



**INTERNATIONAL
UNIVERSITY
OF EAST AFRICA
(IUEA)**

STUDENTS' GUILD CONSTITUTION

"LEARNING TO SUCCEED"

I. TABLE OF CONTENTS	Page
INTERPRETATION	7
BACKGROUND TO THE STUDENTS' GUILD CONSTITUTION.....	8
ESTABLISHMENT OF THIS CONSTITUTION	8
UNIVERSITY COUNCIL MINUTE	8
STUDENTS' GUILD DECLARATION.....	8
LANGUAGE OF COMMUNICATION	9
LAYOUT OF THIS CONSTITUTION.....	9
PRESENTATION OF THIS CONSTITUTION	9
ARTICLES OF THIS CONSTITUTION.....	10
ARTICLE 1: NAME.....	10
ARTICLE 2: HEADQUARTERS	10
ARTICLE 3: PURPOSE.....	10
ARTICLE 4: AIMS AND OBJECTIVES	10
ARTICLE 5: THE SUPREMACY OF THE CONSTITUTION AND ITS LIMITS	11
ARTICLE 6: TYPES OF MEMBERSHIP	11
<i>Clause 6.1: Registered Students</i>	<i>11</i>
<i>Clause 6.2: Associate Members.....</i>	<i>11</i>
<i>Clause 6.3: Honorary Members.....</i>	<i>11</i>
<i>Clause 6.4: Life Membership</i>	<i>11</i>
<i>Clause 6.5: Membership year</i>	<i>12</i>
<i>Clause 6.6: Rights and Obligations of Registered students.....</i>	<i>12</i>
<i>Clause 6.7: Cessation of involvement in IUEA Student Guild operations and Activities.....</i>	<i>12</i>
<i>Clause 6.8: Register of Members.....</i>	<i>13</i>
ARTICLE 7: ORGANS OF THE IUEA STUDENTS' GUILD GOVERNMENT.....	13
<i>Clause 7.1: General Assembly.....</i>	<i>13</i>
<i>Clause 7.2: Guild Representative Council (GRC).....</i>	<i>13</i>

<i>Clause 7.3: Guild Executive</i>	14
<i>Clause 7.4: Care-Taker Government</i>	14
<i>Clause 7.4.1: Composition of the Care-Taker Government</i>	14
<i>Clause 7.4.2: The Mandate of Care-Taker Government</i>	15
<i>Clause 7.5: The Games Union</i>	15
<i>Clause 7.6.1: Committee for Social, Campus and off Campus Affairs</i>	16
<i>Clause 7.6.2: Committee for National and International Affairs</i>	16
<i>Clause 7.6.3: Committee for Finance</i>	16
<i>Clause 7.6.4: Committee for Information, Mobilization, Communication and Transport</i>	16
<i>Clause 7.6.5: Committee for Health</i>	17
<i>Clause 7.6.6: Committee for Academic and Professional Affairs</i>	17
<i>Clause 7.6.7: Committee for Justice and Constitutional Affairs</i>	17
<i>Clause 7.6.8: Guild Disciplinary Committee</i>	17
ARTICLE 8: FUNCTIONS AND POWERS	18
<i>Clause 8.1: Guild Representative Council (GRC)</i>	18
<i>Clause 8.2: The Guild Speaker</i>	18
<i>Clause 8.2.1: The Duties of the Guild Speaker</i>	18
<i>Clause 8.3: The Deputy Guild Speaker</i>	19
<i>Clause 8.4: Guild Representative(s)</i>	19
<i>Clause 8.4.1: Duties of Guild Representative(s)</i>	19
<i>Clause 8.4.2: Guild Representatives' Rights</i>	20
<i>Clause 8.5: Duties of the Guild Executive</i>	20
<i>Clause 8.6: Administrative Functions of the IUEA Students Guild Executive</i>	20
<i>Clause 8.6.1: The President</i>	20
<i>Clause 8.6.2: The Vice President</i>	21
<i>Clause 8.6.3: General Secretary</i>	22
<i>Clause 8.6.4: The Deputy General Secretary</i>	22

<i>Clause 8.6.5: The Minister for Social, Campus & Off Campus Affairs</i>	22
<i>Clause 8.6.4: The Minister for Finance</i>	23
<i>Clause 8.6.5: The Minister for Information, Mobilization, Communication and Transport</i>	23
<i>Clause 8.6.6: The Minister for Health and Environmental Protection</i>	24
<i>Clause 8.6.7: The Minister for Academic & Professional Affairs</i>	25
<i>Clause 8.6.8: Minister for Gender and Cultural Affairs</i>	25
<i>Clause 8.6.9: The Minister for Justice and Constitutional Affairs</i>	26
<i>Clause 8.7: The Games Union</i>	26
ARTICLE 9: ELECTIONS.....	26
<i>Clause 9.1: Establishment Of The Electoral Commission</i>	26
<i>Clause 9.1.1: Appointment to the Commission</i>	27
<i>Clause 9.1.2: Eligibility to membership of the Electoral Commission</i>	27
<i>Clause 9.1.3: Term of Office for members of the Electoral Commission</i>	27
<i>Clause 9.2: Functions and Powers</i>	28
<i>Clause 9.2.1: The Returning Officer (Chairperson)</i>	28
<i>Clause 9.2.2: The Vice Chairperson</i>	28
<i>Clause 9.2.3: The Secretary</i>	29
<i>Clause 9.2.4: The Commissioners</i>	29
<i>Clause 9.3: Meetings of the Electoral Commission</i>	29
<i>Clause 9.4: Preparation of and Materials for Elections</i>	29
<i>Clause 9.5: Facilitation of Commissioners</i>	30
<i>Clause 9.6: Election period, Re-run and Eligibility</i>	30
<i>Clause 9.6.1: Annual Elections</i>	30
<i>Clause 9.6.2: Eligibility to Vote</i>	31
<i>Clause 9.7: Presidential and G.R.C Elections</i>	31
<i>Clause 9.7.1: Eligibility, Campaigns and Elections for Presidential Elections</i>	31
<i>Clause 9.8: G.R.C Criteria for Eligibility, Representation and Elections</i>	33

<i>Clause 9.8.1: Criteria for Eligibility</i>	33
<i>Clause 9.9: Eligibility of Members to stand for the GRC Offices</i>	34
<i>Clause 9.10: Election Agents</i>	34
<i>Clause 9.12: Nomination and Appointment of the Executive</i>	35
<i>Clause 9.13: The Speaker and Deputy Speaker</i>	35
<i>Clause 9.14: Elections Cancellation and By-Elections</i>	35
<i>Clause 9.14.1: Cancellation Of Elections Or Voting Process</i>	35
<i>Clause 9.14.2: By-Elections/Re-run</i>	35
<i>Clause 9.15: The Committees</i>	36
<i>Clause 9.15.1: The Vetting Committee</i>	36
<i>Clause 9.15.2: The Vetting Committee procedure</i>	36
<i>Clause 9.15.3: Petition Tribunal</i>	36
<i>Clause 9.16: Swearing-In</i>	37
<i>Clause 9.17: Oath of Allegiance</i>	38
ARTICLE 10: TERMINATION OF OFFICE.....	38
<i>Clause 10.1: Resignation</i>	38
<i>Clause 10.2: Reshuffle, Suspension and Dismissal</i>	38
<i>Clause 10.3: Vote of No Confidence in the President or a Member of the Guild Executive</i>	39
<i>Clause 10.4: Vote of No Confidence in the Speaker or and Deputy Speaker</i>	41
ARTICLE 11: FINANCE	41
<i>Clause 11.1: Collection of Revenue</i>	41
<i>Clause 11.2: Source of Revenue</i>	42
<i>Clause 11.3: Budgeting</i>	42
<i>Clause 11.4: Authorization and Expenditure</i>	42
<i>Clause 11.5: Supervision of Finances</i>	43
<i>Clause 11.6: Auditing</i>	44
ARTICLE 12: THE STUDENTS-STAFF CONSULTATIVE COMMITTEE.....	44

