

# Association of Computing Students (ACS)



# CONSTITUTION

UPDATED 2023

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# CHAPTER ONE

## THE CONSTITUTION

### 1. Name

The organization shall be identified as the “The Ghana Communications Technology University – Association of Computing Students”, here in after referred to as the GCTU – ACS.

### 2. Status and Membership

- a) The ACS shall be a non-partisan, non sectarian association of registered students of Ghana Communication Technology University (GCTU) under the Faculty of Computing and Information Systems.
- b) Every registered student of the Ghana Communication Technology University (GCTU) Computing Students Faculty is automatically a member of the ACS.

### 3. Motto and Slogan

The motto of the Association shall be, ***“IMPROVING LIVES THROUGH INFORMATION TECHNOLOGY”*** and the slogan shall be, ***“ TECHNOLOGY INNOVATION ....INNOVATION TECHNOLOGY”***

### 4. Supremacy of the Constitution

- a) This Constitution shall be the supreme constitution of all student within the Faculty of Computing and Information System in Ghana Communications Technology University, and any constitution found to be inconsistent with any provision of this constitution shall to the extent of its inconstancy, be null and void;
- b) Notwithstanding Article (2) Clause (a), this constitution shall be subject to the SRC constitution which is the hand book of the students’ body of the university and the Laws of Ghana.



## **5.Enforcement of the Constitution**

Any student who alleges that;

(a)An act or an omission of any person or group of persons; or decision or resolution of any body, organization or club has violated this constitution may apply for a declaration to the effects;

(b) The General Assembly shall for the purpose of each declaration under Clause (a) of

this article, may make such orders, given such direction as the General Assembly may consider appropriate.

(c) Failure to obey or carry out the terms of an order or direction made or given under this article constitutes a violation of this constitution and contempt of the General Assembly, and shall, in the case of the Executive Officers, constitute a ground for removal from office.

## **CHAPTER TWO**

### **PURPOSE AND ORGANS OF THE GCTU – ACS**

#### **6.Aims and Objectives**

(l) The aims and objectives of the GCTU – ACS shall include;

Seeking the interest of the Association of Computing Students in particular to GCTU students;

- a. Foster communication, networking and goodwill among members of the association;
- b. Co-operate with, and affiliate with recognized bodies or associations on campus and other tertiary institutions in Ghana and abroad on matters of mutual interest.
- c. Protect, promote and develop the interest and welfare of members of the association;  
and
- d. Be an accountable, representative and democratic body of students of the ACS.

(II) For the purpose of achieving these general objectives the GCTU – ACS shall;

- a. Organize lectures, symposia, debates, publications and such other activities necessary to fulfill these aims and objectives
- b. The Association shall celebrate its week which shall fall within the academic year
- c. The Association shall organize a dinner to climax its activities at the end of every academic year
- d. The General Assembly shall fix the actual date for the dinner and Association's week celebration
- e) Where 2(d) cannot be met, the Executive Officers in consultation with the Dean of Students Affairs and Dean of the faculty or any person assigned by the Dean of the faculty can fix the date.

#### **7.ORGANS OF THE ASSOCIATION – ACS**

The Association shall be composed of;

- a. The General Assembly

- b. The Executive Council
- c. The Executive Officers
- d. The Judicial Council
- e. The Committees

## CHAPTER THREE

### THE ADMINISTRATION

#### 8. The General Assembly

There shall be a General Assembly which shall comprise;

- a. The Executive Officers elected under this constitution;
- b. Two representatives from each class (the class representative *and an elected member* of each class of (ACS rep; six representatives from all sessions for level 100s and 200s,

two representatives from the diploma class and for level 300s and 400s, each rep from every program for all respective sessions) of the association.

c. Chairpersons and Vice chairpersons of all committees

(I) The General Assembly shall meet at least twice every semester.

(II) The Association's Secretary shall by a notice in writing notify members of any scheduled meeting specifying the agenda or an agendum not less than three (3) clear working days.

(III) The quorum for a General Assembly meeting shall be at least half of the total number of the members of the General Assembly including;

(i) Four (4) Executive Officers including the President or the Vice President;

(ii) Class Representations as follows;

(a) Ten (10) Class Representatives of the ACS

- Notwithstanding 8 (b) in the case where a Class Representative is unable to attend a General Assembly meeting the Assistant Class Representative of the said class shall stand his stead for purpose of quorum.

(IV) Subject to this constitution, the first General Assembly meeting shall be convened by the President of the GCTU – ACS within fourteen (14) days after the assumption of office of new Executive officers.

## 9. Emergency Meetings

(i) Notwithstanding Clause (i) of article 8 of this constitution, the Executive Council through the Secretary or Organizing-Secretary may request in writing for an Emergency Meeting.

- (ii) 60% of the members of the General Assembly may request for an Emergency Meeting provided that notice of such request shall be given in writing and that the agenda or agendum which ever may be attached and delivered to the GCTU – ACS Secretary.

## **10. Function of The General Assembly**

- (i) The General Assembly shall be the highest decision-making body of the Association and all issues concerning Computing students shall be decided at the General Assembly.
- (ii) The General Assembly shall concern itself with question of General policy referred to it by the Executive Council of the Association.
- (iii) Notwithstanding Clause (ii) of the article the General Assembly shall on its own initiative consider and make recommendations on any matter provided for in this constitution or affecting the welfare and interest of students.
- (iv) For the avoidance of doubt, it is hereby declared that proceedings of the General Assembly shall not be inconsistent with the letter and spirit of this constitution.
- (v) The activities of the General Assembly shall be communicated by the Secretary to the general student body within seventy-two (72) hours after the close of such proceedings shall be pasted on all notice boards.
- (vi) All decisions, except otherwise stated shall be taken by a simple majority of members present and voting.

