



CONSTITUTION
of the
STUDENTS' REPRESENTATIVE
COUNCIL
of
HO TECHNICAL UNIVERSITY

February, 2022

This Constitution was approved by the Academic Board of Ho Technical University
on the 15th day of February, 2022.

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Vice-Chancellor/Chairperson
Academic Board of Ho Technical University

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PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD, WE the students of Ho Technical University;
DETERMINED to raise to the highest level the moral, spiritual, political and intellectual standards for ourselves and for posterity;
AND IN SOLEMN declaration and affirmation of our commitment to the rule of law;
SEEKING to promote the welfare of Students of Ho Technical University;
DESIROUS to foster unflinching solidarity and fraternity amongst ourselves and other Institutions and the nation at large;
RESOLVED to abide by democratic principles by promoting accountability, impartiality and probity in student governance;
DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

CHAPTER ONE

THE CONSTITUTION

ARTICLE 1 : IDENTITY

1. The legitimate name of this body shall be known and called **“Students’ Representative Council”** of Ho Technical University, hereinafter referred to as the **“SRC”** and shall be recognized as such by all bodies in and outside the University.
2. The Logo of the SRC shall be the Ho Technical University Logo with **“SRC”** boldly written under it.

ARTICLE 2 : SOVEREIGNTY OF THE SRC

The sovereignty of the SRC resides in all registered students of Ho Technical University in whose name and for whose welfare the powers of the SRC are to be exercised in the manner and within the limits laid down in this Constitution.

ARTICLE 3 : SUPREMACY OF THE CONSTITUTION

1. This Constitution shall be the supreme law for the governance of the SRC and all student activities.
2. Any other bye-law and/or constitution of any student group that contravenes this Constitution shall, to the extent of the inconsistency, be null and void.
3. Without prejudice to clause (2) of this Article, this Constitution shall be subject to the undermentioned laws, policies, rules and regulations and any subsequent amendments thereto including:
 - a. The 1992 Constitution of the Republic of Ghana.
 - b. Laws of Ghana.
 - c. Technical Universities Act, 2016 (Act 922) as amended.
 - d. Statutes of Ho Technical University (August, 2018) as amended.
 - e. Handbook for Students (2019) and
 - f. Policies, Rules and Regulations as shall from time to time be established by the Academic Board of the University.

ARTICLE 4 : ENFORCEMENT OF THE CONSTITUTION

1. The provisions of this Constitution shall be enforced by the following:
 - a. Executive Committee.
 - b. Executive Board.
 - c. Parliament.
 - d. Judiciary Board and
 - e. Any other SRC body as may be specified in this Constitution.
2. Persons vested with powers to enforce provisions of this Constitution shall exercise such discretionary powers judiciously.

3. In the case of challenges and controversies in understanding and enforcing any provision of this Constitution, a member or student may seek redress from the Judicial Board for interpretation.
4. Upon the interpretation of any provision by the Judicial Board, any person(s) or bodies vested with the power to enforce such directive(s) shall be obliged to do so as ordered.
5. Failure to abide by provision(s) of this Constitution constitutes a violation and contempt of the Constitution.
6. Offenders in clause 5 above shall be sanctioned in accordance with applicable provisions in Chapter Ten and any other applicable provision(s) of this Constitution.
7. All students shall adhere and defend this Constitution at all times.

ARTICLE 5 : LAWS OF THE SRC

The laws of the SRC shall comprise:

- a. HTU SRC Constitution.
- b. Acts of the SRC Parliament (Bye-laws), Constitutional and Legislative Instruments.
- c. Resolutions and Conventions made by or under the authority of the Parliament established by this Constitution.
- d. Executive Instruments and Policies.
- e. Any Order, Verdict and Interpretation made by the Judicial Board.

CHAPTER TWO

THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

ARTICLE 6 : AIMS AND OBJECTIVES OF THE SRC

The SRC shall be the official representative/mouthpiece/organ of the students of the University and shall be responsible for:

1. Promoting the general welfare and interest of students, coordinating the social, cultural, intellectual and recreational activities of students of the University.
2. Presenting the views of students to the appropriate bodies for consideration.
3. Establishing links and maintaining cordial relationships with students of other tertiary institutions within and outside Ghana.
4. Nominating students' representatives to serve on appropriate committees of the University.
5. Promoting cordial relationship among all sections of the University Community and maintaining good relationship with past students of the University.
6. Publishing records of students' activities under the direction of the Dean of Student Affairs.

ARTICLE 7 : COMPOSITION AND OBLIGATIONS OF THE SRC

1. The Students Representative Council (SRC) shall be composed of all registered students of Ho Technical University (HTU) including but not limited to degree, diploma and non-tertiary students.
2. Members shall honour all financial obligations of the SRC including Dues.
3. Members shall fully participate in all events and activities organised by the SRC and the University.
4. Members shall have the right to vote and be voted for in all SRC elections.
5. Members shall adhere to the laws and regulations enshrined in the Students Handbook.

ARTICLE 8 : ADMINISTRATIVE STRUCTURE OF THE SRC

The structure of the SRC shall comprise:

- a. **SRC Parliament** shall be the highest decision or policy-making body of the SRC.
- b. **Executive Board** is the administrative, policy initiation and implementation body of the SRC.
- c. **Judiciary Board** is responsible for administering justice and interpreting the Constitution.
- d. **Other Committees/Bodies** of the SRC.

ARTICLE 9 : AFFILIATION OF THE SRC

The SRC may be affiliated to any other student organization provided their aims and objectives of such organizations do not contravene those of the HTU-SRC.

ARTICLE 10 : EXECUTIVE COMMITTEE OF THE SRC

1. There shall be an Executive Committee of the SRC comprising the following elected Officers:
 - a. President.
 - b. Vice President.
 - c. General Secretary.
 - d. Financial Secretary.
 - e. Organising Secretary.
2. The Executive Committee shall:
 - a. Serve as the main representative body of the SRC.
 - b. Be responsible for the day-to-day administrative functions of the SRC.
 - c. Initiate and implement policies for the SRC.
 - d. Advise the President on all transactions for and of the SRC.
3. The Committee shall meet as and when necessary.
4. Perform any other function(s) as prescribed by this Constitution.

ARTICLE 11 : PRESIDENT

The President shall:

1. Be the leader and chief spokesperson of the SRC in all matters affecting students.
2. Represent the SRC on the Governing Council of Ho Technical University.
3. Be the Commander-in-Chief of the SRC Army Cadet Corps.
4. Constitute Sub-Committees and appoint other Officers other than elected executives of the SRC in consultation with the Executive Committee as specified by the Constitution.
5. Preside over all meetings of the Executive Board and Committee of the SRC.
6. Present the **State of the SRC Address (SOSA)** at the first and last sittings of each session of Parliament.
7. Account for stewardship by delivering a **Presidential Administration Report (PAR)** during handing-over ceremony.
8. Be a signatory to all SRC accounts and recommend all financial transactions for approval by the Dean of Students Affairs.
9. Assent bills passed by Parliament.
10. Ensure that purchase of goods, works and services are carried out in accordance with best practices.
11. Perform such other functions as may be assigned by the appropriate authority of the University.

ARTICLE 12 : VICE PRESIDENT

The Vice President shall:

1. Assist the President in the discharge of his/her duties.
2. Act in the absence of the President.

3. Be the Chairperson of Boards and Committees of the SRC in accordance with provisions in this Constitution.
4. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
5. Be responsible for ensuring the safety and maintenance of SRC assets.
6. Perform such other functions as may be assigned to him by the President.

