution shall be the supreme law governing the activities of students of the University.
 - (a) Any other rules and regulations of the SRC-UCC that is found to be inconsistent with any provision of this Constitution shall to the extent of its inconsistency be void.
 - (b) Notwithstanding paragraph (a) of this clause, this Constitution shall be subject foremost to the 1992 Constitution of the Republic of Ghana, other laws of Ghana, University of Cape Coast Act, 1992 (PNDCL 278), statutes adopted by the Governing Council of the University, and any policies promulgated by the University.

2. ENFORCEMENT OF THE CONSTITUTION

- (1) Any student who alleges that:
 - (a) an act or omission of any Executive Officer(s) or Non-Executive Member(s), or
 - (b) rules, regulations or decisions of the SRC-UCC or any student organisation within the University is in contravention of any provision of this Constitution, may apply to the Judicial Board of the SRC-UCC for a declaration to that effect.
- (2) The Judicial Board of the SRC-UCC shall, for the purpose of such declaration under clause (1) of this article, make such orders and give such directions as it may consider appropriate, for giving effect to the declaration so made.
- (3) Failure to obey or carry out the terms of an order or direction made or given under clause (2) of this article constitutes a violation of this Constitution and contempt of the Judicial Board of the SRC-UCC and shall in the case of:
 - (a) Executive Officers, constitute a ground for removal from office; and
 - (b) Non-Executive Members, constitute a ground for sanctions to be applied by the Judicial Board of the SRC-UCC. The sanctioned person shall duly obey and carry out the terms of the order, or direction, provided the order is not inconsistent with article 1 (2) (b) above.

CHAPTER TWO

COMPOSITION AND GENERAL RESPONSIBILITIES OF THE SRC-UCC

3. COMPOSITION

There shall be a leadership of the SRC-UCC, and the head shall be the President.

(2) The SRC-UCC shall comprise:

- (a) the Executive Council;
- (b) the Executive Board;
- (c) the Parliamentary Board;
- (d) the Judicial Board;
- (e) the Local NUGS Secretariat; and
- (f) the General Assembly.

4. GENERAL RESPONSIBILITIES

The SRC-UCC shall generally be responsible for:

- (1) seeking the interest and welfare of students in the University;
- (2) serving as the mouthpiece of the entire student body of the University;
- (3) providing the means of communication between students and the University authorities in all matters affecting students;

- (4) coordinating the activities of students of the University with other student organisations in Ghana and elsewhere in matters of mutual interest;
- (5) fostering good relations between students of the University and non-students within and outside the University;
- (6) presenting the views of the student body through appropriate channels to the Academic Board, the University Council and statutory bodies of the University, and the Government of Ghana and other organisations to help them assess correctly and deal with students' needs, challenges and other matters affecting the welfare of students;
- (7) maintaining unity and cohesion among student groups in the University;
- (8) promoting cordial relations between students and alumni of the University;
- (9) taking charge of the management of assets belonging to the SRC-UCC and ensuring probity, accountability and transparency;
- (10) collaborating with the Sports Section in the promotion of sports and related activities of the University;
- (11) constituting standing committees and ad-hoc committees under this Constitution to promote or manage the affairs of the SRC-UCC; and
- (12) any other duties as may be assigned by the Management of the University.

CHAPTER THREE

THE EXECUTIVE COUNCIL AND THE EXECUTIVE BOARD

5. ESTABLISHMENT OF THE EXECUTIVE COUNCIL

(1) There shall be an Executive Council which shall comprise:

- (a) President;
- (b) Vice President;
- (c) General Secretary;
- (d) Treasurer;
- (e) Women's Commissioner;
- (f) Local NUGS President;
- (g) Coordinating Secretary, who shall be appointed by the President in accordance with the provisions under this Constitution;
- (h) Public Relations Officer, who shall be appointed by the President in accordance with the provisions under this Constitution;
- (i) General Sports Secretary;
- (j) President of GRASAG and Secretary of GRASAG
- (k) Ex-Officio Member, who shall be appointed for a year by the President in consultation with the Executive Council and subject to the approval of the Parliamentary Board. The ex-officio member may be an immediate past Executive Council Member;
- (l) JCRC Presidents of the various halls of residence;
- (m) President of DESAG and Secretary of DESAG; and

- (n) SRC Representative I from each hall of residence.
- (2) The quorum for Executive Council meetings shall be two-thirds (2/3) of the members including the President or Vice President of the SRC-UCC.
- (3) The President or, in his absence, the Vice President shall chair all Executive Council meetings.
- (4) The Oath of Office and the Oath of Secrecy, which shall be administered by the outgoing Chief Justice, shall be taken by all members of the Executive Council at the first sitting, except the ex-officio member who shall be approved by the Executive Council prior to the oath taking.
- (5) The Executive Council shall hold a minimum of two meetings in every semester.
- (6) The Executive Council shall have standing orders to regulate its meetings.

6. FUNCTIONS OF THE EXECUTIVE COUNCIL

The Executive Council shall:

- (1) assist and advise the Executive Board in the performance of its duties and the implementation of its policies;
- (2) assist and advise the Executive Board in the formulation of the general policies; and
- (3) perform any other functions as may be assigned by this Constitution.

7. ESTABLISHMENT OF THE EXECUTIVE BOARD

- (1) There shall be an Executive Board, which shall be responsible for the day to day running of the SRC-UCC.
- (2) The Executive Board shall comprise of the following:
 - (a) President;
 - (b) Vice President;
 - (c) General Secretary;
 - (d) Treasurer;
 - (e) Women's Commissioner;
 - (f) Local NUGS President;
 - (g) General Sports Secretary;
 - (h) Coordinating Secretary, as appointed; and
 - (i) Public Relations Officer, as appointed.
- (3) The Executive Board, in consultation with the Executive Council, shall formulate, initiate and implement policies for the SRC-UCC.
- (4) The Executive Board shall coordinate with the Management of the University in carrying out its general responsibilities that have been stated in this Constitution.
- (5) The quorum for Executive Board meetings shall be two-thirds (2/3) of the members including the President or the Vice President.
- (6) The Executive Board shall in the exercise of its functions, have the power to issue orders and instructions in accordance with the provisions of this Constitution.

- (7) The Executive Board shall organise at least one meeting of the General Assembly every semester.
- (8) The Oath of Office and the Oath of Secrecy, which shall be administered by the outgoing Chief Justice, shall be taken by all officers of the Executive Board at the first sitting of the Board.
- (9) The Executive Board shall have standing orders to regulate its meetings.
- (10) Notwithstanding clause (8) above, any executive officer who is not able to take their oaths might do so at the time of their availability.

8. FUNCTIONS OF THE EXECUTIVE OFFICERS

(1) President

- (a) There shall be a President who shall be the leader and chief spokesperson of the SRC-UCC in all matters coming under his/her jurisdiction, and shall be the Commander-in-Chief of the body of Cadet Corps in the University.
- (b) Before assuming office, the President shall subscribe to the Oath of the President set out in the Second Schedule of this Constitution, and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.
- (c) The President shall not be liable to proceedings before the Judicial Board for any act or omission or commission in the performance of his/her functions

under this Constitution.

- (d) Notwithstanding clause (1) (c) above, the President shall be personally liable to proceedings before the Judicial Board if impeached, removed from office, or resigns.
- (e) The President shall take precedence over all other persons in the SRC-UCC.
- (f) The President shall, by virtue of his/her office, be a member of the University Council.