## **11. Tenure of office of all members of the General Assembly**

(i) A member of the General Assembly shall vacate their seat at General Assembly

(a) Upon dissolution of the General Assembly

(b) If he/she is absent without permission in writing to the president, and he/she is unable to offer any reasonable explanation to the welfare committee, from two sittings in a semester, or

(c) If he/she is expelled from the General Assembly by the Judicial Council

(ii) The Chairperson of the General Assembly shall hand over to new executive officers on the eve of the handing over.

## **12. Challenging Election of a Member of the General Assembly**

(i) The Judicial Council shall have jurisdiction to hear and determine any questions whether the seat of a member has become vacant.

(ii) A person aggrieved by the determination of the Judicial Council under this article may appeal to the General Assembly.

## **13. Attendance of observers at the General Assembly meetings.**

All students shall have the right to witness a General Assembly sitting but can participate only through an accredited member of the General Assembly. They are required to apply through the GCTU – ACS Secretary not less than seventy-two (72) hours before the said General Assembly meeting.

## CHAPTER FOUR

### THE EXECUTIVE

#### 14. The Executive Council

(i) There shall be an Executive Council consisting of the Executive Officers as provided in article 15 and presidents of all departmental associations formed within the Association.

(ii) The other members of the Executive Council shall assist and counsel the Executive Officers in the performance of their duties and see to the implementation of the decision of the General Assembly.

(iii) The quorum for Executive Council meeting shall be five (5), Executive Council members including the president or the vice-president.

(iv) The Executive Council shall in exercise of its functions, have the powers to issue an executive instrument in accordance with the provisions of this constitution concerning the activities of the Association.

(v) The Executive Council shall in times of emergency, have the power to act promptly without prejudice to any provision of this constitution provided that the General Assembly shall be informed when this University Business School resumed from vacation within one week of re-opening or within three working days where this University Business School is in session. An emergency session of the General Assembly shall be convened to use such emergency powers.

(vi) Members of the Executive Council shall be issued with identity cards identifying them as such provided that these cards shall be the property of the Association and shall be issued from the office of the Dean (Computing Faculty)

(vii). The Executive Council member(s) before assuming office shall take and subscribe, either at a public gathering, at the first general meeting or any other general meetings of the General Assembly, Executive Council oath set out in appendix one of this constitution.

(viii) Determine the dues and levies to be paid by students subject to the approval of the General Assembly.

(ix) Represent and nominate delegates to represent the students at all conferences and seminars except that such delegation shall not contain more than four Executive Council members.

(x) No person shall be qualified to be a member of the Executive Council unless he/she meets the requirements for election as an Executive Officer.

(xi) The tenure of office of an Executive Council shall come to an end when the General Assembly is dissolved.

xii) Forum and Press Conference;

(a) The Executive Council shall hold at least one (1) GCTU – ACS forum for each semester.

(b) Notwithstanding clause (1) of the article, twenty-five percent (25%) of students with at least five (5) from each class of this University (Computing Faculty) may request for an emergency forum to discuss pertinent issues affecting students.

(c) As and when necessary, the Executive Council of the Association shall (in accordance with the provisions in the statutes of the University) hold press conference in the semester to brief the public on matters relating to students' welfare.

(d) The theme and date for the press conference shall be discussed and approved by the General Assembly.



## 15. Composition of the Executive Officers

There shall be six Executive Officers to with, the President, Secretary, Treasurer, the

Organizing Secretary and the Public Relations Officer elected under this constitution and Vice President.

## 16. The President

- (i) There shall be a President who shall be a **Chief Spokesman** of the students in this Association.
- (ii) The authority of the President shall extend to the execution and maintenance of all provisions, including article 4 of this constitution.
- (iii) The President shall convene and chair all meetings of the General Assembly or Executive Council and in his absence the Vice - President shall act.
- (iv) Before assuming office, the President shall take and subscribe before the general student body, at a public gathering, the presidential oath set out in appendix one of the constitution.
- (v) The President shall not be personally liable to proceedings in any court of law for incompetent performance of his functions under this constitution.
- (vi) The President shall sign all document on behalf of the GCTU – ACS.
- (vii) The President shall perform such task as may be assigned to him by the GA or any other organs under this constitution.
- (viii) In consultation with the Executive Council, the president shall nominate various committee members subject to the approval of the GA.

- (ix) The President shall, acting on the advice of the Executive Council at the beginning of each semester and before the dissolution of the General Assembly, deliver to the General Assembly an address on the state of affairs of the GCTU –ACS.

## **17. The Vice President**

- (i) There shall be a Vice – President of the GCTU – ACS who shall perform such functions provided for a clause (iii) of this article.
- (ii) A candidate for the office of the Vice – President of the Association shall be designated by the candidate for the office of the president before the election of the president.
- (iii) The Vice – President shall perform duties and functions which shall include;
- (a) Assisting the president in the performance of his duties
- (b) Acting in the absence of the president and when so acting, shall be vested with all the powers of the president subject to the provision of this constitution.
- (c) Acting as ex-officio member of all committees of the General Assembly and shall coordinate the activities of such committees provided for in this constitution, and or under a resolution of the General Assembly.
- (d) Performing any other duties assigned by the President or Executive Council
- (e) The Vice – President shall, on assumption of office subscribe before the general student body, at a public gathering, a Presidential Oath set out in appendix one of this constitution.

## **18. The Secretary**

- (i) There shall be a Secretary who shall be the secretary to the General Assembly and Executive Council.
- (ii) The Secretary shall perform duties and functions which includes;
  - (a) Keeping and maintaining true and accurate minutes and records of all proceedings of the General Assembly and Executive Council meetings.
  - (b) In consultation with the Executive Council, be responsible for all correspondence of the Association
  - (c) Writing and distributing of all notices or summons for General Assembly meetings.
  - (d) The performance of duties assigned by the president
  - (e) Be one of the signatories to the GCTU-ACS account
- (iii) Before assuming office, the Secretary shall take and subscribe before the general student body at a public gathering, the Executive officers Oath set out in appendix one of this constitution.
- (iv) Within seventy-two (72) hours after every meeting of the General Assembly, the Secretary shall, with the assistance of the organizer publish on all notice boards the true and accurate records of the outcome of such meetings.