ARTICLE 13 : GENERAL SECRETARY

The General Secretary shall:

1. Be the Chief Administrative Officer of the SRC.
2. Receive and keep custody of all correspondence and documents of the SRC.
3. Serve as secretary to the Executive Board and Committee and all others in accordance with provisions of this Constitution.
4. Take, prepare and keep a register of minutes of all SRC meetings.
5. Convene meetings in consultation with the President.
6. Prepare and keep a register of all SRC Officers.
7. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
8. Perform such other functions as may be assigned to him by the President.

ARTICLE 14 : FINANCIAL SECRETARY

The Financial Secretary shall:

1. Be responsible for all financial transactions of the SRC.
2. Keep proper records of all financial accounts and books of the SRC.
3. Be a signatory to bank accounts of the SRC.
4. Manage and supervise all accounts of the SRC.
5. Keep an imprest for the SRC.
6. Prepare and present the **Draft Annual Budget Estimates** to Parliament at the First Sitting of the First Session for approval.
7. Prepare and present a **Draft Revised Budget Estimates** to Parliament at the First Sitting of the Second Session for approval.
8. Prepare and present **Financial Statement** to Parliament at the Last Sitting of each Session.
9. Publish the approved **Budget Estimates** and **Financial Statement** of the SRC on major notice boards on campus and other platforms of the SRC.
10. Advise the President, Executive Board and any other SRC committee on financial issues.
11. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
12. Perform such other function(s) as may be assigned by the President.

ARTICLE 15 : ORGANISING SECRETARY

The Organising Secretary shall:

1. Assist the General Secretary in the discharge of his/her duties.
2. Act in the absence of the General Secretary.
3. Be responsible for managing, organising and publicising all activities of the SRC.
4. Be responsible for seeking sponsorships, collaborations and partnerships for activities of the SRC.
5. Be responsible for managing social media platforms and notice boards of the SRC.
6. Be the Chairperson of Boards and/or Committees of the SRC in accordance with provisions in this Constitution.
7. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
8. Perform such other functions as may be assigned to him by the President.

ARTICLE 16 : TENURE OF OFFICE OF THE SRC EXECUTIVE OFFICERS

1. All Executive Officers of the SRC shall hold office for one academic year only.
2. An Executive Officer may be re-elected to another position other than previously held.

ARTICLE 17 : REPRESENTATION OF SRC ON UNIVERSITY BODIES

The following Officers of the SRC shall represent the Council on the following University bodies.

- | | |
|---|---|
| 1. The Governing Council | President |
| 2. Residence Committee | President |
| 3. Library Committee | General Secretary |
| 4. ICT Committee | Vice President |
| 5. Career Placement and Counselling Advisory Committee | Organising Secretary |
| 6. Sports and Recreation Committee | Organising Secretary |
| 7. Research, Conference and Innovation Committee | Financial Secretary |
| 8. Disciplinary Committee for Junior Members | President shall nominate in accordance with the Statutes of the University |
| 9. University Chaplaincy Board | One Representative of the recognised religious groupings of the University. |
| 10. In the case of Ad-Hoc Committees and other Statutory Committees, the President shall nominate the appropriate persons in accordance with the requests received. | |

ARTICLE 18 : SENIORITY IN THE SRC

1. Determination of Seniority in the SRC shall be by positions held.
2. The SRC President shall be the most senior officeholder, then the Vice-President, General Secretary, Financial Secretary and Organising Secretary, respectively.

3. After the Officers named in clause 2 above, the Speaker of Parliament, Chairpersons of the Judicial Board, Audit Committee and Electoral Commission shall be ranked accordingly.
4. All other Chairpersons of subcommittees of the SRC shall follow the order in clause 3.

CHAPTER THREE

EXECUTIVE BOARD

ARTICLE 19 : COMPOSITION OF EXECUTIVE BOARD

The Executive Board is the Executive Body of the SRC. It shall be composed of the following:

1. Executive Committee Members
2. Committee Chairpersons (*except Chairpersons of Independent Bodies*)
3. School/Faculty Coordinators
4. Cadet Commander
5. Brass Band Major
6. Presidents of Halls of Residence of the University

ARTICLE 20 : FUNCTIONS OF EXECUTIVE BOARD

The Executive Board shall:

1. Assist the President in managing and directing the affairs of the SRC.
2. Formulate and initiate policies for the SRC subject to parliamentary approval.
3. Support the Executive Committee in implementing policies and directives of the SRC.
4. Have the power to issue executive instruments.
5. Receive reports from Sub-Committees of the Executive Board.
6. Make recommendations on all financial matters (eg. dues, sitting allowances etc.) for approval and implementation.
7. Have the power to act in times of emergency without prejudice to any provision of this Constitution and notify Parliament within forty-eight (48) hours of such emergency.
8. Perform any other function stated in the provisions of the Constitution.

ARTICLE 21 : MEETINGS OF THE EXECUTIVE BOARD

1. The President shall act as the Chairperson and preside over all meetings of the Board.
2. In the absence of the President, the Vice-President shall act as Chairperson and preside over such meetings.
3. The General Secretary shall act as the secretary to the Board.
4. The Board shall meet at least twice every Semester.
5. Quorum for meetings shall be 50% of the membership including the Chairperson and Secretary.
6. Decisions of the Board shall be by a simple majority of members present.
7. Non-members of the Executive Board may be allowed to attend and or observe meetings of the Board but shall have no voting rights.
8. Members of the Executive Board shall be entitled to sitting allowances.

CHAPTER FOUR

THE SRC PARLIAMENT

ARTICLE 22 : COMPOSITION OF SRC PARLIAMENT

There shall be established an SRC Parliament which shall be presided by a Speaker and assisted by two Deputy Speakers. It shall be composed of the following voting and non-voting members:

1. Voting Members

- a. School/Faculty Coordinators and their Secretaries
- b. President(s) of Non-Tertiary Students' Associations
- c. President(s) of Registered Programme Associations
- d. Chairpersons of SRC Sub-Committees (*excluding independent committees*)
- e. Presidents of Halls of Residence of the University
- f. Presidents of the recognised religious groupings of the University

2. Non-Voting Members

- a. All Registered Class Representatives
- b. Presidents of Registered Private Hostels

3. In Attendance

- a. SRC Executive Officers
- b. Brass Band Major
- c. Cadet Commander

ARTICLE 23 : FUNCTIONS OF THE SRC PARLIAMENT

The Parliament shall:

1. Be the legislative body of the SRC
2. Make bye-laws for the SRC subject to approval by the University.
3. Scrutinize, approve or ratify capital projects and activities, and policies of the SRC.
4. Receive, debate and approve budgets, financial statements and reports of the SRC.
5. Receive and approve reports of the Judicial Board, Parliamentary Board, Electoral Commission and the Audit Committee of the SRC.
6. Receive and debate the State of the SRC Address (SOSA) by the President.
7. Approve appointments of Boards, Commissions and Sub-Committees of the SRC.
8. Invite any person(s) or bodies of the SRC to address issues of concern.
9. Ratify or otherwise any recommendation for impeachment of the Executive Officers of the SRC.
10. Perform any other function stipulated under this Constitution.