(2) The Functions of the President

The President shall:

- (a) chair all Executive Council and Executive Board meetings, and in his/her absence, the Vice President shall chair;
- (b) within twenty-one (21) days after assumption of office, present to the Executive Council the proposed programmes, projects or activities to be undertaken by the Executive Board during its tenure of office;
- (c) be a signatory to the cheques of the SRC-UCC;
- (d) initiate all meetings through the General Secretary, except as otherwise stated in this Constitution;
- (e) have a casting vote at Executive Council and Executive Board meetings;
- (f) interpret and rule on standing orders during Executive Council and Executive Board meetings;
- (g) give a State of Affairs of the SRC-UCC Address at least once a semester at a sitting of the Parliamentary Board

and General Assembly;

- (h) in consultation with the Executive Board and, unless otherwise stated in this Constitution, appoint Heads of the Committees of the SRC-UCC;
- (i) in consultation with the Executive Board appoint representatives to any other body or committee of the University;
- (j) communicate in writing to the Speaker and the Chief Justice whenever he/she intends to travel outside the University for more than three (3) days;
- (k) notwithstanding clause (2)(i) of this article, communicate to the Speaker by giving two weeks' prior notice in writing of his/her intention to travel outside the country or, in cases of emergency, within a reasonable time, and the Speaker shall for the purposes of this provision inform members of the SRC-UCC within a reasonable time of such intention by the President;
- (l) for purposes of being part of any students' delegation, be the leader of the delegation; and
- (m) perform such other duty or duties as may be assigned under the Constitution.

(3) Vice President

- (a) There shall be a Vice President of the SRC-UCC.
- (b) A candidate for the office of Vice President shall be the running mate to the candidate for the office of the President.

- (c) Before assuming office, the Vice President shall subscribe to the Oath of the Vice President set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.
- (d) Notwithstanding any provision in this Constitution, in the event of death, resignation, or removal from office of the President, the Vice President shall after subscribing to the Oath of the President in the manner provided for under this Constitution, assume office as President for the unexpired term of office.
- (e) The Vice President, shall upon assuming office as President under clause (3) (d) of this article, nominate a person to the office of Vice President in consultation with the Executive Board and subject to the approval of the Executive Council.
- (f) The new Vice President shall before the assumption of office subscribe to the Oath of Vice President set out in the Second Schedule of this Constitution and administered by the Chief Justice, before the Executive Council.

(4) Functions of the Vice President

The Vice President shall:

- (a) assist the President in the performance of duties;
- (b) act in the absence of the President, and when so acting, shall be vested with all the powers of the President;
- (c) chair the plenary meetings of the Heads of Committees of the SRC-UCC;
- (d) liaise with the Alumni Office of the University to foster a

- good relationship between the SRC-UCC and the Alumni;
- (e) coordinate all activities involving the interests and welfare of students with special needs;
 - (f) be the representative of the SRC-UCC on the Congregation Planning Committee of the University; and
 - (g) perform any other duty or duties assigned by this Constitution or the President.

(5) General Secretary

- (a) There shall be a General Secretary who shall be elected under this Constitution.
- (b) Before assuming office, the General Secretary shall subscribe to the Oath of Office set out in the Second Schedule of this Constitution before the General Assembly at a handing over ceremony. The oath taking shall be administered by the outgoing Chief Justice.

(6) Functions of the General Secretary

The General Secretary shall:

- (a) keep and maintain true and accurate minutes and records of all proceedings of the Executive Council, the Executive Board and the General Assembly;
- (b) in consultation with the President, convene Executive Council, Executive Board and General Assembly meetings;
- (c) be the Administrative Head of the SRC-UCC Secretariat and responsible for all correspondence of the SRC-UCC;
- (d) compile an official list of all members of the Executive

Council, the Executive Board and the SRC-UCC Committees in accordance with the provisions of this Constitution;

- (e) perform any other duty or duties assigned by the Executive Council, the Executive Board, or this Constitution; and
- (f) in the absence of the General Secretary, the Coordinating Secretary shall act.

(7) Treasurer

- (a) There shall be a Treasurer who shall be elected and shall be in charge of all funds of the SRC-UCC and the Local NUGS Secretariat under this Constitution.
- (b) Before assuming office, the Treasurer shall take and subscribe to the Oath of Office, set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.
- (c) In the event of the death, impeachment, removal or resignation of the Treasurer, the Deputy Chairperson of the Finance Committee shall act as Treasurer of the SRC-UCC, until such a time that a bye election is conducted to fill the position.

(8) Functions of the Treasurer

The Treasurer shall:

- (a) ensure payment of funds due beneficiaries;
- (b) take custody of the SRC-UCC cheques and cashbooks;
- (c) receive and deposit all monies in the bank;

- (d) keep an imprest of a reasonable amount as determined by the Finance Committee in consultation with the Dean of Students. The disbursement of such imprest shall be supported with receipts and other relevant documents;
- (e) effect payments out of the SRC-UCC funds with prior consultation and approval of the President;
- (f) be the chairperson of the SRC-UCC Finance Committee;
- (g) be responsible for keeping financial records of the SRC-UCC funds;
- (h) submit documents for auditing to the Directorate of Internal Audit of the University at the designated time;
- (i) keep a proper register of all assets and liabilities, and proper books of accounts of income and expenditure of the SRC-UCC;
- (j) be a signatory to the cheques of the SRC-UCC; and
- (k) facilitate the disbursements of allowances, per diems and honoraria to officers of the SRC-UCC.

(9) Women's Commissioner

- (a) There shall be a Women's Commissioner, preferably a female student, elected under the Constitution.
- (b) Before assuming office, the Women's Commissioner shall subscribe to the Oath of Office, set out in the Second Schedule of this Constitution, and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.

(10) Functions of the Women's Commissioner

The Women's Commissioner shall:

- (a) be the chairperson of the Women's Committee of the SRC-UCC;
- (b) liaise between female students and groups with the view to sharing ideas and strategies on issues concerning women;
- (c) with the support of the Vice President, represent the interests of female students at National Union of Ghana Students (NUGS) and University Students Association of Ghana (USAG);
- (d) advocate the cause and interest of female students in the formulation of policies for the SRC-UCC; and
- (e) perform other duty or duties assigned by the Executive Council, the Executive Board or this Constitution.

(11) Local NUGS President

- (a) There shall be a liaison and external affairs officer for the SRC-UCC who shall be called Local NUGS President and shall be elected under this Constitution.
- (b) Before assuming office, the Local NUGS President shall subscribe to the Oath of Office set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.

(12) Functions of the Local NUGS President

The Local NUGS President shall:

- (a) be the head of the Local NUGS Secretariat;
- (b) liaise between the Executive Council and the National Secretariat of NUGS;
- (c) execute all programmes through the SRC-UCC Committees with the approval of the Executive Board; and
- (d) perform other duty or duties assigned by this Constitution, or by the Executive Council, or the Executive Board.

(13) General Sports Secretary

- (a) There shall be a General Sports Secretary for the SRC-UCC who shall be elected under this Constitution.
- (b) The General Sports Secretary, before assuming office, shall subscribe to the Oath of Office set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly.

(14) Functions of the General Sports Secretary

The General Sports Secretary shall:

- (a) assist the Sports Section of the University in organising games and related sporting activities for students;
- (b) have oversight supervision over all inter-hall sporting activities;
- (c) assist students, clubs and associations to access sports facilities and materials from the Sports Section of the

University;

- (d) be the chairperson of the Sports Committee;
- (e) advise the Executive Council on sports-related issues under the SRC-UCC; and
- (f) perform any other duty or duties assigned under this Constitution, or by the Executive Council, or the Executive Board.

(15) The Coordinating Secretary

- (a) There shall be a Coordinating Secretary of the SRC-UCC who shall be appointed by the President, subject to the approval of the Executive Board.
- (b) The Coordinating Secretary, before assuming office, shall subscribe to the Oath of Office set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly.

(16) Functions of the Coordinating Secretary

The Coordinating Secretary shall:

- (a) coordinate affairs of the Executive Council and the Executive Board;
- (b) see to the organisation of Executive Council meetings and all other meetings of the SRC-UCC;
- (c) liaise with other members of the Executive Council in discharging all duties;
- (d) act in the absence of the General Secretary;
- (e) be the chairperson of the Planning and Organising

Committee; and

- (f) perform any other duty or duties assigned under this Constitution, or by the Executive Council, or the Executive Board.