## **19. The Treasurer**

- (i) There shall be a Treasurer who shall perform duties and functions which shall include;

- (a) The receipt of all monies and revenues accruing to the Association and disbursement of such funds as the Executives Council shall direct, subject to the approval of the General Assembly.
- (b) Taking charge of all financial transactions of the Associations in accordance with the provision of this constitution.
- (c) Keeping and maintaining proper accounting records of the accounts of all monies and revenues to which the Association is entitled.
- (d) Be one of the signatories to the GCTU-ACS account.
- (e) Performing other duties assigned to them by the president and the Executive Council.

(ii) In addition;

(a) The Treasurer before assuming office shall take and subscribe before the general student body at a public gathering, the Executive Office Oath set out in appendix one of this constitution.

## **20. The Public Relation Officer**

(i) There shall be a Public Relations Officer elected to perform the following functions which shall include;

- (a) Serve as the face of the Association (related to publicity and head of administration of the association)
- (b) In consultation with the Executive Council package information about the Association and its programmes and communicate same to organization, institutes, groups and individual or bodies who may require such information.

- (c) In consultation with the Executive Council, design publicity programmes for the purposes of marketing and publicizing the Association and its programmes of activities.
- (d) Receive all visitors on behalf of the Association and attend to their needs.
- (e) In the absence of the Vice – President, co-ordinate all activities of committees and bodies set up or registered under this constitution.
- (f) Be the repository of dates, events and programmes of the Association.

## **21. The Organizing Secretary**

- (i) There shall be an Organizing Secretary elected to perform the following functions:
  - (a) Co-ordinate the Association’s meeting which include scheduling and setting up venues for programmes.
  - (b) Proof read and edit document prior to distribution and publication
  - (c) Perform/organize project-oriented activities
  - (d) Be the repository of date, events and programmes of the Association

## **22. Appointments by Executive Officers**

The Executive Officers shall in consultation with the members of the Executive Council and the approval of the General Assembly appoint:

- (a) Representative to various Councils, Board of Committees and Commissions of the Association on what GCTU – ACS representations are required.

(b) The Chairpersons of various committees and Boards

(c) The Chairperson and members of Electoral Commission

## **CHAPTER FIVE**

### **REMOVAL AND RESIGNATION FROM OFFICE**

#### **23. Grounds for removal**

(a) Without prejudice to any provision of this constitution, an Executive Officer shall be removed from office if found, in accordance with the provision of this constitution.

(i) To have conducted himself /herself in a manner;

(a) Which brings or is likely to bring the Executive Office into disrepute, ridicule or contempt, or

(b) Which is prejudicial or inimical to the interest to the interest of the students

(c) To be incapable of performing the functions of his office by reasons of infirmity of body or mind.

(d) To have embezzled funds or recklessly handled the finances of the Association (e) To be inefficient or negligent in the discharge of his/her duties.

(f) To have absented himself/herself from meetings without any reasonable excuse

(g) If he/she is impeached

- (h) Is adjudged to have acted in a manner prejudicial to the interest of the general student body or the constitution.
- (i) If adverse findings are made against him by the Judicial Council of the Association.
- (j) To have violated or failed to comply with an order of the Judicial Council of the Association established under this constitution.
- (k) To have violated the requirements of a resolution lawfully passed by the General Assembly, established under this constitution.

#### **24. Procedures for the removal from office**

- (i) A person who alleges that there are enough grounds for the removal from office of a student, shall lodge a petition in writing to the Ordinary Chamber of the Judicial Chamber of the Judicial Council; provided that such a petition shall set out in detail the facts constituting the grounds for the removal.
- (ii) On receipt of a petition of the removal from office of a student office holder, the Clerk to the Judicial Council shall serve a copy of the petition to the officer whose office is the subject matter of the petition.
- (iii) On receipt of the petition, the affected officer shall within five (5) working days respond in writing setting out in detail any defence that he//she may have to the petition and any other facts that he/she thinks is relevant to his response.

#### **25. Impeachment**

- (i) Any student shall, by notice in writing addressed to the Chairperson of the Judicial Council, to commence an impeachment proceeding against any Executive Officer,

provided that the officer shall be served with a copy of the notice three (3) clear days before start of such proceedings; hitherto, notice of impeachment shall be supported by twentyfive percent (25%) of students.

(ii)The Chairperson of the Judicial Council shall within five (5) days of receiving the notice of impeachment convene a sitting of the Judicial Council for a determination of the grounds for impeachment.

(iii) (a) Where a prima facie case has been established by the Judicial Council, it shall be communicated to an emergency session of the General Assembly called for that purpose by the Vice-Secretary.

(b) Decision by the Judicial Council shall be by simple majority.

(iv) The General Assembly shall then debate and there after vote on the issue.

(v) For purpose of impeachment at least seventy-five percent (75%) of the General Assembly members must be present and the votes of sixty-percent (60%) of such members shall be conclusive for or against the motion of impeachment.

(vi) Without prejudice to any other provision of this constitution for the purpose of this article.

(a) The Vice-President presides over the emergency session of the General Assembly if the entire President is impeached;

(b) A member of the Executive Council not being an executive officer, shall chair the emergency session of the General Assembly if the entire Executive Officers are being impeached;

(c) Otherwise, the president chairs the meeting

(vii) Any officer so impeached shall forthwith cease to be in members of the Executive or General Assembly.

(viii)Any vacancies created by virtue of any provision of this constitution shall be filled within twenty-one (21) days through a bye-election after such vacancies are created.

(ix)Upon the subsequent removal of the GCTU-ACS President from office, the VicePresident shall assume office and act as President until a bye election is held in twenty-one (21) days.