ARTICLE 13: NATIONAL ASSOCIATIONS, SOCIETIES, CLUBS AND OTHER ORGANISATIONS.....	45
<i>Clause 13.1: Procedure of Registration</i>	<i>45</i>
ARTICLE 14: MEETINGS.....	46
<i>Clause 14.1: Convening of Meetings</i>	<i>46</i>
<i>Clause 14.2: Frequency</i>	<i>46</i>
<i>Clause 14.3: Notice of Meetings other than those convened to Debate a Motion of No Confidence.....</i>	<i>47</i>
<i>Clause 14.4: Presiding at a Meeting.....</i>	<i>47</i>
ARTICLE 15: THE CONSTITUTIONAL CHANGES AND INTERPRETATION.....	48
<i>Clause 15.1: Changes</i>	<i>48</i>
<i>Clause 15.2: Interpretation</i>	<i>48</i>
ARTICLE 16: BREACH OF THE CONSTITUTION	48
ARTICLE 17: GUILD OFFICIALS PRIVILEGES.....	48
ARTICLE 18: CODE OF CONDUCT.....	49
APPENDIX I.....	49
DECLARATION AND PRESENTATION OF THIS CONSTITUTION.....	49
CITATIONS/SWEARING- IN.....	50
(a) The President.....	50
(b) The Executive (Each).....	50
(c) The Members (all at a go).....	50
(d) The Guild Standing Committee Members (all at a go)	50
(e) The Hostel Officials	50
APPENDIX II: HANDING OVER	50
(a) Oath of the Out-going President.....	50

INTERPRETATION

In this Constitution, unless the context otherwise requires:

Academic Programme means the foundation programme, diploma, undergraduate degree and post graduate degree registered for at IUEA.

Academic Year means the two semesters comprising of seventeen weeks each.

Budget means the budget of the Guild.

Civic Education means a training and sensitization on the elections and the electoral process of all registered students of the IUEA students' guild by the Electoral Commission.

Elections mean the process of vetting, campaigning and voting for the president and members of the Guild Representative Council (GRC).

Electoral Commission means the authority entrusted with the responsibility of planning, organizing and conducting of the guild elections.

Election Agent means personnel who shall assist candidates in supervision and monitoring of polling stations during the election.

Guild means students body comprising registered students, associate, life and honorary members

IUEA means International University of East Africa.

Member means official and recognized member of the students' guild.

Office means position or designated work area.

President means the Guild President of the IUEA students' guild.

Racial means categorization of students based on color of Skin.

Religious means categorization of students based on religion.

Registered student means a student who has registered with his/her Faculty for the on-going semester.

Sitting Allowance means stipend allocated to members after attending meetings of the Guild Executives, GRC and University Council.

Speaker means the head of the GRC.

Tribal means categorization of students based on ethnic group.

University means International University of East Africa (IUEA).

BACKGROUND TO THE STUDENTS' GUILD CONSTITUTION

The International University of East Africa (**IUEA**) which commenced operations in September, 2011 enrolls students from within the East African Region and beyond. In order to foster a strong sense of identity, promote harmony, and inculcate the **IUEA** values amongst the student body like excellence in service, respect for all human beings, honesty and integrity, transparency and accountability the **IUEA** Administration and the Students embarked on the development of a Students Guild Constitution in 2013.

The enforcement of this Constitution should provide a climate, and environment in which the existing partnership between the **IUEA** Administration and the students is strengthened and built on a foundation of mutual trust, students are empowered to manage student related issues within the mandate of the constitution, protecting their interests, and are given an opportunity to develop and practice leadership skills, in addition to providing the students with a platform to debate and contribute to the development and growth of **IUEA** in its pursuit to be the 'Technological University of Choice in East and Central Africa'.

ESTABLISHMENT OF THIS CONSTITUTION

This Constitution of the **IUEA** students' Guild is established, and governed under the University License/Charter of International University of East Africa and approved by the Students Guild, and **IUEA** Administration.

UNIVERSITY COUNCIL MINUTE

The **IUEA** University Council at its sitting on the/...../20.....approved the **IUEA** Students Guild Constitution by Council Minute

STUDENTS' GUILD DECLARATION

We, the students and members of the **IUEA** Students Guild recognize and appreciate the diversity within the student body, and the need to work harmoniously with the **IUEA** Administration to contribute to, and promote a conducive learning and social environment.

We therefore endorse this Constitution in order to promote best practice, and good governance as a students' guild, and to give legality to how we shall contribute to, encourage, and inculcate the **IUEA** traditions and commendable culture of academic excellence, professional etiquette, and the promotion of a vibrant and engaging social life for the good of the entire **IUEA** community, and beyond.

LANGUAGE OF COMMUNICATION

This Constitution has been presented in English which is the chosen language of instruction at **IUEA** and also because all communications and meetings related to the Student Guild shall be conducted in English.

LAYOUT OF THIS CONSTITUTION

For ease of appreciation, understanding, and citing this Constitution has been presented in the form of articles and sub-sections in numerical form.

PRESENTATION OF THIS CONSTITUTION

For ease of articulation, verification, interpretation, implementation, and follow-up; the articles and sub-sections in whole and/or part(s) of this Constitution shall be cited and referred to as herein presented.

ARTICLES OF THIS CONSTITUTION

ARTICLE 1: NAME

The students' body, comprising registered students, associate, life and honorary members, shall be forthwith be called and known as '***INTERNATIONAL UNIVERSITY OF EAST AFRICA STUDENTS' GUILD***'. And for purposes of reading and presentation, of the articles of this Constitution be referred to as **IUEA Students' Guild**.

ARTICLE 2: HEADQUARTERS

The headquarters of the **IUEA Students' Guild** shall be at International University of East Africa main campus, Plot 1112/1121 Kansanga-Ggaba Road, Kampala.

ARTICLE 3: PURPOSE

The purpose of the **IUEA Students' Guild** shall be to promote and protect the interests of the entire students' community at International University of East Africa.

ARTICLE 4: AIMS AND OBJECTIVES

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

- a) To establish, popularize and maintain an efficient and effective students' government.
- b) To work with the IUEA Administration in all matters affecting the **IUEA Students' Guild** members, and to promote matters of interest to IUEA.
- c) To seek representation and/or participation in or on organs of the University Administration, as is provided for by the regulations of **IUEA** and National Council of Higher Education.
- d) To encourage and promote commendable traditions and culture of an academic and social nature at **IUEA**.

ARTICLE 5: THE SUPREMACY OF THE CONSTITUTION AND ITS LIMITS

This Constitution shall be the binding instrument upon which all polices regarding the **IUEA** Students' Guild shall be made and referenced, provided that such polices do not contravene the **IUEA** License/Charter, Constitution, and Statutes.

In the event of any contradictions between the articles herein and any other instrument of the **IUEA** Students' Guild, this Constitution shall prevail over such other instrument(s) and such other instruments shall be either declared null and void, or amended.

ARTICLE 6: TYPES OF MEMBERSHIP

Clause 6.1: Registered Students

Only Registered students shall be considered members of the **IUEA** Students' Guild.

Clause 6.2: Associate Members

All **IUEA** Alumni (graduates) shall be Associate members of the **IUEA** Student's Guild.

Clause 6.3: Honorary Members

The Guild Representative Council (GRC) may nominate persons that are not registered students or associate members but who have made remarkable contribution(s) to become honorary members of the **IUEA** Students' Guild, for the Approval of the University Council.

Clause 6.4: Life Membership

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

Clause 6.5: Membership year

- a) The membership year of the IUEA Students' Guild shall begin on the first day and end on the last day of the IUEA Academic year with the exception of life members, honorary members.
- b) The membership for first time students shall commence from the date of payment and shall not be carried forward to the next Academic year.

Clause 6.6: Rights and Obligations of Registered students

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

- (a) Attend and participate fully as a student in the proceedings of the IUEA Students Guild.
- (b) Elect and be elected to any organ or organs of the Guild government on presentation of the valid (stamped) examination permit for the semester running and / or a valid IUEA student identity card,
- (c) Be elected or nominated as a representative of the IUEA Students' Guild in any of the Guild's undertakings.
- (d) Express his/her opinion in a democratic, free and fair manner.
- (e) Make use of the IUEA Students' Guild facilities with the consent of the Guild Executive.
- (f) Read and inspect any notice by the General Secretary calling for a general meeting and respond accordingly.
- (g) Receive notices of general meetings.
- (h) Present or raise issues for discussion to the General Secretary at least 48 hours before the general meeting for consideration in the agenda.
- (i) Propose a motion of no confidence to the G.R.C in the President, a member of the Executive or member of the G.R.C.
- (j) To access the attendance roster of the general meeting and register their presence therein.