ARTICLE 24 : SRC PARLIAMENTARY BOARD

1. The SRC Parliamentary Board shall comprise the following:
 - a. The Speaker
 - b. 1st Deputy Speaker
 - c. 2nd Deputy Speaker
 - d. Leader of voting members
 - e. Leader of non-voting members
 - f. Clerk of Parliament
2. The Speaker of Parliament shall serve as Chairperson of the Board.
3. The Clerk of Parliament shall serve as secretary to the Board and shall have no voting rights.
4. The Board shall:
 - a. Be responsible for the day-to-day administration of Parliament.
 - b. Advise the Speaker in managing the activities of Parliament.
 - c. Draft, review and implement the Standing Orders of Parliament.
 - d. Prepare and submit reports on the activities of the Board.
 - e. Organise seminars, symposia and other programmes to build capacity of Members of Parliament.
 - f. Prepare and submit budget inputs to the Finance Committee.
 - g. Perform any other function(s) prescribed under this Constitution and/or Parliament.
5. The Board shall consult the Dean of Students' Affairs in all decisions and matters of the SRC Parliament including but not limited to the Order Paper(s) and Standing Orders.

ARTICLE 25 : THE SPEAKER OF PARLIAMENT

1. The President shall nominate, at least, one person to be approved by Parliament as Speaker at the First Sitting of the First Session of Parliament.
2. He/ She must meet the requirements to be elected as President of the SRC and must have appreciable knowledge of this Constitution and the Laws of Ghana.
3. He/ She must demonstrate appreciable skills in conflict resolution.
4. The Speaker shall:
 - a. Convene and preside over all Parliamentary Sittings and also serve as Chairperson of the Parliamentary Board.
 - b. Administer the Oath of Allegiance to Members of Parliament.
 - c. Draw the Order Paper for Parliamentary Sittings in consultation with the Parliamentary Board.
 - d. Inaugurate and dissolve Parliament.
 - e. Present a report on the activities of Parliament at its last sitting of the Second Session.
 - f. Perform any other function stipulated under this Constitution.
5. The Speaker shall, after every sitting of Parliament, present the Resolution(s) to the Dean of Students' Affairs for consideration and final approval.

ARTICLE 26 : FIRST (1ST) DEPUTY SPEAKER

There shall be a First Deputy Speaker of Parliament who shall be elected from among the voting members of Parliament. He/She shall:

1. Act in the absence of the Speaker.
2. Remain a voting member of Parliament except where he presides as Speaker.
3. Assist the Clerk to convene Parliamentary Sittings.
4. Chair any Ad hoc Committee constituted by the Parliament.
5. Perform any function(s) assigned to him/her by the Speaker, Parliament or any provision(s) of this Constitution.

ARTICLE 27 : SECOND (2ND) DEPUTY SPEAKER

There shall be a Second Deputy Speaker of Parliament who shall be elected from among the non-voting Members of Parliament. He/She shall:

1. Act in the absence of the Speaker and First Deputy Speaker
2. Assist the Clerk to convene Parliamentary Sittings.
3. Assist in enforcing the standing orders of Parliament and rulings of the Speaker.
4. Perform any function(s) assigned to him/her by the Speaker, Parliament, or any provision(s) of this Constitution.

ARTICLE 28 : CLERK

1. There shall be a Clerk of Parliament to be appointed by the Speaker of Parliament.
2. He/She must meet the requirements for appointment as SRC General Secretary and must have appreciable knowledge of this Constitution and the functions of the SRC Parliament.
3. He/She shall have no voting rights.
4. He/She shall:
 - a. Prepare, take and keep true records and register of minutes of all Parliamentary proceedings.
 - b. Convene Parliamentary Sitting(s) with the authority of the Speaker.
 - c. Prepare and keep a register of all members of Parliament.
 - d. Publish the true and accurate outcome of Parliamentary sittings on major notice boards on campus and other platforms of the SRC.
5. He/She shall liaise with the SRC General Secretary to keep custody of all documents, minutes and proceedings of the Parliamentary Board and Parliament.
6. He/She shall perform any function(s) assigned to him/her by the Speaker or SRC Parliament and provisions of the Constitution.

ARTICLE 29 : SITTINGS OF THE SRC PARLIAMENT

1. The SRC Parliament shall hold at least three (3) Sittings in a Session.
2. There shall be two Sessions in an Academic Year.
3. The SRC Parliament shall regulate its own proceedings by Standing Orders.

4. The quorum for Sittings shall be one-third (1/3rd) of voting members present including the Speaker and Clerk.
5. Sitting(s) shall be convened at least seven (7) days' notice.
6. Parliament may dedicate one of its Sittings in each Session to receive the general student body in an open forum.
7. Emergency Sittings may be requisitioned by not less than one-third (1/3rd) of members. The Speaker may convene such Sitting(s) within three (3) days upon receipt of such requests.

ARTICLE 30 : RIGHT TO OBSERVE

1. Any registered student of HTU as well as alumni shall be allowed to observe Parliamentary Sittings.
2. They may be allowed to contribute with the permission of the Speaker.

CHAPTER FIVE

SRC JUDICIAL BOARD

ARTICLE 31 : COMPOSITION OF JUDICIAL BOARD

1. There shall be established a Judicial Board of the SRC which shall be chaired by the Chief Justice.
2. The **Judicial Power** of the SRC resides in the Judicial Board. It shall comprise:
 - a. Chairperson (Chief Justice)
 - b. Four (4) Other Justices
3. The Chairperson shall appoint a Justice named in 2(b) above to serve as Judicial Secretary to the Board.
4. The Judicial Board shall exercise its functions independently.
5. A member of the Board shall not be liable to any action(s) or omission(s) of the Board in the exercise of his/her functions.
6. Membership of the Board shall be students who are not holding portfolios or membership of any committee(s) of the SRC including but not limited to faculty/programme associations, halls of residence and hostels and religious groups.

ARTICLE 32 : FUNCTIONS OF THE JUDICIAL BOARD

1. The Judicial Board shall:
 - a. Be responsible for the interpretation of provision(s) in this Constitution and existing bye-laws.
 - b. Draft and/or review the rules of the Board for parliamentary consideration and further approval by the University.
 - c. Adjudicate cases within its jurisdiction.
 - b. Reserve the power to issue prerogative writs and such orders as it deems just and fit.
 - c. Make recommendations to the appropriate University authority through the SRC.
 - d. Present recommendation(s) for the amendment(s) of any provision(s) of this Constitution and existing bye-laws.
 - e. Review for recommendation the constitution of all Clubs, Halls of Residence, Hostels, Religious Bodies, Schools/Faculties and Programme Associations to ensure conformity with provisions of Article 3 of this Constitution.
 - f. Meet at least twice in every semester.
 - g. Convene Emergency Meetings as may be required.
2. Any student who alleges that:
 - a. An act or omission of any person or group of persons or
 - b. A constitution, decision or resolution of anybody, organization, club, union, or association is in contravention with a provision of this Constitution,may petition the Judicial Board for a declaration to that effect.

3. Perform such other function(s) provided for under this Constitution.

ARTICLE 33 : CHAIRPERSON OF THE JUDICIAL BOARD

1. The Chairperson of the Judicial Board shall be the Chief Justice of the SRC.
2. The President shall nominate, at least, one person to be approved by the SRC Parliament as Chairperson at the First Sitting of the First Session of Parliament.
3. He/ She must meet the requirements to be elected as President of the SRC and must have appreciable knowledge of this Constitution and the Laws of Ghana.
4. He/ She must demonstrate appreciable skills in conflict resolution.
5. The Chief Justice shall convene and preside over all meetings of the Judicial Board.
6. He/She shall administer the Oaths of Office and Allegiance to all elected Executive Officers of the SRC, Speaker of Parliament and other Officers of the SRC.
7. He/ She shall present a report on the activities of the Judicial Board to Parliament at its last sitting of the Second Session.
8. Perform any other function stipulated under this Constitution.