## **26. Removal of a member from the General Assembly**



(i) A class shall have power to withdraw or remove any or all of its representatives in the General Assembly provided that such exercise shall be affected through a resolution properly passed by the said class.

(ii) The General Assembly shall have the power to suspend or expel any member who is not an Executive member upon stated misbehaviour, provided that such a member shall have the right to appeal to the Judicial Council.

## **27. Resignation**

Without prejudice to any provision of this constitution;

(i) Any Executive Officer or member of the Association may resign from his office or membership at anytime and shall inform the Chairman of the Judicial Council of the

Association within five (5) working days before the effective date of resignation.

(ii) If the Judicial Council of the Association accepts the said resignation an Executive Officer or member shall hand over such items to the Executive Council members.

(iii) Any Executive Officer wishing to contest any bye-election shall duly resign from his present position or office.

(iv) Upon the death, resignation or removal from office of an unsound or suffering from prolonged illness or is withdrawn from the University College, the Electoral Commission shall conduct a bye-election within twenty-one (21) days.

## **CHAPTER SIX**

## **FINANCE**

### **28. The student's fund**

(i) There shall be GCTU-ACS account, subject to provision of this article which shall receive;

(a) All Dues or other monies raised or received.

(b) Any other monies raised or received in trust for, or on behalf of the Association.

(c) That are payable by or under a resolution of the General Assembly into some other funds established for specific purpose; or

(d) That may, by or under a resolution of the General Assembly, be retained by a committee or commission of the General Assembly that receives them for the purpose of defraying the expenses of that committee or commission.

(iii) Notwithstanding Clause (c) of this article, a committee or commission may with the prior approval of the General Assembly retain a percentage of revenue or monies received in accordance with Clause (b) of the article.

### **29. Withdrawals from student fund**

(i) No monies shall be withdrawn from the students fund except when it meets the expenditure which has been approved by this constitution or by a resolution of the General Assembly.

(ii) The Association shall create an account with any of the approved Bank of Ghana Financial Institutions (Banks).

(iii) For the Association, any receipt into or withdrawal from the Association Account shall be authorized by the Dean of the Faculty who is the Life Patron of the Association or an HOD appointed by the Dean of the Faculty.

(iv) Without prejudice of clause (1), however, in the absence of the Dean of the Faculty, a person shall be delegated by the Dean of the Students' Affairs to authorize any receipt into or withdrawal from the Association account.

(v) Any receipt into or withdrawal from the Association's Account by any document whatsoever shall be authenticated by the signatures of the Dean of the Faculty who is the the sole principal signatory, the President and any one of these two Executive Officers the Treasurer or the Secretary.

### **30. Budget**

(i) The President shall cause to be prepared and presented to the General Assembly, at the beginning of each semester, estimates of revenues and expenditure of the Association or

Committee of the General Assembly for that semester.

(ii) Without prejudice to Clause (i) of this article the president shall within twenty-one days (21) after assumption of office, present to the General Assembly, the proposed programs or projects or activities to be undertaken by the Executive Officers during their tenure of office.

(iii) The proposed estimate of any committee or commission shall be classified under programs or activities of the Association and shall be presented to the General Assembly to provide for the issue from the Student Fund or such other appropriate fund of the sum of money necessary to meet the expenditure and the appropriation of those sums for purpose specified.

(iv) The General Assembly shall prescribe the procedure for the presentation of such estimates.

(v) Where, in respect of the semester, it is found that the amount of monies appropriated for any purpose is insufficient or a need has arisen for expenditure for purpose for which no sum of money has been appropriated a supplementary estimate showing the sum of money required shall be presented to the General Assembly for its approval.

(vi) Notwithstanding the provision of the preceding clauses of these articles, the president shall present estimates of revenue and expenditure to the General Assembly of the Association for periods of over one semester for the development or long-term purposes.

### **31. Expenditure in advance of appropriation**

Where it appears to the president that the estimate in respect of any semester will not come into operation by the beginning of the semester, he/she may, with the prior approval of the General Assembly authorize the withdrawal of monies from the students fund for the purposes of meeting expenditure necessary to carry on the activities of the Association.

### **32. Loans**

No loans shall be raised for, or on behalf of the Association or any committee or commission.

### **33. Project and programmes exceeding tenure**

(i) Any transactions, projects and programmes that may exceed the tenure of office of the Executive Officers shall not be entered into except with the prior approval of two-thirds majority or **all members of the General Assembly** present and voting.

(ii) The General Assembly shall have power to modify the terms of or rescind any transaction or contract which is the opinion of two-thirds majority of members present

and voting, is not in the best interest of the general student body or inconsistent with the provisions of this constitutions.

## CHAPTER SEVEN

### JUDICIAL

There shall be a Judicial Council consisting of two (2) chambers; the Ordinary Chamber and the Appellate Chamber.

#### **34. Composition**

- (i) The Ordinary Chamber shall comprise five (5) members all of whom shall be appointed by the Executive Council subject to approval by the General Assembly;
- (ii) There shall be a Chairman of the Ordinary Chamber chosen from within the members of the Chamber.
- (iii) The Appellate Chamber shall comprise the following

(a) The Dean of Students

(b) A senior member with a legal background chosen by the Dean of the Faculty both of whom shall be non-voting members acting solely on advisory basis.

(iv) Five (5) students appointed by the Executive Council subject to the approval of the General Assembly;

(v) There shall be a clerk who shall be appointed by the Executive Council subject to the approval of the General Assembly to provide administrative and secretarial support service to both the Ordinary and Appellate.

### **35. Qualifications**

The provisions of the article 13 on the eligibility and qualification for elections into the Executive Council shall also apply to student members of the Judicial Council.