Clause 6.7: Cessation of involvement in IUEA Student Guild operations and Activities

A member's involvement in the operations and activities of the IUEA students' guild shall cease when;

- a) Either the General Secretary or Speaker receives a signed resignation from the member.
- b) The member Stops being a student at IUEA with exception of the Associate members.
- c) The member fails to enroll for the first semester of an Academic year.

Clause 6.8: Register of Members

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

ARTICLE 7: ORGANS OF THE IUEA STUDENTS' GUILD GOVERNMENT

Clause 7.1: General Assembly

- a) The General meeting of the IUEA Students' Guild shall be called the "GENERAL ASSEMBLY".
- b) The General Assembly shall be a consultative forum where members of the Guild can initiate ideas for consideration by the GRC.
- c) The General Assembly shall be carried out at least twice a semester.

Clause 7.2: Guild Representative Council (GRC)

- a) There shall be a "GUILD REPRESENTATIVE COUNCIL-(GRC)"
- b) The G.R.C. shall be the legislative body of the Guild and shall consist of at least...nineteen (19) known members with the exception of chairpersons of students' national associations.

The known members comprise;

- (i) The Guild President
- (ii) The Guild Speaker
- (iii) The Deputy Guild Speaker
- (iv) Hostels representatives, one for Males and another for Females
- (v) Three Guild Representatives appointed by the President.

- (vi) Faculty representatives; All departments in a faculty shall elect one [1] Guild Representative, whom shall have spent at least 2 consecutive semesters on normal progress of CGPA of not less than 3.0.
- (vii) Two Evening Program Students' Representatives one of whom shall be female.
- (viii) The Chairperson of the Games Union.
- (ix) One representative of International Students.
- (x) One (1) representative of the First year students, one representative of the Final year students and One (1) Representative of the foundation program;
- (xi) One representative from the Master's program.

Clause 7.3: Guild Executive

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

It shall be composed of the following:

- a) The Guild President
- b) The Guild Vice-President
- c) The General Secretary
- d) The Deputy General Secretary.
- e) The Minister for Social, Campus and Off Campus Affairs
- f) The Minister for Finance
- g) The Minister for Information, Mobilization, Communication & Transport
- h) The Minister for Health and Environmental Protection.
- i) The Minister for Academic and Professional Affairs
- j) The Minister for Justice and Constitutional Affairs.
- k) Any other Minister as shall be approved by at least a fifth (1/5) of the total membership of the G.R.C. and approved by the Dean of Students and the Students' Affairs and Welfare Committee.

Clause 7.4: Care-Taker Government

Clause 7.4.1: Composition of the Care-Taker Government

There shall be a Care-Taker Government composed of:

- a) Dean of Students as Chairperson.
- b) The Legal Advisor (Legal Officer)
- c) The chairperson of the electoral commission

- d) Speaker of the outgoing Guild and three other members selected by the aforementioned members.

Clause 7.4.2: The Mandate of Care-Taker Government

The Care-Taker Government shall immediately assume office when:

- a) A vote of no confidence in the President has been passed by the General Assembly. When this happens the Vice-president shall automatically lose their office, and have to step down. Both parties should handover all instruments related to their forfeited positions and office.
- b) An election has been cancelled or nullified by the Chairperson of the Electoral Commission after consultation with the Dean of Students, Legal Adviser, Chief Security personnel and approval from the Vice Chancellor.
- c) The Caretaker Government shall refer matters of dispute after a vote of no confidence to the IUEA Senate to make a final decision on the matter and revert

Clause 7.5: The Games Union

In liaison with the Office of the Dean of Students, members of the IUEA Students Guild shall;

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

Clause 7.6: Standing Committees of the IUEA Students' Guild.

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

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

This Committee shall play a supervisory role to, and support the Minister of Social, Campus and off Campus Affairs in the execution of his/her duties.

The Committee for Social, Campus and off Campus Affairs shall have a membership of five (5) comprising the Chairperson elected by the G.R.C., the Minister for Social, campus and off Campus Affairs, and three members elected by the G.R.C.

Clause 7.6.2: Committee for National and International Affairs

This Committee shall support the registered Students' National Associations recognized by IUEA, whose chairpersons are members of the GRC and shall assist in the co-ordination of the activities of the associations conducted in conjunction with the IUEA Student Guild.

The membership of the committee for National and International Affairs shall be determined by the number of chairpersons of the recognized students' associations. The Committee shall comprise the Chairperson of this committee who shall be elected by the G.R.C., the International Affairs representative who is a member of the GRC and the chairpersons of the registered students' national associations recognized by IUEA who are members of the GRC.

Clause 7.6.3: Committee for Finance

The Committee which shall have a membership of five (5) shall play a supervisory role to and support the Minister of Finance in the execution of his/her activities and duties.

The Committee for Finance shall comprise the Chairperson of the committee who shall be elected by the G.R.C., the Minister for Finance, and three members elected by the G.R.C.

Clause 7.6.4: Committee for Information, Mobilization, Communication and Transport

The Committee shall have five (5) members who shall supervise and support the Minister for information, Mobilization, Communication and Transport in the execution of his/her duties.

The Committee for Information, Mobilization, Communication and Transport shall comprise the Chairperson elected by the G.R.C., the Minister for Information, Mobilization, Communication and Transport and three members elected by the G.R.C

Clause 7.6.5: Committee for Health

The Committee shall have a membership of five (5) who shall play a supervisory role and support the Minister for Health and Environmental Protection in the execution of his/her duties concerning matters of health and environmental protection.

The committee shall comprise the Chairperson elected by the G.R.C., the Minister for Health and Environmental Protection and three members elected by the G.R.C.

Clause 7.6.6: Committee for Academic and Professional Affairs

The Committee shall comprise five (5) members who shall supervise and support the Minister for Academic and Professional Affairs in the execution of his/her duties.

The committee shall comprise the Chairperson elected by the G.R.C., the Minister for Academic and Professional Affairs and three members elected by the G.R.C.

Clause 7.6.7: Committee for Justice and Constitutional Affairs

The Committee shall have a membership of five (5) and shall supervise and support the Minister in matters of Guild Justice and Constitutional affairs in the execution of his/her duties. The Committee shall comprise the Chairperson elected by the G.R.C., the Minister for Justice and Constitutional Affairs and three members elected by the G.R.C.

Clause 7.6.8: Guild Disciplinary Committee

The Committee shall have six (6) members shall be the first disciplinary body for members of the Guild Executive. The Committee shall penalize members of the Executive and GRC and recommend for their suspension from carrying out Guild activities. The committee shall also forward cases of student indiscipline to the IUEA Senate Examination Irregularities and Disciplinary Committee.

- a) The Committee shall comprise the Chairperson, who shall be the Minister for Justice and Constitutional Affairs, Guild President, Speaker, General Secretary and the faculties' representatives.
- b) The faculty representatives to the above Committee shall be nominated by their respective representatives to the G.R.C. and shall seek approval of the G.R.C.

ARTICLE 8: FUNCTIONS AND POWERS

Clause 8.1: Guild Representative Council (GRC)

Shall:

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

Clause 8.2: The Guild Speaker

Clause 8.2.1: The Duties of the Guild Speaker

The Guild Speaker Shall:

- a) Be a Guild Representative elected by the GRC at its first sitting.
- b) Be a member of the Petition Tribunal.
- c) Call and preside over meetings of the G.R.C and the General Assembly in consultation with the President.
- d) Hold office until the end of the first G.R.C. meeting following the general elections.
- e) Keep roll call of attendance of G.R.C. meetings.

- f) Have power to punish late coming, absenteeism, misconduct and/or use of unparliamentarily language during the G.R.C. proceedings in accordance with the Constitution.
- g) Dissolve the G.R.C. at least two weeks before the presidential elections.
- h) During G.R.C meetings have a casting vote and an original vote.

Clause 8.2.2: Qualifications for eligibility to become Speaker

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

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

Clause 8.2.3: Loss of mandate to be Speaker

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

Clause 8.3: The Deputy Guild Speaker

Shall:

- a) Be a Guild Representative.
- b) Deputize for the Speaker when he/she is absent.
- c) Perform all duties as may be delegated by the Speaker.