ARTICLE 34 : JUSTICES OF THE JUDICIAL BOARD

1. The President of the SRC shall appoint four (4) Justices to serve on the Judicial Board.
2. The Justices must have appreciable knowledge of this Constitution and the Laws of Ghana.
3. They must demonstrate appreciable skills in conflict resolution.
4. In the absence of the Chairperson, one of the Justices shall act in his/her place.
5. They shall assist the Chairperson in the discharge of the functions of the Board.
6. Perform any other function(s) stipulated under this Constitution.

ARTICLE 35 : JUDICIAL SECRETARY

The Judicial Secretary shall:

1. Prepare, take and keep true records and minutes of meetings, proceedings and verdicts of the Judicial Board.
2. Convene meetings with the authority of the Chairperson.
3. Responsible for keeping and issuing documents of the Judicial Board.
4. Prepare and keep a register of all members of the Board.
5. Publish the true verdict(s) of the Board on major notice boards on campus and other platforms of the SRC.
6. Perform any function(s) assigned to him/her by the Chairperson.

ARTICLE 36 : JURISDICTION OF THE JUDICIAL BOARD

1. The Judicial Board shall have original jurisdiction in:
 - a. All matters relating to the interpretation of this Constitution, Regulations and By-Laws of the SRC.
 - b. All matters whether or not a body of the SRC has acted in excess of its powers under this Constitution, Regulations and By- Laws of the SRC.

2. The Judicial Board shall have appellate jurisdiction in:
 - a. Matters arising from the Judicial Committees of recognised Associations, Bodies and Committees of the SRC.
 - b. Matters on electoral disputes
3. The Judicial Board shall have oversight supervision over all lower adjudicatory bodies under the SRC and may in the exercise of that supervisory jurisdiction, issue orders and directions for the purpose of enforcing or securing the enforcement of its supervisory power.

CHAPTER SIX

SRC SUB-COMMITTEES

ARTICLE 37 : CONSTITUTION OF SUB-COMMITTEES

1. The following Sub-Committees of the SRC shall be constituted by the President in consultation with the Executive Officers of the SRC:
 - a. Finance Committee
 - b. Gender Committee
 - c. External Affairs Committee
 - d. Procurement and Assets Management Committee
 - e. Publicity Committee
 - f. Sports Committee
 - g. Events and Recreation Committee
 - h. Organising and Welfare Committee
2. Each Sub-Committee shall meet at least twice in a semester to transact its business.
3. All Sub-Committees shall submit inputs to the SRC Financial Secretary for budget preparation.

ARTICLE 38 : FINANCE COMMITTEE

1. There shall be Finance Committee of the SRC composed of the following:
 - a. Chairperson.
 - b. Financial Secretary of the SRC.
 - c. Three (3) other members, one of whom shall act as Secretary to the Committee.
2. All members of the Committee must have appreciable knowledge in Accounting and Finance and must demonstrate the understanding in financial processes including but not limited to the preparation of budgets and financial statements.
3. The Finance Committee shall:
 - a. Pre-Audit all financial transactions of the SRC.
 - b. Manage all income-generating ventures of the SRC.
 - c. Receive and review inputs from all SRC Bodies for the preparation budgets and financial statements of the SRC.
 - d. Prepare and submit reports on activities of the Committee to the SRC.
4. Quorum shall be three (3) members including the Chairperson and the Financial Secretary.

ARTICLE 39 : GENDER COMMITTEE

1. There shall be Gender Committee of the SRC composed of the following:
 - a. Chairperson who shall be a female.
 - b. Four (4) other members, at least two (2) of whom shall be female.
2. A member shall serve as Secretary to the Committee.

3. The Chairperson shall be the representative of the SRC on the University's Gender Mainstreaming Committee, Dean of Students' Foundation (DOSFund) and any national group/union on gender related issues.
4. The Gender Committee shall:
 - a. Be the spokesperson for the SRC on gender related matters.
 - b. Advise the President, Executive Committee and the Executive Board on issues especially concerning females and vulnerable students
 - c. Organise seminars, symposia and other programmes to promote gender empowerment, equality and sensitization.
 - d. Prepare and submit reports on activities of the Committee to the SRC.
 - e. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
5. Quorum shall be three (3) members including the Chairperson.

ARTICLE 40 : EXTERNAL AFFAIRS COMMITTEE

1. The External Affairs Committee shall be composed of the following:
 - a. Chairperson
 - b. Four (4) other members.
2. A member shall serve as Secretary to the Committee.
3. The Chairperson shall serve as the liaison between the SRC and any national group/union.
4. The Committee shall:
 - a. Coordinate programmes and activities between the SRC and other universities and/or organizations, within and outside Ghana.
 - b. Advise the SRC on national group/union-related activities.
 - c. Prepare report(s) on behalf of the SRC on national group/union related activities to the SRC.
 - d. Be responsible for all activities concerning Students' Loan Trust Fund (STLF) and shall, to that extent, work in the interest of all students.
 - e. Organise seminars, symposia and other programmes on local and national policies related to students.
 - f. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
5. Quorum shall be three (3) members including the Chairperson.

ARTICLE 41 : PROCUREMENT AND ASSETS MANAGEMENT COMMITTEE

1. The Procurement and Assets Management Committee shall be composed of:
 - a. Chairperson.
 - b. Four (4) other members.
 - c. SRC Vice-President (in attendance).
 - d. Financial Secretary (in attendance).

2. All members of the Committee must have appreciable knowledge in Procurement and/or Projects or Assets Management.
3. A member named in 1(b) shall serve as Secretary to the Committee.
4. The Procurement and Assets Management Committee shall:
 - a. Ensure that procurement of goods, works and services of the SRC are in accordance with the rules and regulations of the University.
 - b. Ensure that the relevant approval(s) is/are secured from the Dean of Students Affairs.
 - c. Review the SRC Procurement Manual periodically to conform with applicable rules and regulations.
 - d. Prepare and review the Procurement Plan of the SRC.
 - e. Prepare, take and keep true records and register of all assets, properties and facilities of the SRC.
 - f. See to the implementation, monitoring and evaluation of all SRC initiated projects.
 - g. Prepare and submit reports on activities of the Committee to the SRC.
 - h. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
5. Quorum shall be three (3) members including the Chairperson.

ARTICLE 42 : PUBLICITY COMMITTEE

1. The Publicity Committee shall be composed of:
 - a. Chairperson who shall serve as the Public Relations Officer of the SRC.
 - b. Organising Secretary of SRC.
 - c. Three (3) other members, one of whom shall serve as Secretary to the Committee.
 - d. General Secretary of SRC (In attendance).
2. All members of the Committee must demonstrate appreciable knowledge and understanding in public relations, marketing and/or information and communication technology.
3. The Publicity Committee shall:
 - a. Be responsible for the communication and dissemination of information of the SRC.
 - b. Co-ordinate all media relations of the SRC.
 - c. Ensure that SRC events, activities and programmes are covered and documented (e.g. photographs, recordings, communicate etc.)
 - d. Prepare and submit reports on activities of the Committee to the SRC.
 - e. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
4. Quorum shall be three (3) members including the Chairperson.

ARTICLE 43 : SPORTS COMMITTEE

1. The Sports Committee shall be composed of:
 - a. Chairperson.
 - b. Organising Secretary of SRC.
 - c. Public Relations Officer (PRO).
 - d. Two (2) other members, one of whom shall serve as Secretary to the Committee.
 - e. All Faculty/School Coordinators (In attendance).
 - f. Presidents of Halls of Residence of the University (In attendance).
2. The Chairperson of the Committee shall be a member of the University Sports Team.
3. The members named in 1(d) must have appreciable knowledge in events management and show interest in sports.
4. The Sports Committee shall:
 - a. Be responsible for organising all sporting activities of the SRC.
 - b. Assist the Sports and Recreation Committee of the University in its activities.
 - c. Prepare and submit reports on activities of the Committee to the SRC.
 - d. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
5. Quorum shall be three (3) members including the Chairperson.