### **36. Independence of the Judicial Council**

The Judicial Council shall conduct its activities and perform its functions in accordance with the provisions of this constitution and shall not be subject to the control and directions of the Executive Council, the General Assembly or any group of persons or organs of the Association.

### **37. Functions of the Ordinary Chamber**

The Ordinary Chamber shall perform the following functions;

(i) To interpret and enforce the Association Constitution

(ii) To determine whether any conduct of a student or group of students is consistent with the spirit and letter of the constitution.

(iii) To determine petitions seeking to remove an officer elected under this constitution.

### **38. Functions of the Appellate Chamber**

The Appellate Chamber shall perform the following functions;

- (i) To determine appeals from decisions, orders or directions of the Ordinary Chamber, provided that no appeals shall be lodged with the Appellate Chamber unless the subject matter of the appeal has been reviewed by the Ordinary Chamber.
- (ii). To determine petitions relating to elections.

### **39. Powers of the Ordinary Chamber**

The Ordinary Chamber shall have the power to;

- (i) Order any officer elected under this constitution or a member of a committee or Body established under this constitution to produce any document or provide information that the Ordinary Chamber deems necessary or requires for the performance of its functions.
- (ii) Order any officer elected under this constitution or a member of a Committee or Body established under this constitution to appear before it and testify or otherwise assist the Ordinary Chamber perform its functions under this constitution, provided that such order shall only be made if the testimony of the officer or individual concerned is relevant to the performance of the functions of the ordinary Chamber.
- (iii) Order any officer elected under Constitution registered under the Association Constitution or a member of a Committee or Body established under this constitution to appear before it and testify or otherwise assist the Ordinary Chamber perform its functions under this constitution, provided that such order shall only be made if the testimony of the officer or individual concerned is relevant to the performance of the functions of the Ordinary Chamber.

- (iv) Order any student or group of students elected under this constitution to provide any document or information that the Ordinary Chamber deems necessary or requires for the performance of its functions.
- (v) Review its own previous decisions, orders and directives.
- (vi) Exercise such powers as may be necessary for the performance of its functions.

#### **40. Powers of the Appellate Chamber**

The Appellate Chamber shall have the following powers;

- (i) The same powers convene on the Ordinary Chamber, as provided for in article 49 of the constitution.
- (ii) Exclusive powers to determine matters of petitions relating to elections conducted under this constitution.
- (iii) Without prejudice to any provision of this constitution, the decisions of the Judicial Council on matters of interpretation of this constitution shall be final and conclusive, subject to the rules and regulations of this University College and any other law.

#### **41. Proceedings of Judicial Council**

(i) Ordinary Chamber

- (a) For the purpose of determining a matter at first instance, the Ordinary Chamber shall be duly constituted by any three (3) members of the Chamber, including the Chairman, except that the four (4) members of the Chamber shall be rotated in the selection process.
- (b) The Chairman of the Chamber shall preside over all proceedings of the chamber; but where the chairman for any reason will be unable to preside over the proceedings, the members may choose any one amongst them to act in his stead.



(c) Decisions of the Ordinary Chamber shall be taken by a majority of the votes of the members.

(d) Proceedings shall be recorded in writing by the Clerk and signed by the Chairman subject to the confirmation of members who took part in the proceedings.

(ii) The Appellate Chamber

(a) The Appellate Chamber shall be duly constituted for the performance of its appellate and other functions by all the members of the Chamber.

(b) The Dean of Students shall preside over the proceedings of the Chamber and if for any reason the Dean of Student will be unable to preside, then the other senior member shall act in his stead.

(c) Decision of the Appellate Chamber shall be taken by a majority of the votes of members.

(d) In the event that the membership of the Appellate Chamber reduces to four (4) and the need arises for the Chamber to meet and take a decision on any matter, the remaining four

(4) members shall meet and take the decisions, provided that where there is a tie the Chairman subject to the confirmation of member who took part in the proceedings.

**42. Procedures for commencing action in the Judicial Council**

(i) Only registered students or groups of Business students are entitled to bring a matter to the Judicial Council.

(ii) A student who alleges that a ground or grounds exist(s) to justify the commencement of an action shall commence such actions by means of petition in writing and signed by him or the petitioner as the case may be, and delivered to the Clerk of the Judicial Council.

(iii) The petition shall be accompanied by a written statement setting out in detail the facts that establish the actions.

(iv) On receipt of the petition and the written statement, the Clerk to the Judicial Council shall make copies of the documents and serve same as the persons against whom the actions is being commenced; within three (3) working days from the date of the receipt of the documents.

(v) A person against whom a petition has been lodged shall within five (5) working days from the date of receipt of copies of the petition and the accompanying statement, respond in writing and signed by him and delivered to the Clerk of the Judicial Council.

(vi) Upon receipt of a response to a petition the Clerk upon consultation with the Chairman of a particular Chamber of the Judicial Council in which the petition is lodged shall fix a date for determining the petition.

(vii) The Clerk shall serve a written notice on the parties to the petition of the date, venue and time for determining the petition.

(viii) The Judicial Council may proceed to determine a matter the absence of a party who has been duly notified of the date, venue and time of the proceedings.

#### **43. Constitution Compilation or Review Committee**

- All expenses incurred by the Constitution Compilation Committee (CCC) shall be charged on the Association's Account

- The Executive Officers in consultation with the Executive Council of the first administration shall decide on the amount due members of the Constitution Compilation Committee (CCC) as allowance at the first sitting.

## **CHAPTER EIGHT**

### **COMMITTEES**

#### **44. Finance and Budget Committee**

##### **Finance**

i. There shall be a finance committee which shall pre-audit all financial transactions of the Executive Officers, commissions or committees involving amounts in excess of GHC10 or as may be determined by the General Assembly.

ii. Composition

The Finance Committee shall comprise;

- a) The Treasurer who shall be the Chairperson to the committee;
- b) At least one representative each from level 200 and level 300
- c) Such others members to make up the required number

(iii) Default by Finance Committee

a) Where there is a default on the part of the finance committee and such default is found by the audit board be due to the wilful neglect or refusal or incompetence both of the members of the finance committee or refuse to comply with this part of the constitution every member of the committee shall cease fourth-with to be member of the finance committee.

b) Where the default is found to have been caused either wholly or in part by any member of the Finance Committee such member shall suffer the penalty as may be determined by the Audit Board.