(17) The Public Relations Officer.

- (a) There shall be a Public Relations Officer of the SRC-UCC who shall be appointed by the President, subject to the approval of the Executive Board.
- (b) The Public Relations Officer, before assuming office, shall subscribe to the Oath of Office, set out in the Second Schedule of this Constitution, and administered by the outgoing Chief Justice, before the General Assembly.

(18) Functions of the Public Relations Officer

The Public Relations Officer shall:

- (a) be the spokesperson of the Executive Council, the Executive Board, and the Local NUGS Secretariat;
- (b) make information available to the General Assembly through other means aside from the notice boards in the various halls of residence, schools and departments;
- (c) be the chairperson of the Publicity Committee; and
- (d) perform any other duty or duties assigned by the President, the Executive Council, or the Executive Board.

(19) Local NUGS Secretary

- (a) There shall be a Local NUGS Secretary who shall be appointed by the Local NUGS President under this Constitution.
- (b) Before assuming office, the Local NUGS Secretary shall subscribe to the Oath of Office set out in the Second Schedule of this Constitution and administered by the outgoing Chief Justice, before the General Assembly at a handing over ceremony.

(20) Functions of the Local NUGS Secretary

The Local NUGS Secretary shall:

- (a) keep accurate minutes and records of proceedings of the Local NUGS Secretariat; and
- (b) be the administrative head responsible for all correspondence of the Local NUGS of the University.

9. COMMISSION OF INQUIRY.

- (1) A Commission of Inquiry shall be established as and when needed by the Executive Board or the Executive Council.
- (2) The Executive Board or Executive Council shall establish a Commission of Inquiry to investigate any matter of interest to students.
- (3) A commission established under clause (2) of this article may consist of a Sole Commissioner or a maximum of 3 Commissioners, one of whom shall be the chairperson

of the commission.

- (4) A student appointed as a member of a Commission of Inquiry under this article shall:
 - (a) be a person of considerable experience in students' affairs;
 - (b) possess special qualifications, knowledge or experience in respect of the matter being inquired into; and
 - (c) be a person of integrity.

10. FUNCTIONS OF A COMMISSION OF INQUIRY

- (1) A Commission of Inquiry shall:
 - (a) make a full, faithful and impartial inquiry into any matter; and
 - (b) report in writing to the appointing authority the result of the inquiry and recommendations.
- (2) Any student(s) who appear(s) before a Commission of Inquiry, may choose to be assisted by such expert as may reasonably be necessary for the purpose of protecting their interest at the inquiry.
- (3) Any student(s) affected by a finding of a Commission of Inquiry may appeal against the findings if they are dissatisfied with them to the Judicial Board within 3 working days from the date of publication.

CHAPTER FOUR

PARLIAMENTARY BOARD

11. ESTABLISHMENT OF THE PARLIAMENTARY BOARD

- (1) There shall be a Parliamentary Board established under this Constitution.
- (2) A person shall not qualify as a member of the Parliamentary Board unless he/she satisfies the requirements stipulated under articles 59 and 60 of this Constitution.
- (3) The Parliamentary Board shall comprise:
 - (a) the Speaker, who shall be appointed in a manner specified under this Constitution;
 - (b) the Deputy Speakers, who shall be elected in a manner specified by this Constitution;
 - (c) the Presidents of the Junior Common Room Committees;
 - (d) the President of the Graduate Students' Association of Ghana, UCC (GRASAG-UCC);
 - (e) the President of the Distance Education Students' Association, UCC (DESA-UCC);
 - (f) the President of the International Students' Association, UCC (IAS-UCC);
 - (g) a representative from each School or Faculty in the University who shall be referred to as the Member of Parliament for the faculty or school; and

- (h) ten (10) other students who shall become Members of Parliament, through application, and vetting and approval by a seven-member Appointments Committee of the Parliamentary Board.
- (4) Any decision that the Parliamentary Board shall make for carrying out its functions shall be by not less than two-thirds (2/3) majority of its members present at a sitting.
- (5) A clerk of the Parliamentary Board shall be appointed by the Speaker as Secretary to the Appointments Committee.
- (6) The Parliamentary Board shall serve as a model for Hall JCRC Parliamentary Boards.

12. APPOINTMENTS COMMITTEE OF THE PARLIAMENTARY BOARD

The Appointments Committee of the Parliamentary Board shall comprise:

- (a) 1st Deputy Speaker who shall be the Chairperson;
- (b) Vice President of the SRC-UCC;
- (c) two Presidents of the Junior Common Room Committee appointed by the Speaker;
- (d) President of GRASAG; and
- (e) two other members appointed by the Speaker, one of whom shall be a female.

13. FUNCTIONS OF THE PARLIAMENTARY BOARD

- (1) The Parliamentary Board shall:
 - (a) vet and approve appointments of nominated chairpersons and members of the SRC-UCC sub-

committees under this Constitution;

- (b) deliberate and make recommendations on the SRC-UCC budgets of the Executive Board within the first semester;
- (c) deliberate, advise and make recommendations on the decisions of the Executive Board, the Executive Council, and bodies under the SRC-UCC except that of the Judicial Board;
- (d) debate issues concerning the interests of students, and make recommendations to the Executive Board and the Executive Council;
- (e) inquire into the performance of executive officers where necessary; and
- (f) summon members of the Executive Board, except the President and Vice President, before the Parliamentary Board to answer questions when necessary.

14. THE SPEAKER

- (1) There shall be a presiding officer of the Parliamentary Board who shall be the Speaker, and appointed by the President from among Members of Parliament or persons who are qualified to be elected as Members of Parliament, subject to the approval of the Parliamentary Board by majority vote of members present.
- (2) The Speaker shall be sworn in by the out-going Chief Justice before the Clerk on the first day of sitting of the Parliamentary Board before any business of Parliament is conducted.

- (3) The Speaker shall preside over all sittings of the Parliamentary Board.

15. THE DEPUTY SPEAKERS

- (1) There shall be Deputy Speakers of the Parliamentary Board (in descending order, the First Deputy and the Second Deputy) who shall be elected by the Parliamentary Board from its membership.
- (2) The Parliamentary Board shall elect persons to the offices of the Deputy Speakers.
- (3) The First Deputy Speaker shall assume the position of Speaker in the absence of the Speaker.
- (4) The First Deputy Speaker shall be the Chairperson of the Appointments Committee of the Parliamentary Board.

16. THE CLERKS

- (1) There shall be two Clerks to the Parliamentary Board, namely Clerk and Deputy Clerk, who shall be appointed by the Speaker of Parliament.
- (2) The Clerks shall not be members of the Parliamentary Board.
- (3) The Clerks shall be the secretaries to the Parliamentary Board and shall perform such other administrative functions as the Speaker may prescribe.

17. THE MARSHALL

- (1) There shall be a Marshall of the Parliamentary Board who shall be appointed by the Speaker.
- (2) The Marshall shall not be a member of the Parliamentary Board.
- (3) The Marshall shall be in charge of maintaining order and ensuring security at sittings of the Parliamentary Board.

18. COMMITTEES OF PARLIAMENT

- (1) The Parliamentary Board shall have committees as may be necessary for the effective discharge of its functions.

19. PROCEDURE IN PARLIAMENT

- (1) All members of the Parliamentary Board shall subscribe to the Oath of Office and the Oath of Secrecy set out in the Second Schedule of this Constitution and administered by the Speaker at the first sitting of the Parliamentary Board.
- (2) Notwithstanding clause (1) of this article, a member of the Parliamentary Board may, prior to taking their oaths, partake in the proceedings for the approval of the Speaker.
- (3) The Parliamentary Board shall form a quorum for its sittings with fifty percent (50%) of its membership including the Speaker or, in his/her absence, a Deputy Speaker presiding.