Clause 8.4: Guild Representative(s)

Clause 8.4.1: Duties of Guild Representative(s)

A Guild Representative shall;

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

Clause 8.4.2: Guild Representatives' Rights

A Guild Representative shall have the right to:

- (a) Participate fully in the proceedings of the G.R.C
- (b) Freely express his or her opinion in an acceptable manner
- (c) Make use of the Guild facilities on official matters relating to the University.

Clause 8.5: Duties of the Guild Executive

The Guild Executive shall:

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

Clause 8.6: Administrative Functions of the IUEA Students Guild Executive

Clause 8.6.1: The President

Shall:

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

Minister of Finance, the President himself/herself shall be in the charge of the duties of the Minister.

(h) Be an ex-officio member of the Guild committees but a full member of the Guild Disciplinary Committee.

(i) During Executive and G.R.C meetings have a casting vote and an original vote.

(j) Be the official spokesperson of the G.R.C in IUEA.

(k) Represent the G.R.C in the University Council meetings, Senate meetings and any other organs as specified by IUEA regulations, constitution and Universities and other Tertiary Institutions Act.

(l) Sign contracts authorized by the Council on behalf of the G.R.C subject to provisions of this constitution.

(m) Have emergency powers to call emergency meetings of the executive and in consultation with the Dean of Students, and University Legal Advisor; take emergency decisions on behalf of the Guild in extra-ordinary circumstances but shall seek ratification of the Executive and G.R.C. at their next meetings.

(n) Nominate a students' representative to the University Council from the G.R.C. Such a representative shall be of opposite sex to that of the President.

(o) Be one of the students' representatives on the University Council

(p) Whenever the Vice President cannot deputize, he/she shall delegate it to any other member of the Executive.

Clause 8.6.2: The Vice President

Shall:

(a) Act as the President in his/her approved absence if lasting more than 30 calendar days, or the president is absent from a scheduled/unscheduled meeting/event of the Guild/IUEA where he/she is expected to preside or participate.

(b) Assist by taking duties assigned to him or her by the President.

(c) Coordinate and oversee student ministerial committee activities and any other Guild Standing Committees.

(d) Co-ordinate the affairs of registered clubs, associations and societies in liaison with the Minister for Justice and Constitutional Affairs.

Clause 8.6.3: General Secretary

Shall:

- (a) Shall be the Secretary and Clerk to the Guild Representative Council.
- (b) Communicate internally on all official Guild matters.
- (c) Responsible for convening council sessions.
- (d) Call all normal meetings of the G.R.C in consultation with the speaker.
- (e) Be the Secretary, keep minutes and records of the G.R.C. and Guild General Assembly.
- (f) Be responsible for the Guild office and the Guild Chambers.
- (g) Draw up the agenda of meetings in consultation with the Speaker.
- (h) Ensure that copies of the confirmed minutes of G.R.C. meetings are available in print, in the library and to the University Authorities within one week from the date of confirmation.
- (i) Be an Ex-Officio Member of the G.R.C working committees.
- (j) Report regularly to the Students' Guild on the progress of G.R.C.
- (k) He / she shall not have the right to vote.
- (l) Delegate official duties to the Deputy.

Clause 8.6.4: The Deputy General Secretary

Shall:

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

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

- (a) Be a member of the Student/Staff Consultative Committee
- (b) Be responsible for the day-to-day operation of the amenities and facilities on Campus.
- (c) Contact the University Administration from time to time with regard to the welfare of students.
- (d) Contact any other body or bodies on the campus that may have interest in the student welfare.
- (e) Liaise with the Administration on security, traffic and other related matters.
- (f) Co-ordinate/oversee booking for social activities and entertainments that fall within the jurisdiction of the Guild on the Campus.
- (g) Be responsible for all Guild entertainment and communication equipment.
- (h) Organize all entertainment for or under any ministry.
- (i) Keep an up to date University entertainment calendar.

- (j) Be responsible for entertainment of Guild guests and work hand in hand with the Minister for Finance and any other concerned Minister on this matter.
- (k) Give financial account to the Finance Committee at the end of every entertainment function.
- (l) Co-ordinate and supervise activities of the Social Affairs Committee.
- (m) Take on any other responsibility as may be assigned by the Guild President
- (g) Work closely with Chairpersons of Students National Associations to help promote interests and address problems being faced by International Students.

Clause 8.6.4: The Minister for Finance

Shall:

- (a) Be a member of the Finance Committee.
- (b) Receive and remit Guild finances on behalf of the Guild in accordance with this Constitution.
- (c) Be a co-signatory to all Guild financial transactions.
- (d) Shall be a student from the Faculty of Business and Management.
- (e) Requisition for funds from the University for Guild Activities.
- (f) Seek advice on Guild financial affairs from the Finance Committee, University Bursar, Dean of Students and act accordingly.
- (g) Keep the accounts of the Guild and prepare them for audit by the University Auditor.
- (h) In collaboration with the Executive, draw up a balance sheet each semester and present it to the Finance Committee and a copy to the Dean of Students. He/she shall then present the final balance sheet to the G.R.C. and Guild Community.
- (i) Acknowledge receipt of all Guild subscriptions from the University Bursar and report the amount to the G.R.C.
- (j) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.5: The Minister for Information, Mobilization, Communication and Transport

Shall:

- (a) Be a member of the Committee for Information, Mobilization, Communication and Transport.
- (b) Be the chairperson of the editorial committee.
- (c) Be responsible for the Guild official news and the production of official publications
- (d) Together with the Chief Editor, edit the official publications of the Guild.

- (e) Nominate the Chief Editor but seek approval of the G.R.C.
- (f) Be responsible for announcements and display of posters.
- (g) Be responsible for transport arrangements for all Guild activities.
- (h) Be responsible for receiving and distributing students' mails.
- (i) Be responsible for mobilizing students to participate in Guild, national and international students activities.
- (j) Link the students G.R.C to external media organization as may be required from time to time.
- (l) Address students' grievances in alliance with the relevant Ministers and University Administration.
- (m) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.6: The Minister for Health and Environmental Protection

Shall:

- (a) Be a member of the Committee for Health and Environmental Protection Committee.
- (b) Liaise with the University Medical Centre on health issues relating to students.
- (c) Be responsible for matters affecting the health of the students and conservation of the University environment.
- (d) During Emergencies and Night hours report health cases to the nurse(s) on duty where possible.
- (e) Work in liaison with other health and environmental protection organs at institutional, national and international levels for purposes of promoting health standards and environmental protection.
- (f) Organize workshops and seminars on health and environmental awareness.
- (g) Co-ordinate the Wildlife Club and IUEA Environmental Education and Management Association activities.
- (h) Be responsible for issues concerning students with disabilities.
- (i) Alert students of any likely health concerns like epidemic, food poisoning and poor hygiene.
- (j) Liaise the G.R.C with bodies interested in student health and hygiene.
- (k) Liaise with University administration in handling emergency health cases.
- (l) Visit students' hostels, assess their health conditions, and report to the relevant University Authorities.
- (m) Represent the G.R.C on the general purpose committee of the University.

- (n) Take on any other responsibility as may be assigned by the Guild President.
- (o) Publish articles on health awareness and the Environment in the Guild Press.

Clause 8.6.7: The Minister for Academic & Professional Affairs

Shall:

- (a) Be a member of the Academic and Professional Affairs Committee.
- (b) Be responsible for the academic welfare of the students.
- (c) Liaise with the Academic Registrar's office in respect of students' academic and professional affairs.
- (d) Work with Academic Registrar's office in matters related to syllabi, examinations, timetables, library, lecture rooms and laboratory facilities.
- (e) In line with University Regulations forward issues of students' interests to the Ministry of Education or any other organization.
- (f) Organize workshops, seminars and other educational programs on different professional codes relevant to the students of the University.
- (g) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.8: Minister for Gender and Cultural Affairs

Shall:

- (a) Be a member of the Gender and Cultural Affairs Committee.
- (b) Be responsible for all matters concerning Gender and Culture.
- (c) Shall be female
- (d) Be Chairperson and representative of female affairs in the executive.
- (e) In consultation with the Minister of Health, ensure a healthy environment in females' hostels of residence.
- (f) Advise the Executive on problems facing female students in the University.
- (g) Organize both internal and external seminars for the female students.
- (h) Inform the medical officer of the University Clinic on health problems affecting female students.
- (i) Ensure that students are aware of their human rights and work to promote, defend and protect them.
- (j) Organize activities that can empower students: politically, socially and economically.
- (k) In conjunction with the wardens, handle the moral and social welfare issues of all students at the University.