(iv) Non-Compliance

Any person who whether intentionally or otherwise, fails to comply with the provisions of this chapter shall, be liable account for, or to any other punishment prescribed by the General Assembly or determined by the Judicial Council.

(v) Duties of the Finance Committee

(a) The finance committee shall

i) Encourage and promote the efficient utilization of the resources of the Association through effective and efficient functional measures.

ii) Do all other things consistent with this chapter as prescribed by a resolution of the General Assembly in accordance with this constitution.

iii) Be responsible for monitoring the receipts and payments out of the student fund and shall report to the General Assembly.

b) The Finance Committee shall, not later than six (6) weeks;

i. Before the end of each semester; and

ii. Three (3) weeks after the beginning of each semester submit to the Audit Board for

audit; a statement of receipts and payments into and from the students' fund,

their sources, dates of receipt and all other particulars of such contributions to the Association Assembly.

d) within three weeks after the beginning of each semester and within four (4) weeks before the end of each semester, the finance committee shall, inform the general student body by publishing on all notice boards details of all financial transactions of the Association or Committees of the General Assembly in the preceding semester or the current semester.

#### **45. Audit Committee**

(i) There shall be an Audit Committee which shall comprise five (5) members appointed by the Executive Officers of the Association with the prior approval of the General Assembly at its first sitting provided that there are not two persons on the board from one and the same class on campus.

(i) The accounts of the Association and all committees, commissions established under this constitution or by a resolution of the General Assembly shall be audited and reported on by the chairperson of the Audit Board to the General Assembly.

(iii) For purpose of Clause (2) of this article the Chairperson of the Audit Committee shall have access to all books, records, returns and other documents relating or relevant to the accounts.

(iv) The accounts of the Association and all other committees referred to in Clause (2) of the article shall be kept in such forms as the Audit Board shall approve.

(v) For the purpose of its work, it shall be lawful for the Audit Committee to subpoena any person, including members of the Executive Council to appear before it.

(vi) Any person who, knowingly or recklessly makes either orally or writing to the Audit Committee, any statement conveying information or explanation require by board or to which the board is entitled and which misleading false or deceptive shall be liable to

sanctions approved by the Disciplinary board or General Assembly upon the recommendation of the board whichever may be appropriate.

(vii) The findings of the committee shall be communicated to General Assembly together with its opinion as to advisability or otherwise of transactions undertaken by the Association committee of the General Assembly.

(viii) The chairperson of the Audit Committee shall, not later than two weeks after the submission of the statement referred in Clause (2) of this article, submit a report to the General Assembly on the statement.

(ix) The General Assembly shall debate the report of the Audit Committee and appoint, where necessary in the interest of students, a committee to deal with any matters arising from the report.

(x) The Audit Committee shall thereafter publish the report of the findings on all notice boards within seventy-two hours after the General Assembly has debated on the report of

Clause (7) of this article whichever is earlier.

(xi) A committee set up by the General Assembly under Clause (9) of this article shall, present its report to the Audit Board within seven days after the said committee has been appointed.

(xii) The audit board shall be responsible for collecting all audited report and displaying its recommendation on all students' notice boards before handing over.

#### **46. Independence and powers of the Audit Committee**

(i) In the performance of its functions under this constitution or another resolution of the

General Assembly not inconsistent with the Constitution, the Audit Committee;

(a) Shall not be subject to the direction or control of any person or authority;

(b) Shall disallow any item of expenditure which is contrary to the provisions of this constitution or a resolution of the General Assembly and surcharge.

i. The amount of any expenditure disallowed upon person responsible for incurring or authorizing expenditure.

ii. Any sum which has not been duly brought in account, upon the person by whom the sum ought have been brought into account; or iii. The amount of any loss or deficiency upon any person by whose negligence or misconduct the loss of deficiency has been incurred.

iv. A person aggrieved by a disallowance or surcharge made by the Audit Board may appeal to the Judicial Council.

#### **47. Administrative Expenses of the Board**

(i) The administrative expenses of the board shall be a charge on the student fund

(ii) The accounts of the Audit Board shall be audited and reported upon by an auditor appointed by the General Assembly.

#### **48. Dues and other amounts paid by students**

(i) No amount shall, unless by a resolution of the General Assembly, be introduced by the Executive Officers imposed on a student.

(ii) For the Avoidance of doubt, it is hereby declared that the Association dues to be paid by the students shall be debated upon at a General Assembly before its imposition or the students fund on the payment, issue, or withdrawal from the students' fund.

#### **49. Entertainment and Sports Committee**

##### **Entertainment**

(i) There shall be an entertainment committee which oversee the organization of all GCTU-ACS entertainment activities on campus and shall be part of the GCTU-ACS week Planning Committee whenever the GCTU-ACS week is about to be celebrated.

(ii) The entertainment committee shall, at the beginning of each semester, draw up a program of activities and present to the General Assembly for an approval which shall be published on the notice boards of the University (Computing Faculty)

(iii) Appointments to the Entertainment Committee shall be by the Executive Officer provided that the appointments are made either wholly or partly from among the membership of the General Assembly and provided also that the Chairperson shall be appointed by the Executive Officers subject to the approval of the General Assembly.

(vi) When any commercial function is organized details of income and expenditure shall be published on the notice boards of the University College within ten (10) days after the said function.

(v) The entertainment committee, shall in compliance with the provisions of this constitution present accounts of proceeds accruing to it, every six (6) weeks to the finance committee, and pay into the students' fund through the Treasurer, any monies received or had or accruing to Entertainment Committee in accordance with the provision of this constitution.