20. VOTING IN PARLIAMENT

- (1) Except as otherwise provided in this Constitution, decisions of the Parliamentary Board shall be passed by majority votes of members present.
- (2) The Speaker shall not be eligible to vote at the Parliamentary Board sittings.
- (3) Where the voting is in relation to an election or removal of any person under this Constitution, it shall be by secret ballot.

21. STANDING ORDERS OF PARLIAMENT

Subject to the provisions of this Constitution, Parliament may, by standing orders, regulate its proceedings.

22. ATTENDANCE IN PARLIAMENT OF VICE PRESIDENT

The Vice President shall be entitled to participate in the proceedings of the Parliamentary Board, and shall be accorded all the privileges of a member of the Parliamentary Board except the entitlement to vote or to hold an office in Parliament.

23. CONTEMPT OF PARLIAMENT

- (1) An act or omission which obstructs or impedes the Parliamentary Board in the performance of its functions, or which obstructs, or impedes an officer of Parliament in the discharge of duties, or affronts the dignity of the Parliamentary Board, or which tends either directly or indirectly to produce that result, amounts to contempt of Parliament.
- (2) The Parliamentary Board may refer any such contemptuous acts to the Office of the Dean of Students for investigation and disciplinary action.

24. RIGHT TO OBSERVE

- (1) All students shall have the right to attend and observe the sittings of the Parliamentary Board.
- (2) Notwithstanding clause (1) of this article, students shall not attend and observe *in-camera* sittings of the Parliamentary Board.

CHAPTER FIVE

JUDICIAL BOARD

25. ESTABLISHMENT OF THE JUDICIAL BOARD

- (1) There shall be a Judicial Board, established under this Constitution.
- (2) The Judicial Board shall in the performance of its functions be subject to this Constitution, the rules and regulations of the University and the laws of Ghana.
- (3) Neither the President, the Parliamentary Board, other executive officers nor any person acting under the authority of the President or the Parliamentary Board nor any other person shall interfere with the functions of the Judicial Board.
- (4) In the exercise of its judicial functions, the Judicial Board shall be accorded all assistance as the Judicial Board may reasonably require by all students, JCRCs and other constituents of the SRC-UCC.
- (5) A Justice of the Judicial Board or any person exercising judicial functions under this Constitution shall not be liable to any action or suit for any act or omission in the exercise of that function. However, the judicial function shall be exercised in accordance with this Constitution.

26. COMPOSITION OF THE JUDICIAL BOARD

- (1) There shall be a Judicial Board that shall comprise Justices, each from the JCR Judicial Committees of the various halls of residence in the University, appointed by the respective Hall Presidents.
- (2) The Chairperson of the Judicial Board shall be appointed by the President, subject to the approval of the Executive Council. The Chairperson who shall assume the title “Chief Justice” shall also be the administrative head of the Judicial Board.
- (3) The members of the Judicial Board shall assume the title “Justice”. In an event where the number of Justices is even, the President of the SRC-UCC in consultation with the Executive Council reserves the right to appoint an additional member (preferably a non-resident) to make the number odd.
- (4) The Chief Justice shall not be a member of any JCR Judicial Committee and shall be a Law student of the University of Cape Coast.
- (5) A student shall not qualify as a member of the Judicial Board unless he/she is of a high moral character and proven integrity.
- (6) A person shall not qualify as a Justice of the Judicial Board unless he/she satisfies the requirements stimulated under articles 59 and 60 of this Constitution.
- (7) The Justices of the Judicial Board shall subscribe to the Oath of the Chief Justice and the Oath of Secrecy respectively as provided for in the Second Schedule of the

Constitution before the Executive Council in the presence of the Dean of Students or his/her representative.

- (8) The Justices of the Judicial Board shall hold office for a period of one academic year.
- (9) Without prejudice to clause (8) of this article, the term of office of the members of the Judicial Board shall expire five days after the swearing in of the new Executive Board.

27. GROUNDS FOR REMOVAL FROM OFFICE

A member of the Judicial Board shall cease to hold office if he/she:

- (a) ceases to be a Justice of the JCR Judicial Committee of a hall of residence;
- (b) having provided at least a twenty-one (21) days' notice, resigns by writing a resignation letter, signed and addressed to the Executive Council through the President.
- (c) is unable to perform his/her functions either because of infirmity of the body or mind; and
- (d) is indicted for a stated misbehaviour or incompetence, provided that the indicted member has been given the opportunity to be heard in defence before a committee set up by the Executive Board and has been found guilty.

28. GENERAL JURISDICTION OF THE JUDICIAL BOARD

- (1) The Judicial Board shall have jurisdiction in all matters including:
 - (a) the enforcement or interpretation of this Constitution;
 - (b) a person or authority having acted in excess of the powers conferred on it by this Constitution;
 - (c) impeachment proceedings against any executive officer;
 - (d) an appeal from the decision of JCR Judicial Committees;
 - (e) a dispute between or amongst any two or more JCRCs in this University;
 - (f) constitutional matters regarding students' clubs and associations; and
 - (g) any other matter that cannot be determined by the JCR Judicial Committee at first instance.
- (2) For the purpose of hearing and determining a case or matter within its jurisdiction, the Judicial Board shall have power to do, such as issuing orders and directions as shall be (that is) reasonably necessary for the purpose of enforcing or securing the enforcements of its decisions.
- (3) In the execution of its functions, the Judicial Board shall give an advisory opinion to the Executive Council or the Executive Board on any legal issue upon request.
- (4) Without prejudice to any provision in this Constitution, the decisions of the Judicial Board on matters of interpretation of this Constitution shall be final.
- (5) All matters affecting students under this Constitution must be brought before the Judicial Board at all times, unless otherwise stated in the Statutes of the University.

29. REVIEW JURISDICTION

- (1) The Judicial Board shall have the power to review decisions made by it.
- (2) The Judicial Board, when reviewing its decisions, shall be constituted by not less than seven (7) Justices of the Judicial Board.
- (3) In the exercise of its jurisdiction to review its decisions, the Judicial Board may only sit when there is new evidence presented before it.

30. SUPERVISORY JURISDICTION

- (1) The Judicial Board shall have Supervisory Jurisdiction over all JCR Judicial Committees, and over any other adjudicating authority relating to students' matters.
- (2) In the enforcement of its Supervisory Jurisdiction, the Judicial Board shall issue orders and/or directives for the purposes of enforcing its Supervisory Jurisdiction.

31. MODE OF EXERCISING JUDICIAL POWER

- (1) Except in impeachment proceedings, where all Justices available shall sit, the Chief Justice shall empanel not less than five Justices of the Judicial Board to sit on the matters.
- (2) The Chief Justice shall preside over sittings of the Judicial Board and in his /her absence, a member nominated by the Chief Justice shall preside.
- (3) In all matters, unless specifically provided to the contrary, the decision of the Judicial Board shall be by simple

- majority.
- (4) The Judicial Board shall, in the exercise of its functions, be mandated to put its decisions in writing.
 - (5) The Chief Justice in consultation with the Judicial Board shall appoint a Clerk and a Registrar, with roles assigned to each by the Chief Justice.
 - (6) The Judicial Board shall prescribe for itself rules of procedure for the adjudication of matters.

32. **CAPACITY TO INITIATE AN ACTION (LOCUS STANDI)**

A student has the right to initiate an action either personally or with the assistance of any student as Counsel to present a case.

CHAPTER SIX

SRC FINANCES

33. BUDGET

- (1) The SRC-UCC shall have an annual budget.
- (2) The President shall cause the Treasurer to prepare estimates of revenue and expenditure of the SRC-UCC for that academic year, which shall be presented before the Parliamentary Board by the Treasurer within the first semester for the Board's inputs and recommendations.
- (3) All activities relating to the finances of the SRC-UCC shall comply with the provisions of the University of Cape Coast Financial Regulations, Policies and Procedures, 2020 and any other relevant statutes, regulations and policies of the University.