- (l) Be responsible for cultural activities of students.
- (m) Take on any other responsibility as may be assigned by the Guild President.

Clause 8.6.9: The Minister for Justice and Constitutional Affairs

Shall:

- (a) Be a member of the Justice and Constitutional Affairs Committee.
- (b) Be an Ex-officio member of the Halls Disciplinary Committees.
- (c) Ensure that the constitution is adhered to by the members of the Guild.
- (d) Ensure that students' rights are protected and that students carry out their responsibilities
- (e) Ensure that Justice is exercised on the campus.
- (f) Be Chairperson of the Guild Disciplinary Committee.
- (g) Take on any other responsibility as may be assigned by the Guild President.
- (h) Shall be a student from the Faculty of Law. This clause may be waived by the Dean of Students where no student fits the criteria.

Clause 8.7: The Games Union

- (a) The Games Union shall in conjunction with the Office of the Dean of Students, participate in the running of games and sports activities at IUEA
- (b) The Chairperson of the Games Union shall present a report to the G.R.C at its second meeting in the first semester of the year.
- (c) The Games Union Chairperson shall not be eligible for appointment to a ministerial post.
- (d) The games Union shall consist of all captains of all recognized sporting activities under the general supervision of the sports tutor in collaboration with the Minister for Sports and Games.
- (e) Subject to the provisions of this Constitution, the Games Union shall be administered in accordance with the Games Union Constitution.

ARTICLE 9: ELECTIONS

Clause 9.1: Establishment Of The Electoral Commission

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

Clause 9.1.1: Appointment to the Commission

- a) There shall be four (4) members appointed by IUEA Administration and three (3) members appointed by the G.R.C.
- b) The Executive of the Electoral Commission shall be voted in by members of the Commission at their first sitting.
- c) The commission shall be appointed not more than 30 calendar days from the start of the second semester of the academic year running. In the event that the committee has to be appointed after the 30th day then the Dean of Students should waive this clause with justification.

Clause 9.1.2: Eligibility to membership of the Electoral Commission

Each member of the Electoral Commission must:

- (a) Be a person of high integrity and good moral standing;
- (b) Not standing or intending to stand for elections in that particular Academic year. No student shall serve on the Electoral Commission if he/she is on the executive (President, Vice president, Secretary and Treasurer) in a registered National/ Ethnic Students' Association.
- (c) Be a fully registered student of the University.
- (d) In the event of one or more posts within the Commission falling vacant, then the Electoral Commission shall notify the President for replacement. The vacant slots shall be filled by the appointing authority within thirty (30) calendar days from the position falling vacant with formal notice to the Dean of Students.

Clause 9.1.3: Term of Office for members of the Electoral Commission

Clause 9.1.3.1: Duration of the term of office

- a) The Chairperson shall hold office for a period of one year.
- b) Other members of the Electoral Commission shall hold office for a period of two academic years with the exception of members in their final year.

Clause 9.1.3.2: Cessation of term of office

An electoral commission member shall cease to hold office upon;

- a) The expiry of the IUEA academic year within which they have been elected or the expiry of their second term in office.
- b) Receipt of their resignation letter by the Guild President and copied to the Speaker and Dean of Students.

- c) Being found guilty of indulging in electoral malpractice or indiscipline. A member shall either be removed by the G.R.C or by the University Administration.
- d) If appointed by the G.R.C, the member shall be removed by resolution of the G.R.C approved by a fifth of the voting members in the G.R.C. This cannot happen during the election period.
- e) If appointed by the University Administration, the appointing Authority shall within five (5) days appoint a replacement for that member.

Clause 9.1.3.3: Swearing in of the Electoral Commission

Upon appointment, the Electoral Commission shall be sworn-in by the Dean of Students and GRC within seven (7) working days.

Clause 9.2: Functions and Powers

Clause 9.2.1: The Returning Officer (Chairperson)

Shall:

- a) Issue election regulations and guidelines.
- b) Receive all materials and information for the purpose of conducting elections.
- c) Chair all meetings of the Commission.
- d) Publish an electoral report after the election process.
- e) Be responsible for the general conduct of the commissioners including recommending to the relevant authorities remedial action for errant members.
- f) Receive and publish written notice of resignation of any electoral commissioner.
- g) To declare the Results of Students' Guild elections within set times;
- h) To do such additional things relating to elections as are determined by the Students G.R.C.
- i) Consult with the outgoing President and the Dean of Students and shall announce Nomination Day and the names of Candidates at least seven working days before polling day.

Clause 9.2.2: The Vice Chairperson

Shall:

- a) Work with the Chairperson to execute the duties of the commission.
- b) Assume responsibility of the Chairperson in case he/she is absent. This may be waived by the Dean of Students with suitable justification.

Clause 9.2.3: The Secretary

Shall:

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

Clause 9.2.4: The Commissioners

Shall:

- a) Organize the general election process and ensure its efficiency with impartiality, diligence and confidentiality.
- b) Allocate polling stations and supervise the casting of ballots.
- c) Organize the ballots formation and design.
- d) Update the electorate on the election schedule and programs.

Clause 9.3: Meetings of the Electoral Commission

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

Clause 9.4: Preparation of and Materials for Elections

In conjunction with the Office of the Dean of Students;

- a) The Electoral Commission shall on appointment draft a budget, for the review by the G.R.C, and thereafter approval by IUEA Administration before implementation.
- b) In all the publications of the commission unless circumstances otherwise warrant, names of candidates contesting for the same post shall be printed in the same form, visibly in alphabetical order, surname first.
- c) Nomination forms shall be obtained from the commission at a non-refundable fee that shall be determined by the G.R.C. and approved by the IUEA Administration.

- d) Discuss, agree on and disseminate the voters' eligibility checklist five (5) working days before the election.
- e) Ensure that voting materials like ballot papers, tally sheets and boxes have been secured, and that the voters register is in place and that all are secure.
- f) Gazette and notify voters of where voting shall take place at least five (5) working days to the election
- g) Develop and seek approval of the election plan from the GRC and IUEA Administration at least seven (7) working days to the election date
- h) Put in place coordination, monitoring and feedback systems to be in place at least fourteen (14) days to the election
- i) Conduct civic education at least within fourteen (14) days to the election.

Clause 9.5: Facilitation of Commissioners

- a) The IUEA Administration shall facilitate the Chairperson, Vice Chairperson, Secretary and Commissioners with a consolidated fee for the entire electoral process. The fee shall be proposed by the G.R.C. and approved by the University Administration before the Electoral Commission is put in place and is made known to the appointees.
- b) In addition to this, IUEA administration shall also provide the above members of the commission with a Certificate of recognition after completion of their term of office.

Clause 9.6: Election period, Re-run and Eligibility

Clause 9.6.1: Annual Elections

- a) Guild elections shall be held annually to elect members of the Students' Guild government; six (6) weeks before the mandate of the current government is due to expire.
- b) Only registered students who are eligible to vote may vote (see Clause 9.6.2 on eligibility).
- c) All elections shall be by secret ballot and the results shall be determined by simple majority, on the basis of 'one-person, one vote'.
- d) Voters shall cast their vote by putting any mark in the box beside the name of the candidate they wish to vote. A vote cast shall be nullified only if it shows a tick or

mark in more than one box, which shows that the voter has chosen more than one candidate.

- e) Where there is a tie between two candidates in any Students' Guild Elections, elections to these positions shall be repeated after three (3) days, for the two (2) leading contenders until, one candidate obtains a simple majority.
- f) When one candidate withdraws from contesting for a particular position where there are only two contestants, the remaining contestant shall be declared the winner.
- g) When one candidate withdraws from contesting for a particular position where there are more than two candidates, the remaining candidates shall be voted for.
- h) Where only one candidate remains after several competitors have withdrawn for no justifiable reason, the sole candidate shall be declared the winner.
- i) In the event that the reasons for the withdrawal of candidate(s) from the election are found valid then the election shall be called off by the electoral commission and another election prepared for.