## **Sports Committee**

- (vi) There shall be a Games and Sports Committee whose membership shall be appointed by the Executive Officers subject to the approval of the General Assembly.
- (vii) The Committee shall
  - (a) Be responsible for the development, co-ordination, promotion and organization of all games or sporting activities on the University College campus.
  - (b) Keep inventory of all sports and equipment and issue them to the various levels/classes as and when they are needed.
  - (c) Perform any other duties assigned by the General Assembly.

## **50. Welfare Committee**

- (i) There shall be a welfare committee that shall be responsible for;
  - (a) Ensuring the welfare of the members of the General Assembly and students at large;
  - (b) The determination of honorarium to be given to the Executive Officers as vacation residence fee including cost of meals and other living expenses, and the sitting allowances of their student members of the Judicial Council.
  - (c) The performance of any other duties assigned to it by the General Assembly or the Executive Council.
- (ii) Appointments to serve on the Welfare Committee shall be made by the Executive Officers subject to the approval of the General Assembly provided that the said appointments are made either wholly or partly from the General Assembly.

(ii) The Chairperson of the Welfare Committee shall be appointed by the Executive Officers at the first sitting of the General Assembly.

### **51. Electoral and Vetting Committee**

#### **Elections**

#### **Composition**

- (i) There shall be an Electoral Commission which shall comprise the following;
  - (a) An Electoral Commissioner appointed by the Executive Council subject to the approval of the General Assembly.
  - (b) Seven (7) other persons chosen by the General Assembly
  - (c) No person shall be qualified for the post of Electoral Commissioner unless he/she qualifies to contest for the position of an Executive /Council Member.

#### **52. Functions**

- (i) The functions of the Electoral Commissions shall include the following;
  - (a) Register candidates to be elected under this constitution
  - (b) Conduct investigations and determine the 13 of candidates for elections
  - (c) Publish a list of registered candidates
  - (d) Receive complaints or objections candidature of persons registered to contest an election.
  - (e) All complaints or objections, if any, shall be referred to the Judicial Council for its determination.

- (f) Compile and publish a list of eligible candidates.
- (g) Determine and publish a date for the holding of elections
- (h) Ensure that facilities and logistics needed for free, fair and effective elections are available.
- (i) Supervise the orderly conduct of elections
- (j) Declare results of elections
- (k) Publish provisional and final results
- (l) Receive and refer complaints and objections to the results to the Judicial Council for determination.
- (m) Supervise the conduct of constitutional amendments
- (ii) Notwithstanding the above, the Electoral Commission (EC) shall perform such other duties that may be necessary for the conduct of free, fair, transparent and orderly elections.
- (iii) The administrative, operational and miscellaneous expenses of the Electoral Commission shall be charged on the Association's fund.

### **53. Eligibility for Elections**

- (i) Without prejudice to any provision of this constitution, a student shall qualify to contest to be elected into any Executive Office, provided that;
  - (a) He/she is of an academic grade of at **least a Second Class Upper** at the time of filing nominations; hitherto, the authenticity of the academic grade shall be determined by the University's Administration.

- (b) He/she has been endorsed by five (5) members from five (5) classes, including his/her class, in the case where more than one person contests the same position, no class member shall endorse more than one candidate. The endorsement shall be the name and signatures of class members on a Form as designated by the Electoral Commission.
- (c) He/she has fulfilled all financial obligations to the university.
- (d) He/she has completed at least four (4) semesters and has two (2) semesters to complete a registered course.
- (e) He/she is pursuing a full time Undergraduate programme.
- (f) Judicial Committee of the SRC or committee of Enquiry of the University has not made any adverse findings against him/her.
- (ii) Without prejudice to any provision of this constitution, apart from Article 26 (1) Clause (a) to (f), the Vetting Committee shall determine other essential qualities through screening and vetting, which shall not be at variance with the students Handbook and Constitution of this land.

#### **54. Nominations**

- (i) All Nominations Forms shall be received by the Electoral Commissioner or the deputies.
- (ii) Nominations shall be filled in respect of the post of the Executive Officers to the Association, to wit, President, Secretary, Treasurer, Public Relations Officer and the Organizing Secretary. The nomination forms for the president shall have a column for name of the Vice-President he/she intends to appoint, who also qualifies to be related as an Executive Officer, provided that the President and the Vice-President are not from one and the same class.
- (iii) The Electoral Commissioner shall have powers to issue Nomination Papers to the deputies who in turn, shall issue them to prospective class candidates who shall return them a period fixed by the Electoral Commission.

- (iv) For such nominations to be valid, they must be supported by five (5) genuine student signatures from not less than five (5) class each; provided however that each student signatory shall not support the nomination of any other candidates for the same post. Provided further that if such gives the prospective candidates involved 48 hours to secure fast signatories or forfeit their candidates.

## 55. Conduct for Elections

- (i) Students who wish to stand for elections shall apply to the Electoral Commission by completing a prescribed form by the Electoral Commission for that purpose.
- (ii) Voting by proxy is prohibited
- (iii) A candidate is deemed elected if he/she is elected by single majority of the valid vote cast.
- (iv) Where at the close of nominations, only one candidate is nominated, there shall still be an election and that candidate (or group of candidates running unopposed shall pull not less than **50% plus one valid vote cast**. Where he/she does not obtain 50% plus one valid vote, the Electoral Commissioner shall call fresh nominations for that particular position within seven (7) days.
- (v) The Electoral Commissioner shall, immediately after the elections declare provisional results and unless and until such results are challenged, shall declare the final results within seventy-two (72) hours after the elections.
- (vi) For the avoidance of doubt, the results for any elections cannot be challenged after the declaration of the final results by the Electoral Commission.
- (vii) The Electoral Commission shall be dissolved after the declaration of the final results.