ARTICLE 44 : EVENTS AND RECREATION COMMITTEE

1. The Events and Recreation Committee shall be composed of:
 - a. Chairperson.
 - b. Organising Secretary of SRC.
 - c. Public Relations Officer.
 - d. Two (2) other members (one student representative of University Chaplaincy Board), one of whom shall serve as Secretary to the Committee.
2. The members named in 1(d) must have appreciable knowledge in organising and managing events.
3. The Events and Recreation Committee shall:
 - a. Advise the SRC on events and recreational related issues and activities.
 - b. Organise and coordinate all recreational and entertainment activities of the SRC.
 - c. Organise cultural, educational, health, social and religious activities for the SRC.
 - d. Prepare and submit reports on activities of the Committee to the SRC.
 - e. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
4. Quorum shall be three (3) members including the Chairperson.

ARTICLE 45 : WELFARE COMMITTEE

1. The Welfare Committee shall be composed of:
 - a. Chairperson who shall be the Organising Secretary of the SRC.
 - b. Financial Secretary of the SRC.
 - c. Three (3) other members, one of whom shall serve as Secretary to the Committee.
 - d. Vice President of the SRC (In attendance).
 - e. Chairperson of the Gender Committee (In attendance).
2. The members named in 1(c) must have appreciable knowledge and skills in handling grounds and logistics for events.
3. The Welfare Committee shall:
 - a. Be responsible for all refreshment related duties of the SRC.
 - b. Secure and prepare appropriate venues for all SRC events and programmes.
 - c. Coordinate all transport arrangements for SRC related activities.
 - d. Identify students' welfare needs and make recommendations to the SRC for redress.
 - e. Organise sensitisation programmes on trending welfare issues.
 - f. Prepare and submit reports on activities of the Committee to the SRC.
 - g. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
4. Quorum shall be three (3) members including the Chairperson.

CHAPTER SEVEN

OTHER BODIES OF SRC

ARTICLE 46 : ASSOCIATIONS AND CLUBS OF THE SRC

1. All associations and clubs of students shall register with the University in accordance with the procedure stipulated in the Handbook for Students.
2. Associations and clubs include but are not limited to faculty, departmental, religious, social or civil groupings.
3. The SRC shall recognise and work with groupings described in clause 1 above.
4. All recognised student groupings, except Faculty and Halls of Residence of the University, shall take steps to register with the SRC at the beginning of every academic year.
5. Any provision(s) of the constitution of any student grouping which is in contravention with this Constitution shall, to the extent of its inconsistency, be deemed null and void and therefore be of no legal effect.
6. The SRC shall receive, allocate and remit all annual dues of faculty and programme associations of the University.

ARTICLE 47 : ARMY CADET CORPS AND BAND

1. There shall be established an SRC Army Cadet Corps and Band headed by the Cadet Commander.
2. The SRC President shall be the Commander-In-Chief of the Army Cadet Corps and Band.
3. The Cadet Commander shall:
 - a. Be a member of the Executive Board.
 - b. Advise the SRC on security-related matters on campus.
 - c. Liaise with the Security Unit of the University on general safety and security of students.
 - d. Provide security services during SRC activities including but not limited to Meetings, Parliamentary Sitings and Week Celebrations.
 - e. Provide brass band services to the SRC and the University as and when necessary.
 - f. Aid in the recruitment of new members.
 - g. Prepare and submit reports on activities of the Cadet Corps and Band to the SRC.
 - h. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
4. The Band Major shall assist the Cadet Commander in performing his/her duties and act in his/her absence.

CHAPTER EIGHT

FINANCES OF THE SRC

ARTICLE 48 : ACCOUNTS

1. The SRC shall have such account(s) with recognised banks in Ghana into which all monies accruing to the SRC shall be lodged.
2. The sources of funds of the SRC shall include student annual dues, revenue from SRC business units, sponsorships and donations.
3. Funds of the SRC shall be managed and used judiciously for the benefit of students.
4. The financial year of the SRC shall be the tenure of the office of the Executive Committee.
5. Monies received for and on behalf of the SRC shall be paid into the SRC account(s) within forty-eight (48) hours.
6. Any person who contravenes clause (5) above without reasonable justification shall face disciplinary action.
7. Any person(s) who collect(s) or receive(s) SRC money without authority shall, with immediate effect, declare it to the SRC and explain the circumstances under which it came into his/her possession.
8. All unexpended funds of the SRC shall be paid into such account(s) of the SRC.
9. The signatories to the SRC account(s) shall be the Dean of Student Affairs, SRC President and the Financial Secretary.
10. The Dean of Student Affairs shall be the Principal Signatory to the account(s).

ARTICLE 49 : AUDITING OF SRC ACCOUNTS

1. The SRC account(s) shall be audited at the end of each semester of every academic year by the Audit Committee of the SRC constituted by the SRC Parliament at its first sitting of the First Session.
2. The report on the audited account(s) shall be presented to the Parliamentary Board and the Office of the Dean of Students Affairs before the last sitting of Parliament at the end of each session.
3. The Audit Committee of the SRC shall be composed of the following:
 - a. Chairperson.
 - b. Four (4) other members, one of whom shall act as Secretary to the Committee.
4. All members of the Committee must have appreciable knowledge in Accounting and Finance and must demonstrate the understanding in financial and auditing processes including but not limited to the preparation of budgets and financial statements.
5. Membership of the Committee shall be students who are not holding portfolios or membership of any committee(s) of the SRC including but not limited to Faculty/Programme Associations, Halls of Residence and Hostels.

6. The Audit Committee shall:
 - a. Audit the transactions, income and expenditure, assets and operations of the SRC.
 - b. Invite any person(s) including members of the Executive Committee to provide such relevant information and/or assist the Committee in its work.
 - c. Organise seminars/workshops for users of SRC funds.
 - d. Prepare and submit report(s) on activities of the Audit Committee of the SRC.
 - e. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.
7. Any person(s) aggrieved by a disallowance or surcharge by the Audit Committee may appeal to the Judicial Board for redress.
8. The Directorate of Internal Audit of the University shall serve as External Auditors to the SRC. They shall audit the final account(s) of the SRC and present the report to the Dean of Students Affairs.
9. The Dean of Students Affairs shall make the report available to the Transitional Committee.

ARTICLE 50 : ENTITLEMENTS

1. All allowances payable to Officers of the SRC shall be determined by the Executive Committee in consultation with the Dean of Students Affairs, subject to Parliamentary approval.
2. All members of the SRC Executive Committee shall be entitled to monthly allowances in addition to such other benefits to be determined from time to time.
3. The SRC shall provide a decent accommodation facility for all members of the Executive Committee.
4. All Chairpersons and members of Boards/Committees excluding Executive Board are entitled to Semestral Allowances.
5. Sitting allowances shall be payable to the Speaker and Members of the SRC Parliament and the Chairperson and Members of the Executive Board.
6. Allowances shall be paid from the account(s) of the SRC subject to the availability of funds.
7. The SRC may, from time to time, employ the services of person(s) for its activities and pay appropriate compensation in consultation with the Dean of Students Affairs and subject to the approval of the SRC Parliament.
8. Honorarium may be paid to deserving persons/bodies of the SRC at a rate to be determined by the Executive Committee in consultation with the Dean of Students Affairs.