Clause 9.6.2: Eligibility to Vote

- a) Only registered students shall be eligible to vote on presentation of a valid IUEA student identity card and/or their original stamped examination permit for the semester in which the election is to be carried out.
- b) Pursuant to (a) above, the IUEA administration, GRC and Electoral Commission preserve the right to amend the above clause in the event where the Guild election date has been set before the issuance of examination permits for the semester running.
- c) Any such change shall be formally communicated on the day of election Guidelines being published, to the Guild Candidates, the General student Guild and the IUEA administration by publishing and placing the notice at the guild offices and on select noticeboards within the University.

Clause 9.7: Presidential and G.R.C Elections

There shall be the Presidential and the G.R.C elections which shall normally take place within the third month of the second Semester of the Academic Year, unless waived by the Dean of Students with justification. Both elections shall be conducted simultaneously.

Clause 9.7.1: Eligibility, Campaigns and Elections for Presidential Elections

Clause 9.7.1.1: Criteria for Eligibility

- a) A candidate for presidential elections shall be a full member of the Guild **having spent at least one undergraduate full academic year at IUEA with good academic performance (a normal progress with a CGPA of not less than 3.0) and has no retake that is pending in his/her examinations at the University.**
- b) Students on two year programs shall not be eligible to stand for the post of Guild President even if they have been full members of the Guild.
- c) Any member of the Guild intending to contest for any seat shall pay a non-refundable fee determined by the Electoral Commission in consultation with the G.R.C. and approved by the University Administration.

Clause 9.7.1.2: Campaigns and Elections

- a) Nomination forms for Presidential Elections shall be signed by candidates, proposed and seconded by one fifth (1/5) of the members of the Electorate and shall be submitted in writing to the Chairperson.
- b) No candidate shall be allowed to withdraw from the candidacy to Presidency within twelve (12) hours of the General Election. Any withdrawal must be formally notified in writing to the Chairperson of the Electoral Commission who must notify the Students' Guild and the IUEA Administration with immediate effect.
- c) Any candidate who withdraws within twelve (12) hours of the General Election shall be considered to have lost the vote.
- d) All Presidential candidates shall have the privilege to address students and any other officials at the University on such dates and periods as may be determined and published by the Electoral Commission.
- e) The Presidential Candidate shall contest jointly with a running mate (Vice President). Both shall be subject to vetting.
- f) The Returning Officer in consultation with the out-going President or Chairman of care taker government shall announce the nomination day and call for nominations of presidential candidates at least 4 (four) weeks before polling day.
- g) The Chairperson of the Electoral Commission shall announce and cause to be published the results of the elections not later than one hour after receiving the results from all the polling stations.
- h) A person who has been elected president once shall only serve on one Guild Government while on the same Academic program.

- i) No Candidate or agent shall campaign twenty four hours to the election time. If found guilty of this offence, a Candidate shall lead to disciplinary action against the candidate and or payment of a fine.

Clause 9.8: G.R.C Criteria for Eligibility, Representation and Elections

Clause 9.8.1: Criteria for Eligibility

There shall be the G.R.C elections which shall:

- (a) Take place the same day and time with Presidential Elections;
- (b) Be Faculty and Halls (constituency) based.
- (c) The outgoing G.R.C shall be dissolved one week before nomination day.

Clause 9.8.2: Representation from Faculty

Every faculty shall have one member representative at the G.R.C who shall not represent more than 500 students.

Clause 9.8.3: Representatives of Freshmen/women, Foundation program and final year students

- (a) There shall be one representative of Freshmen/women, final year students and a representative for Foundation program students.
- (b) The Representative of freshmen/women students shall be a first year student who shall represent his/her members in G.R.C in the same capacity as that of faculty members of G.R.C.
- (c) The Representative of foundation students shall be a Foundation program student who shall represent his/her members in G.R.C in the same capacity as that of faculty members of G.R.C.
- (d) The Representatives for fresh men/women and foundation students shall be voted into G.R.C by their respective members in the last week of their first month at the University;
- (e) The Representative of final year students shall be a final year student who shall represent his/her members in G.R.C in the same capacity as that of faculty members of G.R.C. He/she shall be voted into G.R.C by their respective members in the fourth week of their last semester at the IUEA;
- (f) All the successful candidates shall be announced on the same day of the election(s).

Clause 9.9: Eligibility of Members to stand for the GRC Offices

A person shall qualify to be a Member of G.R.C if he/she:

- (a) Is a member of Students' Guild;
- (b) Has spent at least one undergraduate full academic year at IUEA with good academic performance (a normal progress with a CGPA of not less than 3.0) and has no retake that is pending in his/her examinations at the University;
- (c) Is not a first year, transfer student or finalist.
- (d) The above exception [clause 9.9 part (c)] shall only be made for representatives of the first year, foundation program and final year students.
- (e) Has obtained clearance from the Faculty.
- (f) Has never been convicted of a criminal offence.
- (g) Has a good disciplinary record and has never been found guilty of violating any IUEA Rules and Regulations by the Senate Disciplinary Committee.
- (h) Has a valid IUEA student identity card and a stamped valid examination permit as per Academic guidelines / policies for the semester in which the elections are to be held, with the exception of the President who shall be eligible only after having paid his or her fees in full.
- (i) Is a full-time day student with the exception of the Evening and Master's program representatives.

Clause 9.10: Election Agents

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

Clause 9.11: Prohibitions during Elections;

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

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

- d) Holding of more than one voting position.

Clause 9.12: Nomination and Appointment of the Executive

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

Clause 9.13: The Speaker and Deputy Speaker

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

Clause 9.14: Elections Cancellation and By-Elections

Clause 9.14.1: Cancellation Of Elections Or Voting Process

An election or a voting process may be cancelled or nullified by the Vice Chancellor after notifying the Dean of Students, Legal advisor, Electoral Commission Chairperson and the Chief Security personnel. Such cancelation or nullification shall be in case of violence or a major threat of violence.

Clause 9.14.2: By-Elections/Re-run

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

- f) Any member of the Guild intending to contest for the vacant seat shall pay a non-refundable fee determined by the Electoral Commission in consultation with the G.R.C. and approved by the University Administration.

Clause 9.15: The Committees

Members to the various committees shall be elected in the second G.R.C meeting.

Clause 9.15.1: The Vetting Committee

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

- a) Be composed of members of the G.R.C.
- b) Be chaired by the Speaker;
- c) Vet the presidential appointees and nominees;
- d) Guidelines to the eligibility of the Vetting Committee shall be based on the same requirements as those of eligibility of the members of G.R.C.

Clause 9.15.2: The Vetting Committee procedure

Procedure of Vetting shall be as follows:

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

Clause 9.15.3: Petition Tribunal

- a) There shall be an Electoral Petition Tribunal and it shall have a quorum of at least 5 (five) of its members including the Chairperson.
- b) The members of the Elections Petitions Tribunal Shall comprise of:-

- i) The Dean of Students;
 - ii) The Legal Advisor as Chairperson;
 - iii) The Speaker of the outgoing GRC;
 - iv) Minister for Justice and Constitutional Affairs of the outgoing guild;
 - v) The Finance minister of the outgoing guild
 - vi) A senior member of the University Administration appointed by the Vice Chancellor.
 - vii) One person selected by G.R.C.
- c) A candidate or any member of the Guild may lodge a petition to the Tribunal whenever he/she thinks that there has been a contravention of any election procedure during the elections.
 - d) The petition must be lodged within 72 hours after the elections, and must be signed by at least a fifth of the people who participated in the respective elections.
 - e) The Chairperson of the Tribunal shall notify within 24 hours, members of the Students' Guild that a Petition has been lodged.
 - f) The Tribunal shall sit to make a ruling on the petition within four days thereafter.
 - g) The hearing of the petition shall be in camera and the ruling shall be announced within 48 hours after the hearing.
 - h) The Tribunal's ruling shall be final.