CHAPTER SEVEN

OTHER BODIES OF THE SRC-UCC

34. UCC CADET CORPS

- (1) There shall be a body of cadets under the SRC-UCC Cadet which shall be known as UCC Cadet Corps.
- (2) The membership of UCC Cadet Corps shall be drawn from the cadet corps of the various halls of residence of the University.
- (3) The President shall be the Commander-in-Chief of UCC Cadet Corps.
- (4) UCC Cadet Corps shall comprise:
 - (a) the Air Force Cadet;
 - (b) the Naval Cadet;
 - (c) the Army Cadet; and
 - (d) any other cadet body recognised by the SRC-UCC.
- (5) Elections or appointment of officers into the various ranks shall be as prescribed under a working document of UCC Cadet Corps.

35. CHAIN OF COMMAND OF UCC CADET CORPS

The Chain of Command of UCC Cadet Corps shall be as follows:

- (a) Commander-in-Chief;
- (b) Cadet Commander;
- (c) Second-in-Command;
- (d) Adjutant;
- (e) Senior Ensign;
- (f) Junior Ensign; and
- (g) Regimental Sergeant Major (RSM)

36. FUNCTIONS OF UCC CADET CORPS

UCC Cadet Corps shall:

- (a) provide support services regarding security and the maintenance of order during students' programmes;
- (b) mount a joint guard of honour parades during university programmes, for example Congregation, Matriculation, SRC Week Parade, State of the Affairs Address;
- (c) assist with clean-up exercises within and outside the university campus;
- (d) engage in educative programmes, for example seminars, excursions, workshops and field trips on issues concerning the units and any other relevant matter of national interest or of interest to the University; and

- (e) any other duty assigned to it by the President or the Dean of Students.

37. DEBATE SOCIETY

- (1) There shall be a Debate Society established under this Constitution.
- (2) The SRC-UCC shall make funds available for the effective running of the Debate Society.
- (3) The Debate Society shall be a model for the establishment of debate societies for JCRs of the various halls of residence in the University.

38. FUNCTIONS OF THE DEBATE SOCIETY

The Debate Society shall:

- (a) be the official student body for intellectual discourse competitions;
- (b) conduct recruitment and training of students in intellectual discourse;
- (c) organise and facilitate internal and external debate competitions; and
- (d) perform other duties assigned to it by the President or the Dean of Students.

39. LOCAL NUGS SECRETARIAT

- (1) There shall be an external affairs office which shall be called the Local NUGS Secretariat.
- (2) It shall comprise the following:
 - (a) Local NUGS President;
 - (b) Treasurer of the SRC-UCC;
 - (c) Local NUGS Secretary; and
 - (d) Loans Officer who shall be appointed by the Local NUGS President.

40. FUNCTIONS OF THE LOCAL NUGS SECRETARIAT

- (1) The Local NUGS Secretariat shall:
 - (a) act as a liaison between the SRC-UCC and the National Secretariat of NUGS;
 - (b) assist students to acquire loans from the Student's Loan Trust Fund;
 - (c) attend meetings of the Regional SRC as a non-member; and
 - (d) perform any other functions assigned to it by this Constitution, the Executive Council or the Executive Board.
- (2) The Local NUGS Secretariat shall not run any separate budget.
- (3) The Local NUGS Secretariat shall utilize the committees of the SRC-UCC in the performance of its functions.
- (4) The Local NUGS Secretariat shall present a periodic report to the Executive Board on its activities and shall present such report at the beginning and end of each

semester.

- (5) The Local NUGS Secretariat shall present a report on its activities at least once every semester to the General Assembly at its meeting.

CHAPTER EIGHT

THE SRC-UCC SUB-COMMITTEES

41. THE SUB-COMMITTEE SYSTEM

- (1) The Executive Board shall establish standing committees and ad-hoc committees for the effective running of the SRC-UCC.
- (2) Membership of each committee shall not exceed seven (7) students except otherwise provided in this Constitution.
- (3) The quorum for meeting of the committees shall be two-thirds (2/3) of its members.
- (4) Decisions of the committees shall be by simple majority and where there is a tie, the chairperson shall have a Casting Vote.

42. APPOINTMENTS OF MEMBERS OF STANDING COMMITTEES

- (1) Students who wish to serve on any of the SRC-UCC standing committees shall submit an application to the SRC-UCC Office.
- (2) The President shall submit the names of shortlisted applicants to the Parliamentary Board for vetting by its Appointments Committee.
- (3) The Parliamentary Board shall submit the list of recommended applicants by its Appointments Committee

- to the President.
- (4) Subject to this Constitution, the chairperson, members and secretary of a committee shall be appointed from the list of recommended applicants by the President in consultation with the Executive Board.
 - (5) Before assuming office, the chairperson, members and secretary of a committee shall subscribe to the Oath of Office and the Oath of Secrecy set out in the Second Schedule of this Constitution and administered by the President.

43. THE FINANCE COMMITTEE.

- (1) There shall be a Finance Committee of the SRC-UCC.
- (2) The Treasurer shall be the chairperson of the Committee.
- (3) Persons who qualify to be appointed as members of the Committee must have knowledge or experience in Accounting, Finance and other related areas.

44. FUNCTIONS OF THE FINANCE COMMITTEE

The Finance Committee shall:

- (a) promote the efficient utilisation of the resources of the SRC-UCC through effective financial measures;
- (b) perform functions prescribed by this Constitution, the Executive Council or the Executive Board;
- (c) be responsible for monitoring the receipts and payments made out of the SRC-UCC Account, and make a report to the Executive Board at the first and last meetings of

- each semester;
- (d) assist the Treasurer in carrying out his/her functions; and
 - (e) perform any other duty or duties assigned by this Constitution, the Executive Council or the Executive Board.

45. AMALGAMATED COMMITTEE

- (1) There shall be an Amalgamated Committee of the SRC-UCC.
- (2) The Amalgamated Committee shall be composed of a maximum of 15 members including the chairperson and secretary to be appointed by the President.
- (3) The membership of the Amalgamated Committee will be representative of social, ethnic, academic and religious clubs and groups registered on the campus of the University.

46. FUNCTIONS OF THE AMALGAMATED COMMITTEE

The Amalgamated Committee shall:

- (a) coordinate and regulate the activities of social, ethnic, academic and religious clubs and groups on the campus of the University;
- (b) draw up a programme of activities at the beginning of each semester and present it to the Executive Board for

approval, which shall be published on all notice boards;

- (c) assist the Finance Committee to raise funds for the SRC-UCC;
- (d) assist in settling conflicts between social, ethnic, academic and religious groups and clubs on the campus of the University; and
- (e) perform any other duty or duties prescribed by this Constitution, the Executive Council or the Executive Board.

47. PUBLICITY AND INFORMATION COMMITTEE

- (1) There shall be a Publicity and Information Committee of the SRC-UCC.
- (2) The Publicity and Information Committee of the SRC-UCC shall comprise the:
 - (a) Public Relations Officer who shall be the chairperson; and
 - (b) SRC Representative II from each hall of residence.

48. FUNCTIONS OF THE PUBLICITY AND INFORMATION COMMITTEE

The Publicity and Information Committee shall:

- (a) publish the SRC-UCC Magazine in consultation with the Executive Board;
- (b) create effective public awareness about the SRC-

- UCC and its activities;
- (c) be responsible for updating the social media handles of the SRC-UCC; and
 - (d) perform any other duty or duties assigned under this Constitution, or by the Executive Council or the Executive Board.

49. HEALTH AND WELFARE COMMITTEE

There shall be a Health and Welfare Committee of the SRC-UCC, which shall be chaired by the Vice President.

50. FUNCTIONS OF HEALTH AND WELFARE COMMITTEE

The Health and Welfare Committee shall:

- (a) ensure the welfare of students of the University;
- (b) be in charge of the distribution of souvenirs for students;
- (c) ensure the maintenance of good hygienic standards at all food service facilities including restaurants and cafeterias and all places on campus where services are offered to students;
- (d) oversee the overall health and sanitary matters affecting students in the halls of residence, hospital, cafeterias and all eating places on campus;
- (e) liaise with the Directorate of University Health Services (DUHS) on matters affecting the health of students; and
- (f) perform any other duty or duties assigned under this

Constitution, or by the Executive Council or the Executive Board.

51. PLANNING AND ORGANISING COMMITTEE

There shall be a Planning and Organising Committee of the SRC-UCC, which shall be chaired by the Coordinating Secretary.

52. FUNCTIONS OF THE PLANNING AND ORGANISING COMMITTEE

The Planning and Organising Committee shall:

- (a) be in charge of the general planning of programmes of the SRC-UCC;
- (b) draw up and submit a programme of social functions and activities for students for approval by the Executive Board at the beginning of each semester or term of office;
- (c) be in charge of organising and implementing programmes and projects of the SRC-UCC; and
- (d) perform any other duty and duties assigned under this Constitution, or by the Executive Council or the Executive Board.

53. WOMEN'S COMMITTEE

There shall be a Women's Committee of the SRC-UCC, which shall be chaired by the Women's Commissioner.

54. FUNCTIONS OF WOMEN’S COMMITTEE

- (1) The Women’s Committee shall:
 - (a) organise and execute programmes for women on campus; and
 - (b) perform any other duty or duties as prescribed by the Executive Council and the Executive Board.

55. REPRESENTATION ON UNIVERSITY STATUTORY BODIES

- (1) The President shall at the first sitting of the Executive Board, after assumption of office, present nominees to such statutory bodies of the University for which the SRC-UCC has representation.
- (2) The Executive Board shall approve nominees for such statutory bodies.
- (3) Any person approved by the Executive Board to serve on any statutory body in the University to which the SRC-UCC has representation, shall be responsible to the Executive Board.

56. PROCEDURE FOR COMMITTEE MEETINGS

- (1) Committees shall have standing orders to regulate their meetings.

CHAPTER NINE

STUDENTS' ELECTIONS

57. GENERAL ELECTIONS

- (1) There shall be general elections for student leaders in the second semester of each academic year.
- (2) The elected student leaders shall serve a term of one academic year.

58. POSITIONS

The positions to be contested shall be:

- (1) SRC
 - (a) President/Vice President;
 - (b) General Secretary;
 - (c) Treasurer;
 - (d) General Sports Secretary;
 - (e) Local NUGS President; and
 - (f) Women's Commissioner.
- (2) JCRC
 - (a) President/Vice President;
 - (b) Secretary;
 - (c) Treasurer;
 - (d) SRC Representative I; and
 - (e) SRC Representative II

59. ELIGIBILITY

A student shall not be eligible for election to any executive office unless he/she:

- (a) has been in the University for at least one academic year;
- (b) is qualified to contest elections under the constitution of their respective halls of residence;
- (c) has good academic standing, that is, a CGPA of at least 2.5 at the time of standing for the election;
- (d) has paid his/her school fees in full; and is a person of sound mind.

60. QUALIFICATIONS

A student shall not qualify for election to any executive office if he/she:

- (a) has a criminal record;
- (b) has violated any rules and regulations of the University or been found guilty of any misconduct or any act which constitutes a criminal offence under the 1992 Constitution of Ghana, and the laws of Ghana;
- (c) is a repeating student at the time of standing for the election;
- (d) has been adjudged or otherwise declared to have misappropriated funds or conducted in such a manner as to cause depreciation, loss or otherwise in respect of any cash or property entrusted to him/her; and
- (e) has been found by any committee of inquiry to be

incompetent to hold any office, or is a person in respect of whom a committee or commission of inquiry has found that while holding any office has acquired assets unlawfully or defrauded or misused or abused office or wilfully acted in a manner prejudicial to the interest of students.

61. ELECTORAL COMMISSION

There shall be an Electoral Commission which shall be appointed by the Dean of Students in accordance with the provisions of the Students' Handbook of the University.

62. FUNCTIONS OF THE ELECTORAL COMMISSION

The Electoral Commission shall:

- (a) fix the date(s) for elections;
- (b) provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the University;
- (c) conduct and supervise elections and related activities;
- (d) declare results of elections in consultation with the Office of the Dean of Students; and
- (e) perform any other duty and duties that may be assigned by the Dean of Students.

63. VETTING COMMITTEE

- (1) There shall be a Vetting Committee consisting of two senior members, one of whom shall chair the Committee, and one junior member from each hall of residence.
- (2) The Registrar's representative at the Office of the Dean of Students shall serve as the secretary to the Vetting Committee.

64. FUNCTIONS OF THE VETTING COMMITTEE

The Vetting Committee shall:

- (a) vet all legible and qualified candidates who have filed their nomination to contest in elections;
- (b) have the power to disqualify a candidate based on justifiable grounds;
- (c) receive memos and review them within forty-eight (48) hours from the time of submission;
- (d) have the right to compel petitioners to appear before it; and
- (e) exercise any other functions that may be assigned by the Dean of Students.

65. DECLARATION OF VETTING RESULTS

The results of vetting shall be declared by the chairperson of the Vetting Committee within forty-eight (48) hours after the vetting. Without prejudice to the eligibility and qualification criteria above, a person must obtain fifty percent (50%) of the vetting score to pass as a candidate.

66. RETURNING OFFICERS

(1) The Electoral Commissioner shall appoint and assign Returning Officers for elections.

(2) Functions of the Returning Officers

The Returning Officers shall:

- (a) supervise elections on the election day; and
- (b) ensure that each candidate keeps one polling agent at a polling station at a time.

67. VOTING

- (1) Voting shall start at 7:00 a.m. at each polling station and close at 5:00 p.m.
- (2) Notwithstanding clause (1) of this article, in the event of a late start of voting, the voting time shall be extended by the exact amount of time lost.
- (3) Voting during elections shall be opened to all

registered regular students of the University.

- (4) Voting shall be supervised by the Returning Officer in the presence of all polling agents.

68. DECLARATION OF ELECTION RESULTS

- (1) Returning Officers shall declare the provisional results at the various polling stations at the close of elections.
- (2) The Electoral Commissioner shall, in consultation with the Office of the Dean of Students, declare the final results within twenty-four (24) hours after the close of polls.
- (3) A candidate shall be deemed elected by a simple majority of the votes cast.

69. ELECTORAL OFFENCES

The following shall constitute electoral offences:

- (a) campaigning by a candidate or his or her agents twenty-four (24) hours before the day of voting and on the day of voting;
- (b) displaying of any campaign materials within 100 meters' radius of the polling stations on the voting day; and
- (c) displaying of banners, posters, handbills, teasers and other related materials anywhere in the University and its immediate environs before the lifting of the ban on campaign.

70. OTHER RULES AND REGULATIONS OF ELECTIONS

- (1) A person aspiring to be President shall nominate his/her running mate (Vice President) before filing his/her nomination, and the two shall be vetted together.
- (2) A candidate who wishes to withdraw before elections may do so by formal writing at most seventy-two (72) hours to the election day withdrawal, however, shall be granted on terms that the Electoral Commissioner deems fit.

71. DISPUTE RESOLUTION IN ELECTORAL MATTERS

In the case of dispute arising before and after elections, the following shall apply:

(1) Pre-Election

- (a) The Vetting Committee shall resolve dispute(s) arising from the vetting within forty-eight (48) hours from the close of the vetting process.
- (b) Any unresolved dispute(s) shall be referred to the Dean of Students for resolution.
- (c) In the event of the Dean of Students not being able to resolve the dispute(s) within twenty-four (24) hours upon receipt of the referral, the dispute shall be referred to the Office of the Registrar.
- (d) The decision of the Registrar shall be final.

(2) Post-Election

- (a) The Vetting Committee shall resolve dispute(s) arising

from the elections within forty-eight (48) hours from the close of the election process.

- (b) Any unresolved dispute(s) shall be referred to the Dean of Students for resolution.
- (c) In the event of the Dean of Students not being able to resolve the dispute(s) within twenty-four (24) hours upon receipt of the referral, the dispute shall be referred to the office of the Registrar.
- (d) The decision of the Registrar shall be final.

(3) Dispute Resolution Procedure

- (a) The Dean of Students shall, within seventy-two (72) hours after the declaration of the results of elections, entertain petitions if there be any.
- (b) Any petition submitted after the seventy-two (72) hour deadline shall be considered invalid.
- (c) Any aggrieved person shall submit a written petition stating his/her grounds to the Dean of Students.
- (d) The Dean of Students shall acknowledge receipt of the petition within five (5) working days to the petitioner.
- (e) The Dean of Students shall refer the petition to the Electoral Commission within ten (10) working days for determination.
- (f) All other related electoral grievances not stated herein shall follow the above procedure.
- (g) Any petitioner who violates the internally laid down structures and seeks redress from outside the University shall be rusticated for two semesters.

(4) Reliefs

An electoral dispute resolution can lead to any of the following:

- (a) invalidation/cancellation of all or part of the results declared;
- (b) an order for re-run of election;
- (c) disqualification;
- (d) cautioning of petitioner; and
- (e) award of cost

72. APPOINTMENT OF POLLING AGENTS

Each candidate approved as an aspirant by the Vetting Committee shall appoint one (1) polling agent per polling station, whose name shall be submitted to the Electoral Commission at least one clear week before the voting day.

73. INDEPENDENCE OF THE ELECTORAL COMMISSION

Except as provided in the Statutes of the University, Students' Handbook, and any other University regulations, the Electoral Commission, in the performance of its functions, shall not be subject to the direction or control of any person or authority.

74. HANDING OVER

- (1) Executive officers shall hand over to newly-elected executive officers within fourteen (14) days after declaration of the final election results.
- (2) All executive officers and appointed officers shall prepare elaborate handing over notes for documentation. Such handing over notes shall be approved by the Dean of Students or Hall Master/Warden before clearance.
- (3) For the purpose of continuity, it shall be mandatory for the incumbent executive officers to initiate transitional meetings before the handing over ceremony. Three members each from the outgoing and incoming executive officers shall facilitate the process/meeting.
- (4) The purpose of these meetings shall be to discuss the following:
 - (a) finances, projects and assets;
 - (b) the administrative procedures;
 - (c) formation of sub-committees;
 - (d) appointments to committees, sub-committees and University statutory bodies; and
 - (e) general matters of relevance.

75. ELECTIONS NOT CONDUCTED

In the event where the elections are not conducted in accordance with this Constitution:

- (a) in respect of the SRC-UCC, the Executive Council shall constitute a 5-member Interim Committee, with a member appointed as the chairperson to steer the

affairs of the SRC-UCC;

- (b) in respect of the JCR of each hall of residence, the JCR of each hall of residence shall constitute a 5-member Interim JCR Committee to steer the affairs of the JCR;
- (c) where elections are finally held, the Interim SRC Committee and the Interim JCR Committee shall hand over to the elected executive officers; and
- (d) the decisions, actions and appointments of the Interim SRC Committee and Interim JCR Committee shall be binding on the substantive executive officers subsequently elected.

CHAPTER TEN

REMOVAL OF ELECTED AND APPOINTED OFFICERS OF THE SRC

76. GROUNDS FOR REMOVAL OF ELECTED AND APPOINTED OFFICERS OF THE SRC-UCC

An officer shall be removed from office, in accordance with the provisions of this article, if found to:

- (a) have acted in violation of the oath of office, set out in the Second Schedule, and any provision of this Constitution;
- (b) have conducted himself/herself in a manner which brings or is likely to bring the high office of the SRC-UCC into disrepute, ridicule or contempt, or is inimical to the interest of students;
- (c) be incapable of performing the functions of office by reasons of infirmity of body or mind;
- (d) have embezzled funds or recklessly handled the finances of the SRC-UCC, or discharged his/her duties in an inefficient or negligent manner;
- (e) have been absent for a period of two consecutive months without giving any acceptable reasons to the Executive Council; and
- (f) have been suspended, rusticated or dismissed by the University.

77. IMPEACHMENT

- (1) Impeachment proceedings may be commenced against any officer of the SRC-UCC who is found liable to grounds (a), (b) and (d) of Article 76 (1).
- (2) At least 5 students, with the support of the signatures of not less than ten percent (10%) of eligible student voters, shall by a petition to the Judicial Board through the Chief Justice, and a copy sent to the Dean of Students, commence impeachment proceedings against an elected officer provided that the officer shall be served with a copy of the notice at least three (3) clear days before the start of such proceedings.
- (3) The Chief Justice of the Judicial Board shall within five (5) days of receiving the petition convene the sitting of the Judicial Board for a determination of whether the petition establishes a prima facie case.
- (4) When a prima facie case for impeachment is not established, the petition shall be deemed to have failed, and the decision shall be communicated to the petitioners.
- (5) When a prima facie case for impeachment is established, by a simple majority of all Justices of the Judicial Board, same shall be communicated to the Parliamentary Board through the Speaker forty-eight (48) hours of the decision of the Judicial Board.
- (6) The Speaker shall within five days of receiving the decision of the Judicial Board convene a sitting of the Parliamentary Board for a determination of the grounds for impeachment.
- (7) The Parliamentary Board shall give the affected elected

- officer the opportunity to respond either in writing or orally to the Parliamentary Board sitting on the grounds stated in the petition.
- (8) The decision of the Parliamentary Board impeaching the elected officer shall be communicated to the Dean of students and the General Assembly.
 - (9) For the purpose of this article, the Speaker of Parliament shall preside at the proceedings of Parliamentary Board, without prejudice to any other provision of this Constitution.
 - (10) Any officer so impeached shall cease forthwith to hold office.

78. FILLING OF VACANT POSITIONS

- (1) Where the vacancy for an elected position is created within the first semester of an academic year, a bye-election shall be conducted to fill the vacancy.
- (2) Where the vacancy for an elected position is created within the second semester of an academic year, a student qualified under this Constitution shall be appointed by the President in consultation with the Executive Board to fill the vacancy.
- (3) Where the vacancy for an appointed position is created, a student qualified under the Constitution shall be appointed by the designated appointing authority under the Constitution to fill the vacancy.

CHAPTER ELEVEN

REPRESENTATIONS

79. REPRESENTATION TO NATIONAL UNION OF GHANA STUDENTS (NUGS) AND OTHER RECOGNISED STUDENT UNIONS

- (1) The SRC-UCC shall continue to play an active role in the affairs of NUGS and the quest of other recognised Student Unions to advocate on behalf of students in the country.
- (2) Without prejudice to any provision in this Constitution, delegation to NUGS Central Committee meetings shall be as prescribed by the NUGS Constitution.
- (3) Attendance to annual congresses of NUGS and other recognised Student Unions shall include: delegates of the SRC-UCC (which shall include members of the Executive Board) and observers approved by the Executive Board.
- (4) The delegations to attend any functions, both national and international, shall be determined by the Executive Board in consultation with the Dean of Students.

CHAPTER TWELVE

HONOURS

80. AWARD OF RECOGNITION

- (1) A Certificate of Honour or a Certificate of Merit shall be awarded to the Executive Officers, the Speaker and members of the Parliamentary Board, the Chief Justice and Justices of the Judicial Board, the Commanding Officers of the UCC Cadet Corps, the executives and members of the Debate Society, and deserving members of committees upon the successful completion of their tenure of office at a public handing over ceremony.
- (2) A member of the Executive Council who has successfully completed the tenure of office shall have the title “Elder Councillor” conferred on him/her.
- (3) A Citation, Plaque or Certificate of Recognition may be awarded to any person who championed the good cause of students’ interest.

CHAPTER THIRTEEN

AMENDMENTS AND REVIEW OF THIS CONSTITUTION

81. AMENDMENT PROCEDURE

- (1) Any student may petition the Parliamentary Board through the Speaker for the amendment of a provision of this Constitution.
- (2) The petition should state the specific provision(s) to be amended, the justifications for the amendment, and the proposed amended provision.
- (3) The petition for amendment shall be supported by a schedule containing the list of names, academic year, programme and signatures of one percent (1%) of registered students of the University.
- (4) The Parliamentary Board upon receipt of the petition shall consider, debate and recommend the amendment by not less than two-thirds (2/3) majority votes.
- (5) The Parliamentary Board shall forward its approval and recommendation(s) for amendment of this Constitution to the Executive Council.
- (6) The Executive Council shall forward the recommendation(s) of the Parliamentary Board to the Dean of Students with a supporting memorandum, if any.
- (7) The Dean of Students shall upon receipt of the recommendation(s) forward same to the Academic

Board of the University with a supporting memorandum, if any.

- (8) The Academic Board shall consider the submitted recommendations and make a decision.

82. REVIEW PROCEDURE

- (1) The Executive Board may initiate a review of this Constitution by setting up an SRC -UCC Constitution Review Committee of not less than seven (7) members.
- (2) A review of this Constitution may be done at least seven (7) years from the date the Constitution comes into force.
- (3) The SRC-UCC Constitution Review Committee shall upon completion of its mandate submit a report and a draft of the SRC-UCC Constitution to the Executive Board.
- (4) The Executive Board shall forward the report and the draft of the Constitution to the Dean of Students with a supporting memorandum, if any.
- (5) The Dean of Students shall upon receipt of the report and the draft of the Constitution forward same to the Academic Board of the University with a supporting memorandum, if any.
- (6) The Academic Board shall consider the submitted report and the draft of the Constitution and make a decision.

CHAPTER FOURTEEN

MISCELLANEOUS

83. INSIGNIA

- (1) The SRC-UCC shall have an insignia, which shall be kept at the SRC-UCC Office.
- (2) The Judicial Board shall have an insignia, which shall be displayed at every sitting of the Board.
- (3) The Parliamentary Board shall have an insignia, which shall be displayed at every sitting of the Board.

84. OATH OF OFFICE

All officers of the SRC-UCC shall subscribe to the applicable oaths in this Constitution.

85. REPORTS AND ARCHIVES

The SRC-UCC shall ensure that its minutes, reports and correspondences are properly archived.

86. INTERPRETATION

- a. “Academic Board” means Academic Board of the University.
- b. “Article” means an article of this Constitution.

- c. “Commission of Inquiry” includes a committee of inquiry.
- d. “Constitution” means the Constitution of the Students Representative Council.
- e. “CGPA” means Cumulative Grade Point Average.
- f. “Dean of Students” means Dean of Students of the University of Cape Coast.
- g. “Decision” means a judgement, order or direction of the Executive Council, the Executive Board, the Parliamentary Board, the Judicial Board or the Committees of the SRC-UCC.
- h. “DESAG” means Distance Education Students Association of Ghana.
- i. “DUHS” means Directorate of University Health Services.
- j. “Executive Officer” means an elected or appointed officer of the SRC-UCC.
- k. “Function” means power and duty.
- l. “Fund” means monies designated for the SRC-UCC.
- m. “General Assembly” means the entire student body at a meeting.
- n. “GRASAG” means Graduate Students Association of Ghana.
- o. “Hall President” means President of the JCR of a hall of residence.
- p. “Hall of residence” means a recognised hall of residence in the University of Cape Coast.
- q. “Interest of students” means any right or advantage, which inure or is intended to inure to the general benefit

of the student population of the University.

- r. “JCR” means Junior Common Room.
- s. “JCRC” means Junior Common Room Committee.
- t. “Local NUGS” means the University of Cape Coast Local Secretariat of the National Union of Ghana Students.
- u. “Oath” means affirmation specified in the Second Schedule in the Constitution.
- v. “Registrar” means Registrar of the University of Cape Coast.
- w. “Statutory Bodies” means Bodies/Committees set up in the Statutes of University of Cape Coast.
- x. “Sitting” means a meeting of the Executive Council, the Executive Board, the Parliamentary Board, the Judicial Board or the Committees of the SRC-UCC.
- y. “the University” means University of Cape Coast.
- z. “University Council” means Governing Council of University of Cape Coast.

FIRST SCHEDULE

TRANSITIONAL PROVISIONS

87. Notwithstanding any provision in this Constitution, officers of the Executive Board, the Executive Council, the Judicial Board, the Parliamentary Board and any other appointed officers, immediately before the coming into force of this Constitution, shall be deemed to be duly elected or appointed under this Constitution.

SECOND SCHEDULE

FORMS OF OATH

OATH OF THE PRESIDENT

I,, having been elected to the high office of President of the Students Representative Council of the University of Cape Coast swear/affirm that I will be faithful and true to the students. I shall strive at all times to preserve, protect and defend the Constitution of the Students Representative Council of University of Cape Coast, Statutes of University of Cape Coast, and laws of Ghana. I dedicate myself wholly, without fear or favour, to the service and welfare of students of University of Cape Coast. I further swear/affirm that I will conform to the principles enshrined in the Constitution and that should I at any time break this oath of office, I shall submit myself to the penalties prescribed by the Constitution.

OATH OF VICE PRESIDENT

I,, having been elected to the high office of the Vice President of the Students Representative Council of University of Cape Coast swear/affirm that I will be faithful and true to the students. I shall strive at all times to preserve, protect and defend the Constitution of the Students Representative Council of University of Cape Coast and hereby dedicate myself wholly, without fear or favour, to the service and welfare of students of University of Cape Coast. I further swear/affirm that I will conform to the principles enshrined in the Constitution and that should I at any time break this oath of office, I shall submit myself to the penalties prescribed by the Constitution.

OATH OF THE CHIEF JUSTICE

I,, having been appointed to the office of Chief Justice of the Judicial Board swear/affirm that I will bear true faith and allegiance to the students, uphold the integrity of the Students Representative Council of University of Cape Coast, truly and faithfully perform the functions of my office without fear or favour, and will at all times uphold, preserve, protect and defend the Constitution of the Students Representative Council of University of Cape Coast. If I at any time break this oath of office, I shall submit myself to the penalties prescribed by the Constitution.

OATH OF THE SPEAKER

I, having been appointed to the office of Speaker of Parliamentary Board swear/affirm that I will bear true faith and allegiance to the students, uphold the integrity of the Students Representative Council of University of Cape Coast, truly and faithfully perform the functions of my office without fear or favour, and will at all times uphold, preserve, protect and defend the Constitution of the Students Representative Council of University of Cape Coast. If I at any time break this oath of office, I shall submit myself to the penalties prescribed by the Constitution.

OATH OF OFFICE

I,, on assuming office as a member of the Executive Council/Executive Board/Parliamentary Board/Judicial Board/a Committee of the Students Representative Council, swear/affirm that I will strive at all times to preserve, protect and defend the Constitution of the Students Representative Council of University of Cape Coast and hereby wholly dedicate myself to the service and welfare of students of the University of Cape Coast. I further solemnly swear/affirm that I shall not be found wanting in the discharge of my responsibilities and that should I at any time break this oath of office, I shall submit myself to the penalties prescribed by the Constitution of the Students Representative Council of University of Cape Coast.

THE OATH OF SECRECY

I,, holding the office of swear/affirm that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be permitted by the Constitution of the Students Representative Council of University of Cape Coast.