CHAPTER NINE

ELECTIONS OF THE SRC

ARTICLE 51 : CONDUCT OF ELECTIONS

1. The SRC shall conduct elections to elect new executive officers to run the affairs of the Council.
2. General elections shall be conducted by the Electoral Commission within the first eight (8) weeks of the Second Semester of every academic year.
3. The Electoral Commission shall conduct by-elections, referenda, opinion polls where necessary.
4. The Office of the Dean of Students Affairs shall oversee the conduct of all student elections.
5. Elections shall usually be held in the Second Semester of every academic year before the commencement of the Semester Examinations.
6. Elections shall be conducted in a congenial environment devoid of discrimination, intimidation, violence or fear.
7. All students shall have the right to vote and be voted for.
8. A student shall be entitled to only one vote.
9. A simple majority vote is required to win an election and candidates who stand unopposed shall require at least fifty percent plus one vote (50%+1) of the total **YES** votes cast to win the election.
10. Notwithstanding clause (9) above, fresh nominations shall be opened within three (3) days after declaration of the provisional results by the Electoral Commission where an unopposed candidate fails to attain the requisite votes.
11. A run-off shall be conducted where candidates obtain equal number of votes.
12. Voting shall be by secret ballot.

ARTICLE 52 : SRC ELECTORAL COMMISSION

1. There shall be a five (5) member Electoral Commission of the SRC responsible for the conduct of SRC elections in the University.
2. The Electoral Commission shall be composed of:
 - a. Chairperson.
 - b. Four (4) other members, one of whom shall be appointed by the Chairperson to serve as Secretary.
3. The President shall nominate, at least, one person to be approved by the SRC Parliament as Chairperson of the Electoral Commission at the First Sitting of the First Session of Parliament
4. The Chairperson of the Electoral Commission shall be Electoral Commissioner.
5. All members of the Electoral Commission must meet the requirements to be elected as President of the SRC.

6. All members of the Electoral Commission must demonstrate appreciable knowledge in the conduct of elections and conflict resolution.
7. Membership of the Commission shall be students who are not holding portfolios or membership of any committee(s) of the SRC including but not limited to Faculty/Programme associations, halls of residence and hostels.
8. Except as provided in this Constitution, the Handbook for Students, or in any other Regulation of the University, the Electoral Commission shall not be subject to the direction or control of any person or authority.

ARTICLE 53 : FUNCTIONS OF THE ELECTORAL COMMISSION

The Electoral Commission shall perform the following functions:

1. Conduct free, fair and transparent elections.
2. Prepare and design the calendar of activities for the elections.
3. Prepare and submit budget through the Finance Committee to the SRC Parliament for consideration and approval.
4. Formulate guidelines for the conduct of elections to be approved by the SRC Parliament.
5. Compile register of voters for each election.
6. Educate students on the electoral process and its purpose.
7. Ensure that electoral officers are trained to conduct free and fair elections.
8. Supervise the conduct of elections of all other student bodies including but not limited to Halls of Residence and Faculty/Programme Associations.
9. Publish the rules and regulations governing the conduct of elections on major notice boards on campus and other platforms of the SRC at least seven (7) days to the election.
10. Prepare and submit report(s) on activities of the Electoral Commission of the SRC.
11. Perform any other function(s) as may be referred to it by the SRC or prescribed under this Constitution.

ARTICLE 54 : VETTING OF APPLICANTS

1. The Electoral Commission shall ensure that all applicants to the Executive Offices of the SRC undergo vetting.
2. The Electoral Commission shall constitute a vetting panel comprising:
 - a. One (1) Senior Member to be nominated by the Dean of Students Affairs who shall serve as the Chairperson.
 - b. One (1) representative nominated by the Alumni Association.
 - c. Members of the Electoral Commission.
3. The Vetting Panel shall vet applicants for Executive Offices on relevant issues and have the power to disqualify applicants who do not meet the minimum standard(s).
4. In the event of any dispute arising from the vetting process, an aggrieved party may petition the Chairperson of the Electoral Commission within twenty-four (24) hours for

redress from the publication of the vetting results and the Commission shall determine the matter within twenty-four (24) hours.

5. If the aggrieved party is dissatisfied with the decision of the Electoral Commission, he/she shall petition the Chairperson of the Judicial Board for redress within twenty-four (24) hours and the Board shall determine the matter within forty-eight (48) hours.
6. The Electoral Commission shall however continue the electoral process after the appeal has been determined and communicated by the Judicial Board.
7. In the event where the party is dissatisfied with the decision of the Judicial Board, he/she may petition the SRC Appeals Board against the decision of the Board within twenty-four (24) hours.
8. The aggrieved party may further petition the Vice-Chancellor against the decision of the SRC Appeals Board within three (3) working days and the Vice-Chancellor shall initiate such appropriate steps in resolving the matter.
9. In all cases, the decision of the University Appeals Board shall be final.

ARTICLE 55 : ELIGIBILITY OF APPLICANTS

1. An applicant vying for a position in the SRC must fulfil the following requirements:
 - a. Be a registered student of Ho Technical University in good standing for at least one (1) academic year but not in his/her final year of study.
 - b. Without prejudice to clause 1(a), Top-Up Bachelor degree students shall be eligible to stand for a position where he/she has spent at least one (1) semester but not in his/her final year of study.
 - c. Shall have attained at least a CGPA of 3.0 or its equivalence without any trail as at the time of filing of nomination.
 - d. Must be of sound mind and high moral character.
 - e. Must not have been found guilty of any misconduct within the University or have any criminal record(s) against him/her.
 - f. Must not be adjudged an undischarged bankrupt.
 - g. Must not have been found guilty of embezzlement and/or misappropriation of students or University funds by the Judicial Board/Committee or by any other Committee set up by the University for the determination of such conduct.
 - h. Must not have been impeached or removed (where applicable) as an officer of any association in the University.
 - i. Must not have been found in breach of any provision(s) of this Constitution or the Statutes of the University.
2. Without prejudice to clause 1, an applicant vying for the position of President must not have previously held that position in the University.

ARTICLE 56 : BY-ELECTIONS

1. By-elections shall be conducted where there is a vacancy resulting from:
 - a. Death.
 - b. Resignation.
 - c. Impeachment or removal from office.
 - d. Rustication or dismissal.
 - e. Deferment of programme of study.
 - f. Ill-health (Incapacitation).
2. The Electoral Commission shall, within a reasonable time, conduct by-elections to fill vacancies described in clause 1 above.
3. No member of the Executive Committee shall be eligible to contest a by-election without first resigning from his office.

ARTICLE 57 : ELECTORAL OFFENCES AND IRREGULARITIES

Electoral offences and/or irregularities shall include but not limited to the following:

1. Vote buying.
2. Possession of electoral materials without authorization.
3. Destruction, damaging, or stealing of electoral materials.
4. Disruption or interfering with voting process.
5. Impersonation.
6. Bribing of electoral officials.
7. Inciting, soliciting, guiding, advising, counselling or cajoling person(s) to vote for a preferred candidate when polls are opened.
8. Interferes or obstructs an electoral officer in the performance of his/her official duties.
9. Voting more than once.

ARTICLE 58 : DECLARATION OF ELECTION RESULTS

1. The Chairperson of the Electoral Commission shall announce the provisional results of elections when polls are closed and votes duly counted.
2. The provisional results shall, in the absence of any electoral dispute, be deemed valid for declaration by the Chairperson after seventy-two (72) hours after the announcement.
3. In the event of any dispute arising from the announcement, an aggrieved party shall petition the Chairperson of the Electoral Commission within seventy-two (72) hours for redress.
4. The Chairperson of the Electoral Commission shall however declare the certified results once the petition has been determined and communicated to the parties.
5. Where the aggrieved party disagrees with the decision of the Electoral Commission, the aggrieved party may appeal to the Judicial Board for redress within three (3) working days upon receipt of the decision of the Electoral Commission.

6. In the event where the party is dissatisfied with the decision of the Judicial Board, he/she may petition the SRC Appeals Board against the decision of the Board within three (3) working days.
7. The aggrieved party may further petition the Vice-Chancellor against the decision of the SRC Appeals Board within three (3) working days and the Vice-Chancellor shall initiate such appropriate steps in resolving the matter.
8. In all cases, the decision of the University Appeals Board shall be final.

CHAPTER TEN

DISCIPLINE

ARTICLE 59 : GENERAL CONDUCT OF OFFICERS

1. All SRC Officers shall:
 - a. Refrain from using narcotic drugs or other illicit substances.
 - b. Refrain from abuse of alcoholic beverages which would bring the image of the SRC into disrepute.
 - c. Not use the name, logo, assets or property, or others of the SRC for personal gains.
 - d. Not represent the SRC or hold themselves out to third parties without appropriate authority.
 - e. Use emails of the SRC for official duties only.
 - f. Make conscious efforts to refrain from promoting any political, religious, racial or ethnic ideology in the performance of their duties.
 - g. Not engage in any activity which is likely to bring the image of the SRC into disrepute.
 - h. Dress decently and appropriately at all times and on all occasions within the premises of the University or at such other events organised by the SRC or the University.
 - i. Avoid giving adverse comments on a colleague(s) to other colleague(s) or student(s).
 - j. Not solicit or promote criticism of a colleague(s) from other colleague(s) or student(s).
 - k. Not leak confidential information from meetings or official correspondence to others and neither should such information be used for unauthorised purposes.
 - l. Not engage in any form of verbal or physical assault on any person.
 - m. Respect the dignity of others and their right to express different opinions.
 - n. At all times, promote collegiality to achieve the objectives of the SRC.
 - o. In all cases, exhaust the internal grievance procedures enshrined in the Handbook for Students, this Constitution and the Statutes of the University before resorting to other adjudicating bodies for redress.
 - p. Adhere to the Anti-Sexual Harassment Policy of the University.
 - q. At all times, in the performance of their functions, adhere to the rules and regulations of the University.

ARTICLE 60 : CONFLICT OF INTEREST

1. Any member of the SRC Executive Committee, Executive Board, Parliament, Judicial Board, Audit Committee, Electoral Commission and any other Committee of the SRC who is, in any way, directly or indirectly interested in any contract, transaction, or other decisions being considered by the above- named bodies, at any meeting at which such

contract, transaction, decision is being considered, declare his or her interest and the nature and extent thereof, and shall abstain from participating with respect to the matter, from moving and seconding motions and from voting thereon.

2. A member ceases to be a member of the SRC Executive Committee, Executive Board, Parliament, Judicial Board, Audit Committee, Electoral Commission and any other Committee of the SRC if that member has an interest in a matter before any of the bodies mentioned of which he or she is member and
 - a. Fails to disclose that interest; or
 - b. Fails to recuse himself or herself from the meeting at which the matter is being considered; or
 - c. Participates in the deliberations of that matter.

ARTICLE 61 : GROUNDS FOR REMOVAL FROM OFFICE OF SRC OFFICERS

1. Without prejudice to any provision of this Constitution, an SRC Officer shall be removed from office if he/she:
 - a. Is adjudged to have misappropriated and/or embezzled funds by an adjudicatory body.
 - b. Is found to be grossly inefficient or negligent in the discharge of his/ her duties.
 - c. Is impeached (in the case of elected Executive Officers).
 - d. Is found to have grossly misconducted him/herself in a manner that is likely to bring the image of the SRC into disrepute, ridicule or contempt.
 - e. Acted in wilful violation of the oath of office.
 - f. Suspended, rusticated or dismissed from the University.
 - g. Defers programme of study in the University.
 - h. Is incapacitated on health grounds or any other justifiable cause.

ARTICLE 62 : PROCEDURE FOR REMOVAL FROM OFFICE

The following removal procedure shall be applicable to SRC Appointees:

1. Any registered student may petition, in writing, to the SRC President for the removal of an Appointee of the SRC on grounds stipulated in this Constitution.
2. The SRC President shall, upon receipt of the petition, refer the matter to the Judicial Board, within five (5) working days for investigation and recommendation for implementation.
 - a. In the case of Officers of Independent Bodies such as the Electoral Commission and Audit Committee, the recommendation of the Judicial Board shall be referred to the SRC Parliament for consideration and implementation.
 - b. In the case of Officers of the SRC Parliamentary and Judicial Boards, the SRC President shall, within five (5) working days, constitute an Ad-hoc Committee to investigate the said allegations and make recommendations for implementation.

ARTICLE 63 : IMPEACHMENT OF SRC EXECUTIVE OFFICERS

The following impeachment procedure shall be applicable to Elected Executive Officers of the SRC:

1. A petition to impeach and remove an Elected Executive Officer of the SRC shall be addressed to the Chairperson of the Judicial Board in writing stating the grounds for the impeachment with copy to the Dean of Students Affairs and the Speaker of the SRC Parliament.
2. The petition shall be considered valid when it is signed by at least one hundred (100) registered students in good standing stating their names, programme of study and level.
3. The Chairperson of the Judicial Board shall, upon receipt of the petition and in consultation with the Dean of Students Affairs, serve a copy of the petition on the alleged Officer(s) for response within three (3) working days upon receipt of same.
4. Where the Alleged Officer(s) fails to respond within the stipulated period, the Judicial Board shall proceed with the enquiry.
5. Where the Judicial Board establishes a prima facie case against the accused, the Board shall charge the Accused in accordance with provisions of this Constitution and serve same on the Accused.
6. The Chairperson of the Judicial Board shall authorise the commencement of proceedings by a notice to the parties indicating appropriate date, time and place for the hearing. The Chairperson shall ensure that the proceedings are conducted with due dispatch.
7. The parties are entitled to appear before the Board either alone or with a registered student in good standing of his/her choice as support.
8. The Chairperson of the Judicial Board shall communicate the outcome of the hearing to the Dean of Students Affairs and the Speaker of Parliament with copy to the Accused.
9. Where the accused is found guilty of the charge, the Speaker of Parliament shall convene Parliament to consider the recommendation for appropriate action.
10. Two-thirds of the entire voting members of the SRC Parliament shall vote to remove the accused officer from office.
11. Where the SRC Parliament fails to secure a two-third majority votes to remove an accused officer, the said officer shall be deemed discharged.
12. In the case of an appeal against the decision of the Judicial Board, the Speaker of Parliament shall stay proceedings of Parliament on the matter until the appeal is determined.
13. In all cases, the SRC Parliament shall, in consultation with the Dean of Students Affairs, publish the outcome of the matter to the general student body on all notice boards and other appropriate media.

ARTICLE 64 : VACANCIES

Vacancies shall occur in the event of:

1. Resignation.
2. Death.
3. Impeachment or removal from office.
4. Rustication /dismissal.
5. Deferment of programme of study.
6. Ill-Health (Incapacitation).