(viii) The schedule for holding the Association elections is as follows;

(a) The Electoral Commission shall issue notice inviting nominations from interested and qualified candidates in the **fifth week of the first semester**.

(b) The vetting committee shall perform series of screening and vetting exercise in **the sixth and seventh week of the first semester** during which time will all nominated candidates shall submit themselves for vetting and clearance.

(c) Election campaigns and rallies shall take place within **eighth and ninth week of the Second semester** until 6:00pm of the eve of elections.

(d) All elections shall be held in the tenth **week of the Second semester** of each academic year.

(e) Handing over ceremony shall take place within the **eleventh week of the Second semester** (at the end of year dinner).

## **56.Regulations**

(i) A person can be deemed a candidate only after he/she has been vetted and put up by the Electoral Commission.

(ii) A candidate cannot withdraw his candidature a week before the voting day.

(iii) No candidate, his representative nor supporters shall campaign whilst voting is in progress.

(iv) There shall not be any campaign material within 100m radius of the polling stations on voting day.

- (v) Complaint of electoral fraud and allegations of electoral malpractices should be lodged with the Electoral Commission within 24 hours after voting.

### **57. Eligibility of voters**

A person shall not qualify to vote unless he/she is

- (i) A duly registered student of the University
- (ii) A registered student, irrespective of the session
- (iii) Of sound and healthy mind

### **58. Challenging the validity of Election Results**

Without prejudice to any provisions of this constitution;

- (i) A candidate may challenge the validity of an election by presenting a petition at the Judicial Council within forty-eight (48) hours after the declaration of the provisional results.
- (ii) The petition shall indicate the position in respect of which the challenge is being made, stating the grounds for the challenge.
- (iii) The Judicial Council shall, without prejudice to any provision of this constitution, decide on the validity of an election within five (5) working days after receiving the petition.
- (vi) Where the Judicial Council annuls an election, a fresh election shall be conducted within the next six (6) working days.

### **59. Appointment of Polling Agents**

Each candidate shall appoint one (1) student as polling agent for each polling station and the name of the agent shall reach the Electoral Commission one (1) clear working day before voting.

(i) There shall be a Vetting Committee which shall be chaired by the Electoral Commissioner, and be responsible for ensuring that candidates for any elections under this constitution satisfy the requirements provided for in this constitution, or a resolution of the General Assembly, or regulations of the Electoral Commission set out in this constitution. The Vetting Committee shall have the power to disqualify any candidate for any election under the constitution on the grounds stated by this constitution.

#### **60. Vetting Committee**

(ii) Composition of the Vetting Committee

The Vetting Committee shall comprise of the following;

a) The Electoral Commissioner

b) The Secretary of the Electoral Commission

c) Two (2) members of the General Assembly

d) One member of the Executive Council nominated by the Executive Officers of the GCTU-ACS.

(e) Three (3) other students of the University College (Computing Faculty) invited by the Electoral Commissioner.

(f) The Secretary of the Judicial Council

(g) A representative of the Patrons of the Association

#### **61. Alumni Committee**

(i) There shall be an Alumni Committee whose membership shall be voluntary and shall be part of the General Assembly.

(ii) They shall make contribution as and when needed in the Association



## **62. Reports to the General Assembly**

(i) Any person nominated by the General Assembly or the Executive Officers to serve on any Committee in this Association shall report to the General Assembly on every General Assembly meeting.

(ii) The President shall, at the first sitting of the General Assembly, after assumption of office, bring to the notice of the General Assembly such committee in the University (Computing Faculty) in which the Association has representation.

## **63. Presentation of Reports**

Every committee of the General Assembly shall present written reports on its activities to the General Assembly at every General Assembly meeting.

## **64. Procedure of Committees**

Every committee shall, subject to the provision of this constitution or a resolution of the General Assembly, regulate its own procedure for its activities and this shall not be inconsistent with the provision of this constitution.

## **65. Responsibility of Committee Members**

Any person appointed to any Committee or office who;

(i) Misappropriate any funds; or

(ii) Conduct himself in such a manner as to cause depreciation whether in respect of loss or otherwise, in any cash property entrusted to him; shall be liable to make good the loss or liable to any punishment to be prescribe by the General Assembly.

## **CHAPTER NINE**

# **HONORARIUM**

### **66.Certificates or Awards**

Certificates of honour or awards shall be presented to the Executive Officers, members of the Executive Officers, members of the Executive Council, the General Assembly, upon the successful completion of the tenure of office at a handing over ceremony to be held in public. All committee members and individuals who have contributed to the cause of students shall be entitled to certificates and awards.

## **CHAPTER TEN**

### **AMENDMENTS AND REVIEWS**

Any provision(s) of the constitution shall be amended in the following manner:

- (1) A person who seeks to amend any provision shall indicate in writing the reasons for the amendments in memoranda.
- (2) Copies of the proposed amendments shall be delivered to the clerk (secretary) of the General Assembly for deliberation.
- (3) Two thirds of the members of the General Assembly present and voting shall approve proposed amendments provided that there shall be no such voting unless there is a quorum of the members of the assembly.
- (4) In the case of entrenched provisions in this constitution, each of the courses shall deliberate on the proposed amendments and shall be deemed to have been effected if twothirds of the members of each course vote in favour of it.
- (5) The amendment shall come into effect seventy-two (72) hours after publication of the results,
- (6) The approval of amended entrenched provisions and an absolute review of the constitution shall be conducted by the Constitution Compilation and Review Committee.

(7) For the avoidance of doubt, entrenched provisions in this constitution refers to

Chapter One.

## **APPENDIX ONE**

### **OATH SWEARING**

I ..... hereby declare that I will hold and honour this office with all diligence and to the best of my ability. I promise to be transparent, loyal and patriotic to the Association of computing Students; and also, to uphold, protect and follow the constitution as stated to the latter.

So, help me GOD.