Clause 9.16: Swearing-In

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

Clause 9.17: Oath of Allegiance

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

ARTICLE 10: TERMINATION OF OFFICE

Clause 10.1: Resignation

- a) Whenever there is an occasion for the resignation of a member of the Executive to be tendered, the President shall tender the resignation of the same in writing collectively to the G.R.C. through the Speaker.
- b) In case a member of the Executive wishes to resign, he/she shall tender his/her resignation in writing to the President giving at least 7 (seven) days' notice.
- c) In case a member of the G.R.C. or one of the Guild Committees wishes to resign, he/she shall tender his/her resignation in writing to the Speaker.
- d) A member of the G.R.C. representing a Hostel of Residence who may wish to resign should in writing inform the warden who in turn shall inform the chairman electoral commission and voting shall be done within ten days.
- e) Any student leader in whatever capacity who faces the disciplinary committee and is proven guilty of a criminal offence or violating University rules and regulations shall resign from the office he/ she occupies.

Clause 10.2: Reshuffle, Suspension and Dismissal

- a) The president may reshuffle, suspend or dismiss a member of the Executive, after giving three documented warnings for failing to perform his or her duties or violating the Guild Code of Conduct.
- b) The President shall only suspend such a member after the member has appeared before the Guild Disciplinary Committee and after documented evidence warranting such a suspension or dismissal has been presented.
- c) The duration of suspension shall not exceed 30 (thirty) days.
- d) A member suspended by the President may appeal to the Senate Disciplinary Committee not more than five days after the suspension has been given.
- e) The Speaker shall have power to suspend a member for a period not exceeding two consecutive meetings, if the member fails to attend 2 (two) consecutive G.R.C.

meetings without satisfactory reasons or does not follow the Guild Code of Conduct.

Any further misconduct shall be referred to the G.R.C. for debate.

- f) If the G.R.C. feels that a member referred to in (b) above merits dismissal, the case shall be referred to the members of the constituency, who may sign and present a petition and then a vote of no confidence carried out by the GRC to either support or reject the motion. If the member of the G.R.C agrees that there was misconduct, he/she shall be withdrawn and a by-election held accordingly.

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

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

Clause 10.3.1: From and by the G.R.C.

- a) Any member of the G.R.C. shall be entitled to move a motion of no confidence in the President or a member of the Executive after a petition, duly signed by a fifth (1/5) of members of the GRC to the Speaker.
- b) A seven-day notice accompanied by the formulated motion shall be given by the mover of motion to the Speaker who shall then cause it to be published within 24 hours, and presented in the next meeting of the G.R.C. to be held on the 7th working (seventh) day from the receipt of the motion.
- c) For the vote of no confidence to be carried, it shall require at least a fifth of the membership of the G.R.C. by secret ballot.
- d) In the event of the vote of no confidence being carried as provided above, the President or member of the Executive shall be expected to resign within 3 (three) days.
- e) Should the President or member of the Executive refuse to resign within three 3 (three) days provided for above, they, he/she shall send a written appeal within 3 (three) days, to Senate through the Speaker.
- f) Should the President or member of the Executive not resign within the days and further fail to make a written appeal to the Speaker within 3 (three) days, then, they/she/he, shall automatically be deemed out of office and thereafter the Speaker shall notify the Care Taker Government who shall in turn, after looking into the merits of the vote, either give instructions to the Electoral Commission to carry out by-elections or move the matter before Senate to make a final decision.

- g) In the event that the Senate upholds the vote of no Confidence, the Electoral Commission shall carry out new elections for the president within 28 (twenty eight) days. In case of a minister, the president shall nominate a member for approval to the speaker.

Clause 10.3.2: From and by the Guild

- a) A motion of no confidence in the President or a member of the Executive by the Guild shall require a petition signed by at least 1/5 (a fifth) of the members of the Guild to the Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main notice boards within 72 hours of receipt of the petition.
- (c) After 24 hours' display of the signatories, the Speaker shall give notice of a General Assembly meeting to take place within 7 days to hear the petition and the President's defense.
- (d) The quorum for such a meeting shall be 1/5 (a fifth) of the total number of the people who would have participated in voting for the President being petitioned against. If no quorum is realized, the vote of no confidence shall be deemed lost.
- (e) There shall be no voting taken at this meeting.
- (f) After the meeting of the General Assembly, the Speaker shall conduct a secret ballot vote on the motion of no confidence within 48 hours.
- (g) The vote of no confidence shall be carried if at least 1/5 (a fifth) majority of the members of the Guild who had participated in the secret ballot vote for it.
- (h) In the event of the vote of no confidence being carried as provided in (g) of this Clause, the President or member of the Executive shall vacate their offices with immediate effect, and new elections of presidency shall be held within 28 days.

Clause 10.3.3: In an individual Member of the G.R.C.

- a) A vote of no confidence in an individual Guild Representative by his/her constituency shall require a petition signed by at least 1/5 of the constituency to the Guild Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main notice board within 72 hours of receipt of the petition.
- c) After 24 hours' display of the signatories, the Speaker shall *give* notice of a meeting of all constituents to take place within 7 days to hear the petition and the member's defense.

- (d) The quorum for such a meeting shall be 1/5 (a fifth) of the total number of the petitioners. If no quorum is realized, the vote of no confidence shall be deemed lost.
- (e) There shall be no voting taken at this meeting.
- (f) After the General Assembly of the constituents, the Speaker shall conduct a secret ballot on the motion of no confidence within 48 hours.
- (g) The vote of no confidence shall be carried if at least 1/5 (a fifth) majority of the members of the Constituency who had participated in the secret ballot vote for it.
- (h) In the event that a vote of no confidence is carried as provided for in (g) above the Guild Representative shall vacate his/ her post and a by-election be held within 28 days.

Clause 10.4: Vote of No Confidence in the Speaker or and Deputy Speaker

- a) A vote of no confidence in the Speaker or/and the Deputy Speaker shall be moved after petition duly signed by at least 1/5 (a fifth) percent of all G.R.C. members.
 - b) The petition shall be presented to the Dean of Students who shall publish the petition and chair the meeting to discuss the motion within 14 days.
 - c) The quorum shall be at least 1/5 (a fifth) of the G.R.C. members.
 - d) The motion of no confidence shall be carried if at least 1/5 (two-thirds) of the members present vote for it by a secret ballot.
 - e) The Dean of Students shall then declare the vacant post of the Speaker and or Deputy Speaker and arrange for an election from the remaining GRC members within 14 days during an ordinary G.R.C session.
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ARTICLE 11: FINANCE

Clause 11.1: Collection of Revenue

- a) The Guild fees from registered members of the Guild, shall be collected in a manner prescribed by the University Council and be transferred to the respective account *namely* the Guild Account.
- b) All Grants, donations or any other legal entitlements to the Guild shall be made to Minister for Finance, who shall acknowledge them by issuing a receipt. All such grants, donations or entitlements shall be deposited on the Guild Account before any expenditure can be authorized.

- c) Notwithstanding the provisions of this Constitution, finances of other student organizations shall be handled as provided for in their respective constitutions.

Clause 11.2: Source of Revenue

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

Clause 11.3: Budgeting

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

Clause 11.4: Authorization and Expenditure

- a) The authority to withdraw and expend Guild money shall rest with the Minister for Finance in conjunction with the President, the Dean of Students and University Bursar and shall follow the laid down public procurement and disposal procedures.
- b) The Expenditure of the Guild Finances shall be authorized by the Guild President in consultation with the Dean of Students in case of emergency. The documents of the expenditure shall be kept by the Minister for Finance for necessary reference.
- c) The Executive may authorize re-allocation of funds within the heads (votes) of expenditure but report such expenditure to the following G.R.C. meeting for approval.
- d) The Guild may undertake investments of a long term nature and subsequent Guild Executives shall be obliged to continue with and or complete such investments.
- e) There shall be a Sitting Allowance. This allowance shall be derived from the Guild budget after approval by the GRC and the University Administration.

- f) The Guild Budget shall be annually approved by the G.R.C at its second sitting. The Approved budget shall be presented to the University Administration for scrutiny and final approval.

Clause 11.5: Supervision of Finances

- a) The authority to withdraw or to authorize withdrawing Guild money shall be as stipulated in clause 4 (a) of this article.
- b) The Guild funds shall be collected by the University Bursar who in turn shall transfer it to the Guild account.
- c) The Minister shall keep up to date accounts indicating the income and Expenditure of the Guild through and/or by any Minister or official or any member of the Guild.
- d) The Guild cheques shall be signed by the Dean of Students as the Principal Signatory, the Minister for Finance and Guild President.
- e) Where one signatory other than the Principal Signatory is not available, the University Bursar shall sign.
- f) All financial transactions shall be made in the names of the Guild.
- g) The Minister for Finance shall receive and keep any receipt or written evidence, certifying any expenditure of the Guild funds.
- h) The Minister for Finance shall issue a receipt for any monies received by him in the name of the Guild.
- i) The Minister for Finance shall present a Balance Sheet signed by the Guild President to the G.R.C. at the end of their term of office.
- j) The balance sheet approved by the G.R.C. shall be sent to the University Auditor through the Dean of Students.
- k) Before any Minister of the Guild incurs any expenditure, the estimates of that expenditure shall be discussed and approved by the Executive. The Executive shall receive accountability for such expenditure from the Minister.
- l) The Minister for Finance shall submit monthly financial reports to the Dean of Students.
- m) Any member of the Guild who receives Guild funds shall be required to individually account for the funds within two weeks of receipt of the money. The accountability shall be submitted to the relevant Minister or Minister for Finance as the case may be. The Minister for Finance shall in turn be required to immediately submit the accountability to the Dean of Students and the University Bursar.

- n) In the event of temporary absence or physical incapacity of Minister for Finance, the President shall carry on his duties for such a time, as the Minister himself shall be unable to carry out the duties.

Clause 11.6: Auditing

- (a) All Guild expenditure shall be subjected to pre-audit before the funds are released.
- (b) The accounts of the Guild shall be audited by the University Auditor four weeks before the Guild General Elections.
- (c) The Books of Accounts and Balance Sheet shall be approved by the G.R.C. and presented to the Internal Auditor who shall make his report for consideration by the G.R.C.
- (d) The Audited Accounts and Balance Sheet shall be published after approval by the G.R.C not later than 7 (seven) working days before the G.R.C. General Elections.
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ARTICLE 12: THE STUDENTS-STAFF CONSULTATIVE COMMITTEE

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

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

- a) There shall be national associations, societies, clubs and other organizations within the IUEA Students' Guild.
- b) The National Students Associations shall comprise of students from different nationalities at IUEA. These associations shall work with the Guild Representative of International Students in promoting interests of international students and presenting their problems to the G.R.C.
- c) National Students Associations shall be governed by their respective standing orders which shall not contradict or differ from this constitution.
- d) All Chairpersons of National Students Associations shall be elected after having good academic performance, which is normal progress with a CGPA of not less than 3.0 and has no retake that is pending in his/her examinations at the University.

Clause 13.1: Procedure of Registration

Any registered member of the IUEA students' Guild may initiate formation of a students' union in the University:

- (a) The member(s) wishing to form the organization shall present a draft Constitution and list of members to the Minister of Justice and Constitutional Affairs.
- (b) The Minister together with the committee of Justice and Constitutional Affairs shall study the draft constitution for recommendation to the Dean of Students.
- (c) On receipt of the recommendation from the committee, the Dean of Students may register the organization provided it has:
 - (i) A Patron who is a person of integrity in society.
 - (ii) At least 15 full members of the University Guild.
 - (iii) A Constitution in line with the aims and aspirations of the Guild.
- d) All organizations whose membership is aligned along racial, tribal and religious or political identity shall not be eligible for approval and Guild or University financial assistance.

- e) The Dean of Students shall supervise, coordinate and audit the budget and activities of these organizations with assistance of the Minister of Justice and Constitutional Affairs.
 - g) A registered organization may seek financial assistance from the Guild by applying to the Finance Minister through the Guild President and Dean of Students.
 - h) The main source of funding for the activities of any organization shall be its members.
 - i) An organization which falls out of the letter and spirit of its constitution and behaves in manner injurious to the good name of the University shall be liable to de-registration.
 - j) All organizations should register with the university Guild Government with certain amount of money as decided by the G.R.C, plus subscription fee paid annually.
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ARTICLE 14: MEETINGS

Clause 14.1: Convening of Meetings

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

Clause 14.2: Frequency

- a) There shall be at least 2 (two) General Assembly in a semester.
- b) The Executive shall meet as often as there is need, but not less than 4 (four) times during a semester.
- c) The G.R.C. shall meet at least four a semester.
- d) Committees shall meet as often as there is need.

- e) Frequency of meetings and rates for sitting allowances shall be in line with Article 11 clause 4 (d).

Clause 14.3: Notice of Meetings other than those convened to Debate a Motion of No Confidence.

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

Clause 14.4: Presiding at a Meeting

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

ARTICLE 15: THE CONSTITUTIONAL CHANGES AND INTERPRETATION.

Clause 15.1: Changes

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

(a) By the Students' Guild as provided in (I -V) of this clause;

(i) Copies of the proposed changes shall be sent to all members of the *G.R.C* at least seven (7) days before the meeting in which these changes are to be discussed is convened.

(ii) Any proposed changes in the Constitution shall first require the approval of the *G.R.C* by 1/5 (a fifth) majority of all *G.R.C* members.

(iii) The changes shall not be effective unless and until approved by the University Council.

(iv) Upon the receipt of a written endorsement of the changes from the Vice Chancellor, the President shall announce the approved changes as part of the Guild Constitution.

(v) The approved changes shall then be embodied in the amended constitution.

(b) By the University Council in exercise of its powers under Part ix of the University and other Tertiary Institutions Act.

Clause 15.2: Interpretation

(a) The power to interpret the Constitution is vested in the Guild Speaker and his interpretation shall be conclusive provided his interpretation is not challenged by at least 1/5 (two-thirds) of the members present at the meeting.

(b) In case of the Speaker's interpretation being successfully challenged, an Ad hoc Committee shall retire and give its interpretation within 48 hours; their interpretation shall be final and conclusive. The Ad hoc Committee shall consist of the legal advisor, the Minister for Justice and Constitutional Affairs as Secretary and three other persons elected by the *G.R.C.* at least one of whom shall be a member of the *G.R.C.*

ARTICLE 16: BREACH OF THE CONSTITUTION

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

ARTICLE 17: GUILD OFFICIALS PRIVILEGES

(a) The Guild President shall be entitled to:

- i) Free hostel accommodation
- ii) Sitting allowance for G.R.C and Council meetings.

This shall be proposed by the G.R.C for approval by the University Council.

- (b) The G.R.C members shall be entitled to a sitting allowance for each G.R.C meeting.
- (c) The Executive Guild on duties shall draft their budget and shall be supported by the Finance Minister according to the guild budget, after approval by the G.R.C and the University Administration.
- (d) Each Guild official shall receive a certificate of acknowledgement signed by the Vice-Chancellor, the Academic Registrar and the Dean of Students at the handover ceremony, upon completion of their term in office.

ARTICLE 18: CODE OF CONDUCT.

The conduct of IUEA Students' Guild (Executive and G.R.C) shall be governed by the following principles;

- a) Respect; for all students, staff and members of public.
- b) Hard work; in promotion of the good name of IUEA.
- c) Morality; in avoiding vices like drunkenness, violence, vulgar language and profanity.
- d) Decency; in dress code that shall portray a professional image of the University, especially when representing the University in their official capacity.
- e) Legality; in all their actions and interactions among each other and with other students, members of staff and members of public.
- f) Any student or member of the Guild involved in riots or strikes upon being found guilty of involvement shall be dismissed from IUEA. Members involved in strikes shall be liable criminally and legally for any damage to property or injury to people during the strike or riot. They shall therefore pay for damages caused or face arrest and prosecution.

APPENDIX I

DECLARATION AND PRESENTATION OF THIS CONSTITUTION

This document was presented to the IUEA Students' Affairs and Welfare Committee on the----- and to the IUEA Council on the ----- where it was approved as the amended IUEA Guild Constitution.

CITATIONS/SWEARING- IN

(a) The President

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

(b) The Executive (Each)

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

(c) The Members (all at a go)

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

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

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

(e) The Hostel Officials

The Hostel Officials shall be sworn in by the Warden.

(f) Electoral Commission

I _____ do hereby solemnly swear that I shall execute my duties as Chairperson/vice Chairperson/Secretary/member of the Electoral Commission (of year) with all honesty, confidentiality and to the best of my ability. So help me God.

APPENDIX II: HANDING OVER

(a) Oath of the Out-going President

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