ARTICLE 65 : RESIGNATION OF OFFICERS OF THE SRC

1. An Officer of the SRC may resign from his/her position in writing to the SRC President and copies to the Speaker of Parliament and the Dean of Students Affairs stating the reason(s) for the resignation.
2. The President in consultation with the Speaker of Parliament and the Dean of Students Affairs may accept the resignation or otherwise.
3. In the case of the SRC President, he/she shall address the notice of resignation to the Speaker of Parliament with copy to the Dean of Students Affairs. The Speaker of Parliament, in consultation with the Dean of Students Affairs, shall convene Parliament to consider the notice of resignation within five (5) working days upon receipt of the notice.
4. In the case of the Speaker of Parliament, the notice of resignation shall be addressed to the President with copy to the Dean of Students Affairs. The President in consultation with the Dean of Students Affairs shall accept the resignation or otherwise.

ARTICLE 66 : APPEALS

1. Any Student who is dissatisfied with a decision of the Judicial Board may appeal, in writing, to the SRC Appeals Board through the Dean of Students Affairs within three (3) working days of the official communication of the Judicial Board.
2. The SRC Appeals Board shall comprise the following:
 - a. Chairperson to be appointed by the Dean of Students Affairs who shall not be below the rank of Senior Lecturer or analogous grade.
 - b. Registrar or representative.
 - c. Legal Officer or representative.
 - d. A representative of the SRC.
 - e. A student representative of the Appellant's Department.
 - f. The Senior/ Assistant Registrar (Students Affairs) shall be the Secretary.
3. Quorum shall be three (3) members including the Chairperson.
4. The SRC Appeals Board shall hear and determine all appeals against decisions of the Judicial Board.
5. A party before the SRC Appeals Board may decide to appear alone or with a lawyer of his/her own choice and at his/her own cost.

6. Decisions of the SRC Appeals Board shall be communicated to the Dean of Students Affairs for implementation.
7. Where the aggrieved person is still dissatisfied with the decision of the SRC Appeals Board, he/she may petition the Vice-Chancellor of the University through the Dean of Students Affairs.
8. The Vice-Chancellor shall refer the matter to the appropriate Body for adjudication.

ARTICLE 67 : INDEMNITY

An SRC Officer shall be indemnified against any legal liabilities in the discharge of his/her constitutional duties and shall not be liable personally for any legal action.

CHAPTER ELEVEN

TRANSITIONAL ARRANGEMENTS

ARTICLE 68 : TRANSITIONAL COMMITTEE

1. The Dean of Students Affairs shall, within three (3) days after the official declaration of certified election results of the SRC, establish an Ad-hoc Transitional Committee.
2. The Committee shall comprise:
 - a. Chairperson of Judicial Board – Chairperson.
 - b. Speaker of SRC Parliament.
 - c. Chairperson of Audit Committee.
 - d. Outgoing SRC Executive Officers.
 - e. Newly elected SRC Executive Officers.
 - f. Secretary to the Judicial Board shall serve as Secretary.
3. The Office of the Dean of Students Affairs shall supervise and coordinate the transitional process.
4. The Committee shall:
 - a. Be responsible for the smooth handing-over of administration of the SRC from the outgoing to the incoming Executive Officers.
 - b. Ensure that all assets of the SRC are properly accounted for by the outgoing administration.
 - c. Facilitate the change of signatories to account(s) of the SRC before the handing-over ceremony.
 - d. Ensure that the recommendation(s) of the Final Audit Report are implemented before the handing-over ceremony.
 - e. Organise the handing-over ceremony for the swearing in of the newly-elected Executive Officers.
 - f. Determine and recommend appropriate end-of-service benefits to be paid to outgoing SRC Executive Officers.
 - g. Submit its report to the Dean of Students Affairs and copy to the Speaker of Parliament.
5. The transition period shall not be more than fourteen (14) days including the handing-over ceremony.

ARTICLE 69 : HONORARY AWARDS

1. Certificates of honour or award shall be presented to all deserving SRC Officers upon the successful completion of their tenure of office at a Handing-Over ceremony.
2. All Committee members and individuals who have contributed to the cause of students shall be entitled to certificates or awards.
3. The Board of Honour shall be updated every year with the names of all successive SRC Presidents.

4. A Book of Honours shall be kept in the office of the SRC in which the names and other particulars of the SRC Executives shall be recorded and preserved.

CHAPTER TWELVE

MISCELLANEOUS

ARTICLE 70 : AMENDMENTS

1. Any registered student(s) in good standing may propose in writing for the amendment of any provision(s) of this Constitution.
2. A proposal for the amendment shall be presented to the Executive Board for consideration and recommendation to the SRC Parliament for further deliberation.
3. The SRC Parliament shall approve the proposal for amendment by two-thirds majority vote of all voting members of Parliament.
4. The President shall constitute an Ad-hoc Committee to draft the amended provision(s) in line with the approved proposal for amendment.
5. The Speaker of Parliament in consultation with the Dean of Students Affairs shall recommend the draft amendment and proposed amendments to the Vice-Chancellor for further action depending on the nature of the amendment.
6. The final approved amendment(s) shall be communicated to the Speaker of Parliament through the Dean of Students Affairs for revision where necessary by the Ad-hoc Committee.
7. The SRC Parliament shall, upon the revision by the Ad-hoc Committee, meet to ratify the amendment(s) for use by the SRC.

ARTICLE 71 : INTERPRETATION

1. This Constitution shall be interpreted in such a manner as not to conflict with the existing Laws of Ghana, the Statutes of Ho Technical University, Handbook for Students, Policies, Rules and Regulations of Ho Technical University.
2. In the event of a dispute pertaining to the interpretation of this Constitution, an aggrieved party shall exhaust all local remedies. The decision of the University Appeals Board shall be final.

ARTICLE 72 : COMMENCEMENT

This Constitution shall be deemed to have come into force on this **15th** day of **February, 2022**.

ARTICLE 73 : TRANSITIONAL PROVISIONS

1. This Constitution shall come into force on the appointed day.
2. All contracts, appointments and acts done or carried out by the former Student Representative Council of Ho Technical University before the coming into force of this Constitution shall be deemed to be acts done under this Constitution. A person who immediately prior to the enactment of this Constitution held an appointment in the former

Council or by virtue of the terms of appointment or recognition, ceases to hold that appointment shall continue to hold that appointment or cease to hold that appointment as if done under this Constitution.

3. A provision of this Constitution does not prejudice the rights and obligations or any other privilege of a person who immediately prior to the enactment date was a member of the SRC.
4. The persons who immediately prior to the appointed day were Officers of the SRC shall continue to hold for the periods for and under the terms and conditions under which they were appointed.
5. All Boards, Committees and Bodies of the SRC as existing immediately prior to the commencement of this Constitution shall continue in existence as if constituted under this Constitution.
6. The Bye-Laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of the SRC Parliament existing immediately prior to the enactment of this Constitution and not inconsistent with this Constitution and the Statutes of Ho Technical University shall remain in force until they are amended or repealed.
7. The powers of each body existing in the SRC immediately prior to the appointed day, which are transferred under this Constitution to any other body, shall continue in force until the other body has been duly constituted.

ARTICLE 74 : DEFINITIONS

"Faculty" means "a faculty or school within the University"

"SRC Bodies" means "Boards, Committees and Commissions established by the SRC under this Constitution"

"SRC Executive Officers" means "elected Officers of the SRC"

"SRC Officer" means "an appointed or elected officer of the SRC"

"University" means "Ho Technical University (HTU)"

SCHEDULE A
OATH OF OFFICE

I..... do (in the name of Almighty God swear) (solemnly affirm) that I will at all times well and truly serve in the Student Representative Council of Ho Technical University asand that I will uphold, protect and defend the SRC Constitution as by law established (So help me God).

Signature:

Date:

SCHEDULE B
OATH OF SECRECY

I..... holding the office of of the SRC of Ho Technical University do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties as may be specially permitted by law (So help me God).

Signature:

Date: