



CONSTITUTION
OF THE
STUDENTS' REPRESENTATIVE COUNCIL
(SRC)
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 and amended on 5th day of February, 2026.



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Vice-Chancellor/Chairperson
Academic Board of Ho Technical University



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PREAMBLE

WE, the students of Ho Technical University:

IN RECOGNITION of our collective responsibility to promote unity, safeguard our rights, enhance students' welfare and foster academic and social development to the highest level and demonstrate integrity, social inclusiveness, environmental sustainability, quality and innovativeness for ourselves and posterity; do hereby in the name of the Almighty God establish this Constitution for the Students' Representative Council (SRC);

IN SOLEMN declaration and affirmation of our commitment to the rule of law; we seek to provide a framework for the fair and effective administration of student affairs, promote a spirit of cooperation among students, create a cordial relationship with staff and management of Ho Technical University as well as relevant stakeholders to protect the interest of the student body;

WE RESOLVE to abide by democratic principles by promoting accountability, transparency, fairness and probity in student governance; and

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION as the guiding document of the Students' Representative Council (SRC) of Ho Technical University.



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 Motto of the SRC shall be **Excellence and Integrity**.
3. The Logo as affixed on the cover page of this Constitution shall be the official Logo of the SRC. It shall be used in all official communication and correspondence of the SRC.
4. The Logo of the SRC shall be the **TORCH** pivoted in the middle of the **GEAR** on the **BOOK**. SRC shall be boldly written under the BOOK with the motto of the SRC beneath it. Ho Technical University shall be written in the BOOK.
5. The symbols described in the Logo in Clause 3 represent the following:
 - a. TORCH – illumination
 - b. BOOK – knowledge acquired from the University
 - c. GEAR – skills of students

ARTICLE 2: SOVEREIGNTY OF THE SRC

1. 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.
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.

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
 - f. Policies, Rules and Regulations, as shall from time to time be established by the Academic Board and Governing Council 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
 - 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

1. The laws of the SRC shall comprise:
 - a. This Constitution
 - b. Acts of 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 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 Students Affairs.

ARTICLE 7: COMPOSITION OF THE SRC

The Students' Representative Council (SRC) shall be composed of all registered students of Ho Technical University (HTU) including but not limited to undergraduate degree, diploma and non-tertiary students.

ARTICLE 8: RIGHTS AND OBLIGATIONS OF MEMBERS

1. Members shall honour all financial obligations of the SRC including dues.
2. Members shall fully participate in all events and activities organised by the SRC and the University.
3. Members shall have the right to vote and be voted for in all SRC elections.
4. Members shall adhere to all existing laws, rules and regulations of the University.
5. Members shall at all times, uphold and defend the image and reputation of the SRC and the University.

ARTICLE 9: AFFILIATION OF THE SRC

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

ARTICLE 10: ADMINISTRATIVE STRUCTURE OF THE SRC

The structure of the SRC shall comprise the:

- a. **Parliament** - the highest decision or policy-making body.
- b. **Executive Board** - the administrative, policy initiation and implementation body.
- c. **Judiciary Board** - responsible for administering justice and interpreting the Constitution.



- d. **Electoral Commission** - responsible for the conduct of elections.
- e. **Audit Committee** - responsible for internal control and/or compliance.
- f. **Other Committees/Bodies**

ARTICLE 11: EXECUTIVE COMMITTEE OF THE SRC

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

ARTICLE 12: PRESIDENT

1. The President shall:
 - a. Be the **leader** and **chief spokesperson** of the SRC in all matters affecting students.
 - b. Represent the SRC on the Governing Council of Ho Technical University.
 - c. Be the Commander-in-Chief of the Army Cadet Corps and the Regimental Band.
 - d. 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.
 - e. Preside over all meetings of the Executive Board and Executive Committee.
 - f. Present the **State of the SRC Address (SOSA)** at the Second Sitting of the first session of Parliament.
 - g. Account for stewardship by delivering a **Presidential Administration Report (PAR)** to Parliament at its Last Sitting in its Second Session.
 - h. Be a signatory to all SRC accounts and recommend all financial transactions for approval by the Dean of Students Affairs.
 - i. Assent to bills passed by Parliament.
 - j. Ensure that purchase of goods, works and services are carried out in accordance with laid down institutional rules and regulations and procedures as well as existing laws of Ghana.
 - k. Perform such other functions as may be assigned by the appropriate authority of the University.



2. Without prejudice to provisions of this Constitution, the President shall, in consultation with the Dean of Students Affairs, oversee all activities and operations of the SRC.

ARTICLE 13: 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 responsible for general welfare of students.
4. Be the Chairperson of Boards and Committees in accordance with the provisions in this Constitution.
5. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
6. Be responsible for ensuring the safety and maintenance of SRC assets.
7. Perform such other functions as may be assigned to him by the President and the Dean of Students Affairs.

ARTICLE 14: 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 meetings.
5. Convene meetings in consultation with the President/Chairperson.
6. Prepare and keep a register of all SRC Officers.
7. Perform such other functions as may be assigned to him/her by the President.

ARTICLE 15: 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. Prepare and recommend all financial transactions for approval by the President.
4. Be a signatory to all SRC accounts.
5. Manage and supervise all SRC accounts.
6. Keep an imprest as approved from time to time.
7. Receive, allocate and remit all annual dues of Faculty/School and Programme/Departmental Associations and Clubs recognized in the University.
8. Prepare and present the **Annual Budget Estimates** in consultation with the Dean of Students Affairs to Parliament, after presentation of **SOSA** by the President, for approval.
9. Prepare and present a **Mid-Term Budget Review** to Parliament at the First Sitting of the Second Session.
10. Publish the approved **Budget Estimates** and **Financial Statement** of the SRC on major notice boards on campus and other platforms of the SRC.

11. Keep copies of all **Payment Vouchers (PVs)** at the Office of the Dean of Students Affairs.
12. Advise the President, Executive Board and any other committees on financial issues.
13. Perform such other function(s) as may be assigned by the President.

ARTICLE 16: ORGANISING SECRETARY

The Organising Secretary shall:

1. Be responsible for managing, organising and publicising all activities.
2. Be responsible for seeking sponsorships, collaborations and partnerships for activities of the SRC.
3. Be responsible for managing social media platforms and notice boards of the SRC in consultation with President and General Secretary.
4. Assist the General Secretary in the discharge of his/her duties.
5. Act in the absence of the General Secretary
6. Perform such other functions as may be assigned to him by the President.

ARTICLE 17: GENDER AFFAIRS OFFICER

The Gender Affairs Officer shall:

1. Be the representative of the SRC on gender and social inclusion related matters of students.
2. Collaborate with gender related groups/institutions/organisations locally or internationally, especially for the empowerment of females and differently-abled students on campus.
3. Be responsible for organising seminars, symposia, public fora and other programmes with the aim of empowering and sensitizing students on gender related issues.
4. Collaborate with the University's Counselling and Gender Offices to carry out various activities.
5. Present reports on activities of the Office to the President.
6. Represent the SRC on gender related matters.
7. Act in the absence of the External Affairs Officer
8. Perform such other functions as may be assigned to him/her by the President.

ARTICLE 18: EXTERNAL AFFAIRS OFFICER

The External Affairs Officer shall:

1. Act as the Liaison Officer of the SRC.
2. Coordinate and/or facilitate programmes and/or activities between the SRC and any other external student organisations, universities and/or organizations, within and outside Ghana.
3. Present reports on activities of the Office to the SRC.
4. Be responsible for all activities concerning Students' Loan and related matters in the interests of all students.



5. Represent the SRC on such Boards and Committees of the University as prescribed by provisions of this Constitution.
6. Act in the absence of the Gender Affairs Officer.
7. Perform such other functions as may be assigned to him by the President.

ARTICLE 19: 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 20: REPRESENTATION OF SRC ON UNIVERSITY BODIES

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

S/N	University Body	Representative
i	Governing Council	President
ii	Student Affairs Committee	President
iii	Residence Committee	President
iv	Library Committee	General Secretary
v	ICT Committee	Vice-President
vi	Career Placement and Counselling Advisory Committee	Gender Affairs Officer
vii	Sports and Recreation Committee	Organising Secretary
viii	Research, Conference and Innovation Committee	Financial Secretary
ix	University Chaplaincy Board	External Affairs Officer
x	Disciplinary Committee (Junior Members)	President shall nominate in accordance with the Statutes of the University

2. In the case of Ad-Hoc Committees, the President may nominate such person(s) in accordance with the requests received.

ARTICLE 21: 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, Organising Secretary, Gender Affairs Officer and the External Affairs Officer, 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 Sub-Committees of the SRC shall follow the order in Clause 3.



CHAPTER THREE
THE EXECUTIVE BOARD

ARTICLE 22: COMPOSITION OF THE EXECUTIVE BOARD

The Executive Board shall be composed of the following:

1. Executive Committee Members
2. Chairpersons of Sub-Committees
3. Faculty/School Coordinators
4. Cadet Commander
5. Regimental Band Major
6. Presidents of Halls/Hostels of Residence of the University

ARTICLE 23: FUNCTIONS OF THE 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 financial matters such as budgetary allocation, dues, levies, for approval by Parliament. This shall exclude emoluments and entitlements.
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 event.
8. Perform any other function stated in the provisions of the Constitution.

ARTICLE 24: MEETINGS OF THE EXECUTIVE BOARD

1. The President shall be the Chairperson of the Board and preside over all meetings.
2. In the absence of the President, the Vice-President shall act as Chairperson and preside over such meetings.
3. The General Secretary shall be 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 simple majority of members present and voting.
7. The Board may invite such person(s) to attend its meetings where necessary. The person shall have no voting rights.
8. Members of the Executive Board and invited person(s) shall be entitled to sitting allowances.



CHAPTER FOUR
THE SRC PARLIAMENT

ARTICLE 25: COMPOSITION OF PARLIAMENT

1. There shall be established an SRC Parliament which shall be presided over by a Speaker and assisted by two Deputy Speakers. It shall be composed of the following majority and minority members:

a. Majority Members

- i. Faculty/School Coordinators
- ii. Presidents of Registered Programme Associations
- iii. Chairpersons of SRC Sub-Committees
- iv. Presidents of Halls/Hostels of Residence of the University
- v. Presidents of recognised religious groupings of the University
- vi. A representative of International Students

b. Minority Members

- i. Four (4) Class Representatives from each Faculty/School (Regular stream)
- ii. One (1) Class Representative from each Faculty/School (Weekend stream)

(NB: As much as possible, course representatives must cut across all programmes and levels in each Faculty/School)

c. In Attendance

- i. Cadet Commander
- ii. Regimental Band Major

ARTICLE 26: FUNCTIONS OF PARLIAMENT

The Parliament shall:

1. Be the legislative body of the SRC.
2. Make bye-laws for the SRC that are consistent with the rules and regulations of the University in consultation with the Dean of Students Affairs.
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.
6. Receive and debate the State of the SRC Address (SOSA) and Presidential Administration Report (PAR) by the President.
7. Approve appointments of Boards, and Sub-Committees/Commission(s) 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 27: THE PARLIAMENTARY BOARD

1. The Parliamentary Board shall comprise the following:
 - a. The Speaker
 - b. 1st Deputy Speaker
 - c. 2nd Deputy Speaker
 - d. Majority Leader
 - e. Minority Leader
 - 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. Organise seminars, symposia and other programmes to build capacity of Members of Parliament.
 - e. Prepare and submit budgetary inputs to the Finance Committee.
 - f. Prepare and submit reports on the activities of the Board to Parliament and the Dean of Students Affairs.
 - 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 Parliament including but not limited to the Order Paper(s) and Standing Orders.

ARTICLE 28 : THE SPEAKER OF PARLIAMENT

1. The President, in consultation with the Executive Committee, shall nominate one person to be approved by simple majority votes of newly elected Members of Parliament as Speaker at the First Sitting of the First Session.
2. He/ She must meet the requirements to be elected as President and must have appreciable knowledge of this Constitution, the governing rules and regulations of Ho Technical University 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 serve as Chairperson of the Parliamentary Board.
 - b. Administer the Oath of Allegiance to new 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 the 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 implementation.

ARTICLE 29: 1ST DEPUTY SPEAKER

There shall be a 1st Deputy Speaker of Parliament who shall be elected from among the Members of Parliament. He/She shall:

1. Act in the absence of the Speaker.
2. Remain a 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. Assist in enforcing the standing orders of Parliament and rulings of the Speaker.
6. Perform any function(s) assigned to him/her by the Speaker, Parliament or any provision(s) of this Constitution.

ARTICLE 30: 2ND DEPUTY SPEAKER

There shall be a 2nd Deputy Speaker of Parliament who shall be elected from among the Members of Parliament. He/She shall:

1. Act in the absence of the Speaker and 1st 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 31: CLERK

1. There shall be a Clerk of Parliament to be appointed by the Speaker of Parliament.
2. He/She must:
 - a. Meet the general eligibility requirements to be elected as an SRC Officer.
 - b. Have the capacity to perform the functions of the General Secretary of the SRC.
 - c. Have appreciable knowledge of this Constitution and the functions of the SRC Parliament.
3. He/She shall have no voting rights in Parliament.
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 coordinate, facilitate, organize and preside over the election of the Speaker of Parliament.
6. He/She shall liaise with the General Secretary of the SRC to keep custody of all documents, minutes and proceedings of the Parliamentary Board and Parliament.
7. He/She shall perform any function(s) assigned to him/her by the Speaker or Parliament and provisions of the Constitution.



ARTICLE 32: SITTINGS OF PARLIAMENT

1. Parliament shall:
 - a. Have two Sessions in an Academic Year.
 - b. Hold at least three (3) Sittings in a Session.
 - c. Convene Sittings with at least seven (7) days' notice.
 - d. Regulate its own proceedings by Standing Orders.
2. The quorum for Sittings shall be two-thirds ($2/3^{\text{rd}}$) of Members of Parliament including the Speaker and Clerk.
8. Parliament may dedicate one of its Sittings in each Session to engage the general student body in an open forum.
9. Emergency Sittings may be requisitioned by not less than one-third ($1/3^{\text{rd}}$) of members and the Speaker may convene such Sitting(s) within three (3) days upon receipt of such requests.
10. The quorum for Emergency Sittings shall be one-third ($1/3^{\text{rd}}$) of Members of Parliament including the Speaker and Clerk.

ARTICLE 33: RIGHT TO OBSERVE

1. Students, alumni, and the general public are permitted to observe Parliamentary Sittings.
2. They may be allowed to make comment(s) or contribution(s) with the permission of the Speaker.



CHAPTER FIVE
THE SRC JUDICIAL BOARD

ARTICLE 34: COMPOSITION OF THE JUDICIAL BOARD

1. There shall be established a Judicial Board of the SRC vested with judicial powers.
2. The Judicial Board shall comprise:
 - a. The Chairperson who shall be the **Chief Justice**.
 - b. Four (4) other members who shall serve as Justices.
3. The President shall, in consultation with the Executive Committee, nominate the persons named in Clause 2 (a & b) above to be approved by Parliament at the First Sitting of the First Session.
4. Membership of the Board shall be students who do NOT hold any portfolio 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.
5. The Chief Justice shall appoint one (1) Justice named in 2(b) above to serve as **Judicial Secretary**.
6. The Judicial Board shall exercise its functions independently.
7. 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.
8. Quorum shall be three (3) members including the Chairperson and the Judicial Secretary.
9. Members of the Judicial Board shall undergo orientation on this Constitution to be organized by the Office of the Dean of Students Affairs.

ARTICLE 35: 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. Prepare and/or review the rules of the Board in line with this Constitution, the rules and regulations of the University, existing laws of Ghana and best practices, in consultation with the Dean of Students Affairs.
 - 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/Hostels of Residence, Religious Associations, Schools/Faculties and Programme Associations to ensure conformity with provisions of Article 3 of this Constitution.
 - f. Meet at least twice every semester.
 - g. Convene Emergency Meetings as may be required.
2. Perform such other function(s) provided for under this Constitution.



ARTICLE 36: THE CHIEF JUSTICE

1. The Chief Justice must:
 - a. meet the requirements to be elected as President of the SRC and must have appreciable knowledge of this Constitution and the Laws of Ghana.
 - b. must demonstrate appreciable skills in conflict resolution.
2. The Chief Justice shall convene and preside over all meetings of the Board.
3. The Chief Justice shall:
 - a. administer the Oaths of Office and Secrecy to all elected Executive Officers of the SRC, Speaker of Parliament and other Officers of the SRC.
 - b. receive petitions on behalf of the Judicial Board for adjudication.
 - c. preside over meetings of the Transition Committee.
 - d. present a report on the activities of the Board to Parliament at the Last Sitting of the Second Session.
 - e. perform any other function stipulated under this Constitution.

ARTICLE 37: JUSTICES OF THE JUDICIAL BOARD

1. The Justices must:
 - a. Meet the general eligibility requirements to be elected as an SRC Officer.
 - b. Have appreciable knowledge of this Constitution, the governing laws of Ho Technical University and the laws of Ghana.
 - c. Demonstrate appreciable skills in conflict resolution.
2. In the absence of the Chief Justice, one of the Justices shall act in his/her place.
3. They shall assist the Chief Justice in the discharge of the functions of the Board.
4. Perform any other function(s) stipulated in this Constitution.

ARTICLE 38: THE JUDICIAL SECRETARY

The Judicial Secretary shall:

1. Prepare, take and keep true records and minutes of meetings, proceedings and verdicts of the Board.
2. Convene meetings with the authority of the Chief Justice.
3. Be responsible for keeping records of the Board.
4. Prepare and keep a register of all members of the Board.
5. Publish 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 Chief Justice.

ARTICLE 39: 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 Bye- laws of the SRC.
2. The Board shall have appellate jurisdiction in:



- a. Matters arising from the Judicial Committee(s) of recognised Associations, Bodies and Committees of the SRC.
 - b. Matters on electoral disputes.
3. The 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 40: CONSTITUTION OF SUB-COMMITTEES

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

ARTICLE 41: FINANCE COMMITTEE

1. There shall be a Finance Committee of the SRC composed of the following:
 - a. Financial Secretary of the SRC as Chairperson.
 - b. Four (4) 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 understanding in financial processes including but not limited to the preparation of budgets and financial statements.
3. The Finance Committee shall:
 - a. Manage all income-generating ventures of the SRC.
 - b. Receive and review budgetary inputs from all SRC Bodies for the preparation of budgets and financial statements of the SRC.
 - c. Prepare and submit reports on activities of the Committee to the SRC.
4. Quorum shall be three (3) members including the Chairperson and the Secretary.

ARTICLE 42: GENDER AFFAIRS COMMITTEE

1. There shall be a Gender Affairs Committee of the SRC composed of the following:
 - a. Gender Affairs Officer of the SRC as Chairperson.
 - b. Four (4) other members, at least two (2) of whom shall be female and/or differently-abled.
2. A member in clause 1(b) above shall serve as Secretary to the Committee.
3. Membership of the Committee must have appreciable knowledge and interest in gender and social inclusion-related matters.
4. The Gender Affairs Committee shall:
 - a. Advise the SRC on gender and social inclusion - related issues.
 - b. Organise seminars, symposia and other programmes to promote gender and social inclusion, empowerment, equity and sensitization on other related matters.



- 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 and the Secretary.

ARTICLE 43: EXTERNAL AFFAIRS COMMITTEE

1. There shall be an External Affairs Committee of the SRC composed of the following:
 - a. External Affairs Officer of the SRC as Chairperson.
 - b. Four (4) other members, one of whom shall serve as Secretary to the Committee.
2. Membership of the Committee must have appreciable knowledge and interest in student affairs, diplomacy and ability to liaise with external partners on student matters.
3. The Committee shall:
 - a. Advise the SRC on external student group/union-related activities.
 - b. Prepare and submit report(s) on external student group/union-related activities to the SRC.
 - c. Be responsible for all activities concerning student financial support such as bursaries, loans, scholarships and shall, to that extent, work in the best interest of all students.
 - d. Organise seminars, symposia and other programmes on local and national policies related to students.
 - e. Perform any other function(s) as may be referred to the Committee by the SRC or prescribed in this Constitution.
4. Quorum shall be three (3) members including the Chairperson and the Secretary.

ARTICLE 44: PROCUREMENT AND ASSETS MANAGEMENT COMMITTEE

1. There shall be established a Procurement and Assets Management Committee of the SRC composed of the following:
 - a. Vice-President of the SRC as Chairperson.
 - b. Financial Secretary of the SRC.
 - c. Three (3) other members, one of whom shall serve as Secretary.
2. All members named in clause 1(c) above must have appreciable knowledge in Procurement and/or Projects or Assets Management.
3. The Procurement and Assets Management Committee shall:
 - a. Ensure the procurement of goods, works and services of the SRC are in accordance with the rules and regulations of the University and the laws of Ghana.
 - 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 of the University.
 - 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. Supervise 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 the Committee by the SRC or prescribed under this Constitution.
4. Quorum shall be three (3) members including the Chairperson and the Secretary.

ARTICLE 45: PUBLICITY COMMITTEE

1. There shall be established a Publicity Committee of the SRC composed of the following:
 - a. General Secretary of the SRC as Chairperson.
 - b. Organising Secretary of the SRC.
 - c. Three (3) other members, one of whom shall serve as Secretary to the Committee.
2. All members named in clause 1(c) above must demonstrate appreciable knowledge and understanding in communication, graphic design, marketing, and/or information and communication technology.
3. The Publicity Committee shall:
 - a. Be responsible for the communication and dissemination of information.
 - b. Co-ordinate all media relations of the SRC.
 - c. Cover and document all SRC events, activities and programmes e.g. photographs, recordings, communique 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 the Committee by the SRC or prescribed under this Constitution.
4. Quorum shall be three (3) members including the Chairperson and the Secretary.

ARTICLE 46: SPORTS COMMITTEE

1. There shall be established a Sports Committee of the SRC composed of the following:
 - a. Chairperson to be appointed by the President in consultation with the Executive Committee.
 - b. Organising Secretary of SRC.
 - c. Three (3) other members, one of whom shall serve as Secretary to the Committee

In attendance:

 - d. Chairpersons of School/Faculty Sports Committee.
 - e. Chairpersons of Sports Committees of Halls/Hostel of the University.
2. The Chairperson of the Committee shall be an active member of the University Sports Team and shall be appointed in consultation with the University's Sport Officer.
3. The members named in 1(c) must have appreciable knowledge and/or show interest in sporting activities.
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 the Committee by the SRC or prescribed in this Constitution.
5. Quorum shall be three (3) members including the Chairperson and the Secretary.



ARTICLE 47: EVENTS AND RECREATION COMMITTEE

1. There shall be established an Events and Recreation Committee composed of the following:
 - a. Organising Secretary of the SRC as Chairperson.
 - b. General Secretary of the SRC.
 - c. Financial Secretary of the SRC.
 - d. Four (4) other members, one of whom shall serve as Secretary to the Committee.
2. The members named in 1(d) must have appreciable knowledge and/or demonstrate interest in events organisation, hospitality and/or project management.
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 such as cultural, educational, health, social and religious activities for the SRC.
 - c. Be responsible for all refreshment-related duties of the SRC.
 - d. Secure and prepare appropriate venues for all SRC events and programmes.
 - e. Coordinate and/or facilitate all transport arrangements for SRC related activities.
 - f. Prepare and submit reports on activities of the Committee to the SRC.
 - g. Perform any other function(s) as may be referred to the Committee by the SRC or prescribed in this Constitution.
4. Quorum shall be five (5) members including the Chairperson and the Secretary.



CHAPTER SEVEN
OTHER BODIES OF THE SRC

ARTICLE 48: ASSOCIATIONS AND CLUBS

1. All student associations and clubs shall register with the University in accordance with the procedures as stipulated in the Students Handbook.
2. Associations and clubs include but are not limited to Faculty/School, Departmental, religious, social or civil groupings.
3. The SRC shall recognise and work with associations and clubs described in Clause 1 above.
4. All recognised student associations and clubs, except Faculty/School and Halls/Hostels 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 association and club 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/School and Programme/Departmental Associations and Clubs recognized in the University.

ARTICLE 49: ARMY CADET CORPS AND REGIMENTAL BAND

1. There shall be established an SRC Army Cadet Corps and Regimental Band headed by the Cadet Commander.
2. The Army Cadet Corps and Regimental Band shall be affiliated to the 66 Artillery Regiment of the Ghana Armed Forces, Ho.
3. The President shall be the Commander-In-Chief of the Army Cadet Corps and Regimental Band.
4. The President shall, in consultation with the Executive Committee, the Dean of Students Affairs and Head of Security of the University, Officer-in-Charge from the 66 Artillery Regiment of the Ghana Armed Forces, Ho appoint the Cadet Commander and Regimental Band Major.
5. The Cadet Commander and the Regimental Band Major shall be active members of the Army Cadet Corps and Regimental Band.
6. The Cadet Commander shall:
 - a. Advise the SRC on security-related matters on campus.
 - b. Liaise with the Security Unit of the University on general safety and security of students.
 - c. Provide security services during SRC activities including but not limited to Meetings, Parliamentary Sittings and Week Celebrations.
 - d. Aid in the recruitment of new members.
 - e. Prepare and submit reports on activities of the Cadet Corps and Regimental Band to the SRC.
 - f. Perform any other function(s) as may be referred to the Cadet Corps by the SRC or as prescribed under this Constitution.
7. The Regimental Band Major shall:
 - a. Be responsible for managing the activities of the Regimental Band.



- b. Provide brass band services to the SRC and the University as and when necessary.
 - c. Aid in the recruitment of new members.
 - d. Prepare and submit reports on activities of the Regimental Band to the Cadet Commander.
 - e. Assist the Cadet Commander in performing his/her duties and act in his/her absence.
 - f. Perform any other function(s) as may be referred to the Regimental Band by the Cadet Commander, the SRC or as prescribed under this Constitution.
8. The Cadet and Regimental Band may render commercial services at a fee and the proceeds of same shall be paid into the SRC Accounts.



CHAPTER EIGHT
FINANCES OF THE SRC

ARTICLE 50: 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, bursaries, sponsorships, donations, among others.
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 within twenty-four (24) hours.
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 51: 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:
 - a. Must have appreciable knowledge in Auditing, Accounting and Finance, and must demonstrate understanding in financial and auditing processes including but not limited to the preparation of budgets and financial statements.
 - b. Shall be students who do not hold any portfolio or membership of any committee(s) of the SRC including but not limited to Faculty/Programme Associations, Halls of Residence and Hostels.
 - c. Must meet the eligibility requirements for election as an SRC Officer.



5. The Audit Committee shall:
 - a. Pre-audit and post audit 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 to Parliament.
 - e. Prepare and present the **Final Audit Report** to Parliament and the Dean of Students Affairs before the Last Sitting of the Second Session.
 - f. Perform any other function(s) as may be referred to the Committee by the SRC or prescribed under this Constitution.
6. Any person(s) aggrieved by a disallowance or surcharge by the Audit Committee may appeal to the Judicial Board for redress.
7. 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.
8. The Dean of Students Affairs shall make the report available to the Transitional Committee.



CHAPTER NINE
ELECTIONS OF THE SRC

ARTICLE 52: ELECTORAL COMMISSION

1. There shall be established an 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 who shall be the Electoral Commissioner.
 - b. Four (4) other members, one of whom shall serve as Secretary.
3. The President shall nominate the persons named in Clause 2 (a & b) above to be approved by Parliament at the First Sitting of the First Session.
4. All members of the Electoral Commission:
 - a. must meet the requirements to be elected as President of the SRC.
 - b. 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/Hostels of Residence.
 - c. must have appreciable knowledge and/or demonstrate interest in the conduct of elections and conflict resolution.
5. The Office of the Dean of Students Affairs shall organise orientation programme(s) for members of the Electoral Commission upon appointment. It may consult the Electoral Commission of Ghana.
6. Except as otherwise provided in this Constitution, the Statutes of the University, Students Handbook, or any other Regulation of the University, and ultimately the Vice-Chancellor 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, in consultation with the Dean of Students Affairs, 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 its budget through the Finance Committee to Parliament for consideration and approval.
4. Formulate guidelines for the conduct of elections for approval by Parliament.
5. Compile register of voters for each election.
6. Organise orientation programme(s) for aspirants, electoral officers, etc. prior to the conduct of elections.
7. Educate students on the electoral process and its purpose.
8. Ensure that electoral officers are trained to conduct free, fair and transparent elections.
9. Supervise the conduct of elections of all student bodies including but not limited to Faculty/Programme Associations and Halls/Hostels of Residence.
10. Publish the rules and regulations governing the conduct of elections on major notice boards on campus and other platforms of the SRC, at least, fourteen (14) days to an election.



11. Prepare and submit report(s) on its activities to the Dean of Students Affairs and the Electoral Commissioner shall present same to Parliament before the Last Sitting of the Second Session.
12. Perform any other function(s) as may be referred to the Commission by the SRC or prescribed under this Constitution.

ARTICLE 54: 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 not later than the eighth (8th) week of the Second Semester of every academic year.
3. All other student elections in the University (including but not limited to Faculty/School, Departmental, Associations, Halls/Hostels of Residence) shall be held not later than the tenth (10th) week of the Second Semester of every academic year.
4. The Electoral Commission shall conduct by-elections, referenda, opinion polls, where necessary.
5. The Office of the Dean of Students Affairs **shall oversee** the conduct of all student elections.
6. The Electoral Commission, in consultation with the Dean of Students Affairs and approval from the Registrar, may seek assistance from the Electoral Commission of Ghana in the conduct of elections.
7. Elections shall be conducted in a congenial environment devoid of discrimination, duress intimidation, undue influence, violence or fear.
8. All registered students shall have the right to vote and be voted for.
9. A registered student shall be entitled to **one (1) vote only**.
10. Voting shall be by **secret ballot**.
11. 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.
12. Notwithstanding clause (11) 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.
13. The Electoral Commission shall conduct a run-off where candidates obtain equal number of votes.

ARTICLE 55: ELIGIBILITY OF APPLICANTS

1. An applicant vying for a position in the SRC must fulfil the following requirements at the time of filing of nomination:
 - 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. Shall have attained at least a **CGPA/CPA of 3.0** without any trail or Incomplete Result (IC).
 - c. Must not hold any recognized student position.
 - 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 have been 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: 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, in consultation with the Dean of Students Affairs, constitute a Vetting Panel comprising:
 - a. One (1) Senior Member to be appointed by the Dean of Students Affairs who shall serve as the Chairperson.
 - b. The University Chaplain or representative.
 - c. One (1) representative of the SRC Parliament.
 - d. The Electoral Commissioner and one (1) other member of the Electoral Commission.
 - e. The Secretary to the Electoral Commission shall serve as secretary to the Vetting Panel but shall have no voting rights.
3. The Vetting Panel shall:
 - a. Normally conduct face-to-face vetting of applicants for Executive Offices.
 - b. Vet applicants on this Constitution, student related matters, relevant University and national issues, amongst others.
 - c. Have the power to disqualify applicants who do not meet the required criteria.

ARTICLE 57: GRIEVANCE PROCEDURE AFTER VETTING

1. In the event of any dispute arising from the vetting process, an aggrieved party may, within twenty-four (24) hours upon the publication of vetting results, petition the Chairperson of the Vetting Panel for determination within twenty-four (24) hours.
2. If an aggrieved party is dissatisfied with the decision of the Vetting Panel, he/she may within twenty-four (24) hours upon receipt of the Vetting Panel's decision, petition the Chairperson of the Judicial Board for determination within forty-eight (48) hours.
3. In reference to Clauses 1 and 2 above, an aggrieved person shall, at all times, copy the Dean of Students Affairs of the petition.
4. In the event where a party is dissatisfied with the decision of the Judicial Board, he/she may, within twenty-four (24) hours upon receipt of the Judicial Board's decision, petition



the SRC Appeals Board through the Dean of Students Affairs for determination within three (3) working days.

5. A party dissatisfied with the decision of the SRC Appeals Board, may petition the Vice-Chancellor through the Dean of Students Affairs within twenty-four (24) hours upon receipt of the SRC Appeals Board's decision for redress and the Vice-Chancellor shall initiate such appropriate steps in resolving the matter.
6. In all cases, the decision of the University Appeals Board shall be final.
7. Without prejudice to the provisions of this Article, the Electoral Commission shall continue with the electoral process after the appeal has been determined by the Judicial Board and communicated to the parties.

ARTICLE 58: ELECTORAL OFFENCES AND IRREGULARITIES

1. Electoral offences and/or irregularities shall include but not limited to the following:
 - a. Bribing of electoral officials
 - b. Destruction, damaging, or stealing of electoral materials
 - c. Disruption or interfering with voting process
 - d. Duress/Undue Influence
 - e. Gerrymandering
 - f. Inducement of voters
 - g. Impersonation
 - h. Inciting, soliciting, guiding, advising, counselling or cajoling, person(s) to vote for or against a candidate when polls are opened.
 - i. Interference or obstruction of an electoral officer in the performance of his/her official duties.
 - j. Possession of electoral materials without authorization.
 - k. Vote-buying
 - l. Voting more than once.
2. Any person who attempts to, abets, prepares to, or conspires with another person(s) to commit any offence named in Clause 1 above, commits an offence.
3. A person who, knowing that another person desires to commit, or is committing an electoral offence, fails to use all reasonable means to prevent the commission or completing the electoral offence, commits an offence.

ARTICLE 59: 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 of the Electoral Commission in forty-eight (48) hours after the announcement.
3. In the event of any dispute arising from the results announced, an aggrieved party may, within twenty-four (24) hours, petition the Chairperson of the Electoral Commission for determination within twenty-four (24) hours.
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. If an aggrieved party is dissatisfied with the decision of the Electoral Commission, he/she may within twenty-four (24) hours upon receipt of the Electoral Commission's decision, petition the Chairperson of the Judicial Board for determination within forty-eight (48) hours.
6. In reference to Clauses 3 and 5 above, an aggrieved person shall, at all times, copy the Dean of Students Affairs of the petition.
7. In the event where a party is dissatisfied with the decision of the Judicial Board, he/she may, within twenty-four (24) hours upon receipt of the Judicial Board's decision, petition the SRC Appeals Board through the Dean of Students Affairs for determination within three (3) working days.
8. A party dissatisfied with the decision of the SRC Appeals Board may petition the Vice-Chancellor through the Dean of Students Affairs for redress within twenty-four (24) hours upon receipt of the SRC Appeals Board's decision 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.

CHAPTER TEN

DISCIPLINE

ARTICLE 60: GENERAL CONDUCT OF OFFICERS

1. All SRC Officers (elected and appointed) shall:
 - a. Adhere to the rules and regulations of the University.
 - b. At all times, promote collegiality to achieve the objectives of the SRC.
 - c. Respect the dignity of others and their right to express different opinions.
 - d. Make conscious efforts to refrain from promoting any political, religious, racial or ethnic ideology in the performance of their duties.
 - e. Always dress decently and appropriately on all occasions or at such other events organised by the SRC or the University.
 - f. Adhere to the Anti-Sexual Harassment Policy of the University.
 - g. Use emails of the SRC for official duties only.
 - h. Refrain from act(s) likely to bring the image or reputation of the SRC or the University into disrepute.
 - i. Not use the name, logo, assets or property, etc. of the SRC or the University for personal gains.
 - j. Not represent or allow themselves to be held out to third parties without appropriate authority.
 - k. Avoid promoting and/or making adverse comments on (a) colleague(s) to other colleague(s), student(s) or staff.
 - l. Not leak or use confidential information from meetings or official correspondence to others or for unauthorised purposes.
 - m. Not engage in any form of verbal or physical assault on any person.
 - n. Refrain from the use of narcotic drugs or any other illicit substances.
 - o. Refrain from the abuse of alcoholic beverages which is likely to bring the image of the SRC or the University into disrepute.
 - p. 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.

ARTICLE 61: 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, **SHALL**:
 - a. disclose that interest;
 - b. recuse himself or herself from the meeting at which the matter is being considered; and/or
 - c. not participate in the deliberations of that matter.



2. A breach of Clause 1 above amounts to cessation of membership of the Board/Committee/Commission or removal from office of the SRC and forfeiture of any entitlement thereof.

ARTICLE 62: GROUNDS FOR REMOVAL FROM OFFICE

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

ARTICLE 63: 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 President shall, upon receipt of the petition, refer the matter to the Judicial Board, within three (3) days for investigation. The Judicial Board shall submit its recommendation(s) to the President for implementation.
3. 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 President for implementation. The President shall notify Parliament and the Dean of Students Affairs.
4. In the case of Officers of the Parliamentary and Judicial Boards, the President shall, in consultation with the Executive Committee, within five (5) working days constitute an Ad-hoc Committee to investigate the said allegations and make recommendations to the President for implementation. The President shall notify Parliament and the Dean of Students Affairs.
5. The Ad-hoc Committee named in clause 4 above shall be composed of:
 - a. A member of the Judicial Board who shall be the Chairperson
 - b. A member of Parliamentary Board
 - c. Three (3) other members, one of whom shall serve as secretary.
6. The persons named in Clause 5c above must:
 - a. meet the requirements to be elected as President of the SRC.

- b. 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/Hostels of Residence.
- c. have appreciable knowledge and/or demonstrate interest in conflict resolution.

ARTICLE 64: 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 Parliament.
2. The petition shall be considered valid when it is signed by at least two hundred (200) registered students in good standing, spread across all Faculties/School and levels, stating their full names, student registration numbers, programmes of study and levels.
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) 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 Alleged Officer(s), the Board shall charge the Alleged Officer(s), in accordance with provisions of this Constitution and serve same on the Alleged Officer(s).
6. The Chairperson of the Judicial Board shall authorise the commencement of proceedings by a notice to the parties indicating the 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 Alleged Officer(s).
9. Where the Alleged Officer(s) is found guilty of the charge, the Speaker of Parliament shall convene Parliament to consider the recommendation for appropriate action.
10. The Officer(s) found guilty shall be removed from office by the votes of at least two thirds of all Members of Parliament.
11. Where Parliament fails to secure at least two-third votes of Members of Parliament to remove the 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 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 65: VACANCIES

1. Vacancies shall occur in the event of:
 - a. Resignation.
 - b. Death.
 - c. Impeachment or removal from office.
 - d. Rustication or suspension.
 - e. Dismissal.
 - f. Deferment of programme of study.
 - g. Ill-Health or incapacitation.
2. In the event where the Office of the President becomes vacant, the Vice-President shall be sworn in as President for the remainder of the term. There shall be no bye-election for the Office of the Vice-President.

ARTICLE 66: RESIGNATION OF OFFICERS

1. An Officer of the SRC may resign from his/her position in writing to the 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 President, he/she shall address the notice of resignation to the Speaker of Parliament with copy to the Dean of Students Affairs.
4. 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.
5. 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, may accept the resignation or otherwise.

ARTICLE 67: GENERAL APPEALS

1. Any registered student in good standing 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 an aggrieved person(s) 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.
10. The Vice-Chancellor shall take such appropriate steps in resolving the matter.
11. In all cases, the decision of the University Appeals Board shall be final.

ARTICLE 68: 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 69: TRANSITIONAL COMMITTEE

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

ARTICLE 70: INTERIM EXECUTIVE COMMITTEE

1. In the event where the SRC is unable to conduct general elections to elect Executive Officers, the Dean of Students Affairs shall, in consultation with the Vice-Chancellor, constitute an Interim Executive Committee (IEC).
2. The composition of the IEC shall be guided by Faculty/School representation and gender sensitivity.
3. Persons to be selected in Clause 2 above shall meet the eligibility criteria of applicants vying for position in the SRC.
4. The IEC shall:
 - a. Be the mouthpiece of the student body.
 - b. Be responsible for the day-to-day administrative duties of the SRC.
 - c. Represent the SRC on Boards/Committees of the University as may be required.

- d. Receive payments for and on behalf of the SRC and lodge same into the accounts of the SRC in accordance with provisions of this Constitution.
 - e. Seek approval from the Dean of Students Affairs on financial matters.
 - f. Act in good faith and in accordance with the provisions of this Constitution.
 - g. Carry out such functions that may be determined by the Dean of Students Affairs from time to time.
5. The Dean of Students shall:
- a. Oversee and supervise the activities of the IEC.
 - b. Facilitate financial support for the activities of the IEC.
 - c. Determine the honoraria due and payable to members of the IEC in consultation with the Vice-Chancellor.
6. The IEC shall not be signatories to the accounts of the SRC.

ARTICLE 71: 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 members of Boards/Committees/Commissions and individuals who have contributed to the cause of students shall be recognized/awarded.
3. The Board of Honour shall be updated every year with the names of all successive 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 72: ENTITLEMENTS

1. All Executive Officers of the SRC shall be entitled to monthly allowances in addition to such other benefits to be determined from time to time.
2. All Executive Officers shall be entitled to decent accommodation facility in lieu of its monetary equivalent to be determined by the Ad Hoc Committee constituted to determine emoluments and/or entitlements.
3. All Chairpersons and members of Boards/Committees, excluding the Executive Committee, are entitled to Semestral Allowances.
4. The Speaker, Clerks, Members of Parliament, Chairperson and members of the Executive Board shall be paid Sitting Allowances.
5. All Allowances shall be paid from the account(s) of the SRC subject to the availability of funds.
6. The Dean of Students Affairs shall, in consultation with the Executive Committee, constitute an Ad Hoc Committee to determine the emoluments and/or entitlements payable to Officers of the SRC.
7. The Ad Hoc 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.
8. Membership of the Ad Hoc Committee:
 - a. Shall be students who do not hold any portfolio or membership of any committee(s) of the SRC including but not limited to Faculty/Programme Associations and Halls of Residence/Hostels;
 - b. Must not be in the first year of study.
 - c. Must have appreciable knowledge in the activities, functions and structures of the SRC.
9. The Ad Hoc Committee shall, in consultation with the Dean of Students Affairs:
 - a. Determine the monetary value of accommodation, allowances (sitting, monthly, semestral, etc.), per diems, end-of-service benefits, among others.
 - b. Prepare and present a report of its work to the Dean of Students Affairs for consideration and recommendation to Parliament for consideration and approval.
10. The Dean of Students Affairs shall, in consultation with the Executive Committee, pay honorarium to members of the Ad Hoc Committee.
11. The SRC may, from time to time, employ the services of person(s)/bodies for its activities and pay appropriate compensation in consultation with the Dean of Students Affairs and subject to the approval of Parliament.
12. Honoraria may be paid to deserving persons/bodies at a rate to be determined by the Executive Committee in consultation with the Dean of Students Affairs.

ARTICLE 73: AMENDMENTS

1. Any registered student(s) or group of students in good standing, Associations, Boards/Committees of the SRC may propose in writing for the amendment of any provision(s) of this Constitution.
2. The proposal for amendment(s) shall be presented to the SRC President for the consideration of the Executive Committee. The Executive Committee shall forward its recommendation to Parliament.
3. Parliament shall, upon receipt of the recommendation from the Executive Committee, consider the recommendation. The Speaker may constitute a three (3) member Ad Hoc Committee to draft the proposed provision(s) for amendment.
4. Parliament shall adopt the draft amendment(s) by two-thirds majority votes of all Members of Parliament.
5. The Speaker of Parliament shall submit the proposed amendment(s) to the Vice-Chancellor through the Dean of Students Affairs for further action.
6. The approved amendment(s) shall be communicated to the SRC through the Dean of Students Affairs for implementation.

ARTICLE 74: 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 internal processes. The decision of the University Appeals Board shall be final.

ARTICLE 75: COMMENCEMENT

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

ARTICLE 76: 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 77: DEFINITIONS

Appointees	Person(s) appointed by the SRC Executive Committee.
Bodies	Boards, Commissions and Committees established by the SRC under this Constitution.
Executive Officers	Elected Officers of the SRC.
Faculty	The highest academic unit that has the responsibility of teaching, research and innovation in a recognizable academic discipline.
Independent Bodies	Autonomous boards, commissions or committees established by this Constitution to perform specific functions, free from undue influence to ensure accountability, transparency and good governance.
School	A semi-autonomous academic establishment which has Faculty status and shares in or more of the following characteristics – association with a profession, or the preparation of students by a profession for certification or which admits students for the purpose of graduate studies and research.
SRC Officer	An appointed or elected officer of the SRC.
University	Ho Technical University (HTU).



ARTICLE 78: OATHS

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:

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:

