

THE SRC CONSTITUTION COMPLETE

The additions and amended parts are in **RED**

PREAMBLE

Having absolute belief in the Omnipotent God, the first cause; mindful of the fact that no Community exist without Laws and Leadership. WE the Students of Valley View University DETERMINED to raise to the highest level the moral, spiritual, political and intellectual standards of our society for the worthy emulation of posterity; AND IN SOLEMN declaration and affirmation of our commitment to the rule of law; SEEKING to promote the welfare of students of this university as well as securing unbreakable ties of fraternal solidarity and fellowship among the student population of Ghana and all nations; INTENT on moulding an accountable student body to enrich the heritage and safeguard the exquisite principles of probity, accountability, veracity, impartiality and scrupulosity; DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

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DEFINITION OF TERMS

Unless otherwise stated in this constitution;

“Council” – means the Students’ Representative Council (SRC)

“Affiliate Members” – means members who are officially attached to the SRC.

“Part-time Students” – means students who are duly registered and attend lectures for only part of the usual time available to students.

“He,” “Him,” and “His” – means the masculine pronoun taken to refer equally to female persons.

“Dean of Student” – means the faculty in charge of all students’ affairs.

“Registered Students” – means students in school at a particular semester.

“Observers” – means involvement to SRC meeting without the power or right to vote.

“Administrative Veto” – means the power to hold on to any decision which does not conform to the interest of the school (University).

“Senate” – means the Legislative body of the SRC which is made up of representatives from the various classes, clubs and association of students’.

“Ex-officio” – means by virtue of one’s position.

“Censorship” – means examination of materials to be published.

“General Assembly” – means the General SRC meeting involving students, affiliate members and faculty advisors.

“Quorum” – means the minimum number of students present at a duly called meeting to start a meeting.

“Faculty Advisor” – means a faculty who liaises between students’ and the school administration.

“Simple Majority” – means maximum number of votes at a particular meeting with which decisions are carried.

“Adhoc” – means a committee formed to perform a particular task and dissolved after the task is accomplished.

“Impeachment” – means removal from the SRC office due to misconduct.

“Vetting Committee” – means examining body that ensures that one is suitable for a position.

“Executive” – means the officers of the SRC.

ARTICLE I NAME AND SUPREMACY OF THE CONSTITUTION

Section 1: Name

The Association shall be known and called Valley View University “Students Representative Council”, herein referred to as “SRC”.

Section 2: Supremacy of the Constitution

- a) This Constitution shall be the supreme constitution of all Students, Clubs, Associations in the Valley View University and any other constitution found to be inconsistent with any provision of this Constitution shall, to the extent of its inconsistency, be null and void.
- b) Notwithstanding, Section (2) clause (a) this constitution shall be subject to the constitution of the Republic of Ghana, Laws of Ghana and the Statute establishing this University.

ARTICLE II AIMS, OBJECTIVES, AND MEMBERSHIP

Section 1: Aims and Objectives

- 1) The aims and objectives of the SRC shall include but not limited –
 1. To serve as the mouthpiece of the entire student body.
 2. To pursue the interest and welfare of members of the Council.
 3. To bring out the abilities of **students** through team work.
 4. To promote holistic education among members.
 5. To establish good relations between members of this Council, and the outside world.
 6. To create platforms to enable **students** contribute to the progress and development of this university.
 7. To promoting Valley View University to the outside world on the basis of her core values, excellence, integrity and service.
- 2) For the purpose of achieving these aims and objectives, the Council shall organize Seminars, Lectures, Symposia, Fora, Educational trips, Publications, and any other activities that are necessary to fulfill these objectives.
- 3) The Council shall celebrate its week which shall fall within the Second Semester of the academic year. The specific date shall be fixed by the Executive Committee upon approval by two-thirds (2/3) majority present at a Senate Meeting.

Section 2: Membership

- a) All registered students shall become automatic members of the Council.
- b) Notwithstanding, Section 2 clause (a) there shall be room for affiliate members who wish to do so. Affiliate members shall not have any voting rights.

ARTICLE III DELEGATION OF AUTHORITY AND VETO POWERS

Section 1: Powers and Responsibilities of SRC

The powers and responsibilities of the Students' Representative Council shall consist of those delegated to it by the University Council, the Senate, subject to approval by two-thirds (2/3) majority of the General Assembly of the Council.

Section 2: Faculty Advisors as Liaison Officers

- a. At the first General Assembly meeting, after each year's General Election, the Council Executive shall nominate two Faculty Advisors with one to be in charge of General Administration and the other Financial Administration subject to approval by simple majority vote of members present at a duly called General Assembly meeting.
- b. Notwithstanding Section 2(a), the one in charge of General Administration shall be the main advisor and the other co-advisor. The co-advisor must have a financial background.
- c. The advisors of the council **may** be present at all General Assembly, Senate and Executive meetings.
- d. Notwithstanding Section 2 clause (c), the faculty advisors may attend any Committee Meetings when necessary.

Section 3: Administrative Veto

- a) The Advisors may exercise a suspensive written veto of any legislation or action passed by the Senate, General Assembly which they think is in conflict with the best interest of the University. The suspended action shall be referred to the originating body through the Council's President for further deliberation.
- b) The Senate or the General Assembly may again act on the legislation or action, making appropriate change(s) within 21 days after which the Advisors may withdraw their suspensive veto. Where appropriate changes are not made, the Advisors, after consultation with the University Standing Committee, shall exercise absolute veto.
- c) A majority vote of the General Assembly is required for a repeal of an absolute veto.

ARTICLE IV THE SENATE

Section 1: **Authority**

- a. The Senate shall be the representative body of the Students' Representative Council.
- b. The Senate shall be the Chief Legislative Authority and shall be empowered to enact any law within the framework of the Valley View University regulations that will serve the best interest of the Council and the Institution.
- c. Shall have the power to subpoena any member of the Executive to answer questions or to present report to the Senate through writing.
- d. **There shall be a Chairman who shall be elected by vote during the General Election.**
- e. The Chairman should be qualified to stand for election as any of the following SRC Executives (President, Vice – President, Secretary, Finance Officer, Public Relation Officer and Sergeant-at-arm).
- f. **The Chairman should be an ex-senator.**
- g. **The Electoral Commission** shall have the responsibility to ascertain the qualification of such a person.

Section 2: **Composition**

- 1) At the first sitting of the Senate, Senate shall elect the following officers;
 - i. Vice Chairman
 - ii. Secretary
 - iii. Assistant Secretary
 - iv. Sergeant-at-Arms
 - v. Public Relation Officer
- 2) Members of the Executive may attend Senate meetings as observers and will not have any voting rights.
- 3) A Senator shall be elected from the following constituencies to represent each group in the Senate.

1. SRC Senatorial Constituencies:

- i. First Year (Freshmen Class) - One Representative
- ii. Second Year (Sophomore Class) - One Representative
- iii. Third Year (Junior Class) - One Representative
- iv. Fourth Year (Senior Class) - One Representative

1(a). All such members as provided in i, ii, iii, and iv shall be elected at a first duly called General Assembly. **They shall pick forms from the Electoral Commission. And will be vetted and voted upon during the General Election.**

2. Adult and Distance Education - Two Representatives

3. Residential

- i. Male Residential Halls - One Representative for each
- ii. **Women's Hall of Residence - One Representative for each**
- iii. Non-Residential Constituency - Five Representatives

4. Clubs

One Representative from each recognized Clubs/Associations on Campus.

4) The Council Secretary shall within five (5) working days of assumption of office request in writing all such members from the various clubs, associations and hall of residence.

5) A person shall not be deemed to be a member of the Senate unless his name has been submitted in writing to the Council's Secretary within ten (10) days after the assumption of office of the new Executive officers of the Council.

Section 3: Meetings

- a) There shall be a Senate meeting on the third week of every month
- b) The Chairman shall preside over all meetings and in his absence the Vice – Chairman shall preside.

Emergency Meetings

- a. **An emergency Senate meeting may be called by the Chairman when he deem necessary.**
- b. An emergency Senate meeting may be called by the Chairman upon written request of any two-thirds (2/3) Senate members and that the agenda or agendum, whichever may be appropriate, shall be attached and delivered to the Senate Secretary.
- c. The Senate Secretary shall in consultation with the Chairman summon such meeting within three (3) working days of receipt of such request.

Section 4: Tenure of Office of members of the Senate

1. The Senate shall be dissolved by the out-going Chairman on the eve of the handing over to the new Executive officers.

Section 5: Removal from the Senate and Impeachment of Senators

1. **A member of the Senate shall vacate his seat in the Senate –**
 - a) **Upon the dissolution of the Senate; or**
 - b) **If he is absent, without the permission in writing to the Chairman, and he is unable to offer a reasonable explanation to the Senate, from two sittings in a semester; or**
 - c) **If he is expelled from the Senate after having been found guilty of contempt of the Senate by the university's Disciplinary Committee; or**
 - d) **If he resigns from office as a member of the Senate by writing under his hand address to the Chairman within seven (7) days; or**
 - e) **If he has acted in violation of the oath of office, or in violation of this constitution; or**
 - f) **To have misconducted himself/herself in a manner –**
 - i **Which brings or is likely to bring the high office of the **Senate** into disrepute, ridicule or contempt; or**
 - ii **Prejudicial or contrary to the interests of students; or**
 - g) **To be incapable of performing the functions of his office by reason of infirmity of body or mind; or**
 - h) **To be inefficient or negligent in the discharge of his/her duties.**

2. Impeachment

- a) Subject to Section 5 of this **article**, any officer **or Senator** shall be liable for impeachment by the General Assembly upon recommendation by the **Senate or Judicial Committee**. A two-thirds (2/3) vote by members present at a duly called General Assembly meeting constitutes conviction.
- b) Any student with a support of ten or more other students shall, by notice in writing addressed to the Chairman of the Senate, commence impeachment proceedings against a **Senator**, provided that the **Senator** shall be served with a copy of the notice seven (7) clear days before the start of such proceedings.
- c) The Chairman of the Senate shall, within five (5) working days of receiving the notice of impeachment, convene a sitting of the Senate for a determination of the grounds for impeachment.
- d) **If it is the Chairman of the Senate that is to be impeached, the Chairman of the Judicial Committee shall take charge of the roles of the Senate Chairman stipulated in this Article Section 5 sub-section 2 clauses b and c.**
- e) The General Assembly shall thereafter debate and vote on the issue.
- f) Any **Senator** so impeached shall forth with cease to be a member of the **Senate**.

Quorum

A quorum of the Senate shall be made up of one – half ($1^{1/2}$) of members with the Chairman and Secretary inclusive for every business.

ARTICLE V THE GENERAL ASSEMBLY

Section 1: **Membership**

- a) The General Assembly shall be composed of all registered members of the Council.
- b) Faculty, Affiliate members may attend the General Assembly of the Council as **Observers.**

Section 2: **Officers of the General Assembly**

The Executive members shall serve as officers of the General Assembly.

Section 3: **Meetings**

- a) The General Assembly shall meet once every last Thursday of every month. **The time will be decided by the Executive.**
- b) **All executives of associations on campus must attend General Assembly meetings.**
- c) **The Senate must be present at every General Assembly meeting**
- d) **A senator who cannot attend the meeting must inform the Senate Chairman in writing.**
- e) **Executive of any association who cannot attend the meeting must inform the Council's President in writing.**
- f) **Executive of any association who misses General Assembly meeting thrice in a Semester will be liable to impeachment.**
- g) Emergency meetings may be called by the Council's President, and in his absence by the Vice – President, or by two-thirds (2/3) majority of the total members of the Executive.
- h) All decisions of the General Assembly shall be carried by a simple majority except as otherwise specified in this constitution.
- i) The quorum for a General Assembly meeting shall be –
 - a) Council's President, Secretary, Vice – President and the Sergeant-at-arms.

- b) Three presidents of the various associations and their Secretaries on campus.
- c) 20 members present.

ARTICLE VI THE EXECUTIVE

Section 1: Authority

- a) The Executive shall serve as the Administrative Branch of the Students' Council and shall implement the Council's aims, objectives, decisions, and recommend policies and programs to the Senate.
- b) Its function shall be of Advisory and not Legislative in nature.
- c) At the request of the General Assembly and/or the Senate, an Executive member shall be required to present a report in full on any activity or project under his jurisdiction. The Required report shall be presented at a date specified by the Chairman.

Section 2: Membership

The Executive shall compose of: The President, Vice – President, Secretary, Editor, Organizing Secretary, **Women's Commissioner**, Public Relation Officer, Finance officer, **Cafeteria** Services Officer, Chaplain and Sergeant-at-arms.

Section 3: Meetings

- a) Executive meetings shall be called prior to each Senate meeting or as deemed necessary by the President, or by a petition signed by one-fourth (1/4) of the members of the Executive.
- b) Regular meetings of the Executive shall be held on the first Thursday of every month.
- c) Two-thirds (2/3) of the Executive members shall constitute a quorum.

ARTICLE VII OFFICERS OF SRC

List of Officers

1. President
2. Vice-President
3. Executive Secretary
4. Finance Officer
5. Chaplain
6. Editor
7. Organizing Secretary
8. **Women's Commissioner**
9. Public Relation Officer
10. **Cafeteria** Services Officer
11. Sergeant-at-arms

Section 2: Qualification of Officers

a) General Qualification

- i. Each Officer must have been enrolled as a full-time student for at least five semesters without Summer School.
- ii. He should not be graduating in the middle of the academic year in which he serves as an officer.
- iii. His life should be in harmony with the principles of the University.
- iv. The applicant must not be a work-study student upon assumption of office.
- v. Subject to Section 2(i) above, all official positions are open to all students, all officers must understand, consider, accept, and uphold the Valley View University philosophy of education, mission and objectives and are in good and regular standing as registered students.

- vi. Any student who has ever been suspended or dismissed for violating the University regulations as well as any other tertiary institution in Ghana shall not be eligible to run for any office of the Council.
 - vii. No Council Executive shall be eligible for appointment as an Executive of any other Clubs or Associations on campus.
 - viii. **All Council Executives must be residents on Campus on assumption of office.**
- b) **The President**
- i. The President must be a baptized Seventh-day Adventist.
 - ii. The President must have a minimum **Cumulative Grade Point Average (CGPA) of 3.50.**
- c) **The Vice President**
- i. The Vice President must have a minimum **Cumulative Grade Point Average (CGPA) of 3.25.**
 - ii. The position of Vice – President shall not be contested for through Election. Each aspiring president shall choose their own running mate. The Vice – President must satisfy all the requirements stipulated in this constitution.
- d) **The Secretary**
- i. The Secretary must have a minimum **Cumulative Grade Point Average (CGPA) of 3.25.**
 - ii. **The Secretary must have earned a minimum of B+ in Communication Skills, Language and Writing Skills I and Language and Writing Skills II.**
- e) **The Finance Officer**

- i. **He must be a Student from The Accounting Department of the School of Business.**
 - ii. **The Finance Officer must have a minimum Cumulative Grade Point Average (CGPA) of 3.40.**
 - iii. **The Finance Officer must have earned a minimum of B+ in Cost and Managerial Accounting I and Intermediate Accounting I.**
- f) **The Chaplain**
- i. **The Chaplain must be a Student from The School of Theology and Missions.**
 - ii. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**
 - iii. **The Chaplain must have earned a minimum grade of B+ in Pastoral Care and Counselling.**
- g) **The Public Relations Officer**
- i. **The Public Relations Officer must have earned a minimum grade of B+ in Communications Skills.**
 - ii. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**
- h) **The Editor**
- i. **The editor must have at least B+ in Language and Writing Skills I and Language and Writing Skills II.**

- ii. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**

- i) **The Cafeteria Services Officer**
 - i. **The Cafeteria Services Officer must have been a resident student for at least three semesters.**
 - ii. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**

- j) **Seargent-at-arms**
 - i. **He must be a member of the Council's Cadet Corps.**
 - ii. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**

- k) **Organizing Secretary**
 - i. **He must have a minimum Cumulative Grade Point Average (CGPA) of 3.40.**

- l) **The Women's Commissioner**
 - i. **The Women's Commissioner must be a female.**
 - ii. **She must have a minimum Cumulative Grade Point Average (CGPA) of 3.00.**

Section 3: **Tenure of Office**

No officer shall hold the same position more than twice successively.

Section 4: **Duties of Officers**

A. The President

- a) **Shall be the Commander-in-chief of the Council's Cadet Corps.**
- b) Shall convene and preside over all meetings of the General Assembly of the Council, and the Executive.
- c) Shall be an ex-officio member of all standing committees of the Council.
- d) Shall be well versed in and have the ability to use the parliamentary procedures adopted by the Council.
- e) Shall be a member of the Valley View University Council
- f) Shall have the powers to appoint Committees where necessary to carry out certain functions.
- g) Shall in consultation with the Executive recommend names to the various university's standing Committees.
- h) Shall in consultation with the Vice – President of extended campuses oversee all activities in all the extended campuses of the university.
- i) **Shall make sure that all ongoing projects are continued. Ongoing projects shall be discontinued by majority vote at a General Assembly meeting.**

B. The Vice – President

- a) Shall assume the duties and responsibilities of the President in his/her absence (temporarily or permanently).
- b) In case of permanent absence of any officer, the Vice – President shall act in that place until a new officer is elected.
- c) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

C. The Secretary

- a) Shall record minutes and keep accurate records of the Council.

- b) Shall render accurate minutes of previous meetings to the Executive and the General Assembly meetings.
- c) Shall be responsible for the Council's Correspondence.
- d) Shall be responsible for implementation of policies taken at every meeting.
- e) Shall be responsible for any other duties and responsibilities specified in the byelaws of this constitution.
- f) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

D. The Finance Officer

- a) Shall supervise the collection and disbursement of the funds of the Council in harmony with the policies of Council.
- b) Shall supervise all accounts maintained by the Council.
- c) Shall be the custodian of the council's imprest system and must account for same to the Senate and the General Assembly.
- d) Shall be obliged to present a comprehensive financial statement at the first and last General Assembly Meetings of each semester.
- e) The finance officer shall within 14 days, prior to the rendering of the financial statement to the General Assembly, post an audited financial statement on major notice boards on campus.
- f) Shall be responsible for any other duties and responsibilities specified in the byelaws of this constitution.
- g) **Shall make monthly report to the Audit board.**
- h) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

E. The Chaplain

- a) Shall be in charge of all religious and devotional activities of the Council.

- b) Shall be the Council's representative in religious life and chaplaincy committee(s) and meetings of the University.
- c) Shall be responsible for the spiritual upliftment of the members of the Council.
- d) **Shall be a member of the University's Disciplinary Committee.**
- e) Shall be responsible for any duty specified in the Bye-laws of this constitution.
- f) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

F. The Editor

- a) Shall serve as the Chairman of the Editorial Committee.
- b) Shall be responsible for coordinating the publications of the Council.
- c) Shall be a member of the Budget Committee of the Council.
- d) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

G. The Organizing Secretary

- a) Shall be responsible for planning and organizing all the Council's activities and meetings.
- b) Shall be the representative of the Council in the University's recreational and social committees.
- c) Shall be responsible for all the association's sports equipment and shall account for every item at the expiration of his term of office.
- d) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

H. The Women's Commissioner

- a) Shall assist the organizing secretary in his duties.
- b) Shall temporarily act in the organizing secretary's capacity in his absence.

- c) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

I. The Public Relation Officer

- a) Shall be responsible for publicizing all the Council's activities.
- b) Shall be a member of the Editorial Committee.
- c) Shall seek to the public relation of the Council.
- d) Shall be responsible for creating awareness and advertising every programs of the Council.
- e) Shall disseminate information to the Executive, Senate, and the General Assembly of impending meeting.
- f) Shall be responsible for any other duties that will be assigned to him by the Executive.

J. The Cafeteria Services Officer

- a) Shall liaise between the student body and the **Cafeteria Services and Management Committee.**
- b) Any suggestions by students pertaining to the services of the cafeteria shall be directed to him.
- c) Shall be a regular representative of the Council in the **Cafeteria Services and Management Committee.**
- d) Shall be responsible for the welfare of the members of the Council at any meeting.
- e) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

K. The Sergeant-at-Arms

- a) An officer appointed to help the President to keep order at all meetings.

- b) Must be present at all meeting of the council (Executive, and General Assembly).
- c) In the absence of both the President and the Vice – President, the Sergeant-at-arms shall be the President “**Pro-Tempore**” until such time as the vacancies are filled.
- d) Where the Sergeant-at-arms acts in this capacity, the Editor shall act as a temporal Sergeant-at-arms.
- e) He shall acquire a working knowledge of the constitution and Bye-laws adopted by the Council.
- f) Shall have authority to settle parliamentary procedural issues/problems.
- g) **He will be a member of the University’s Sports Committee**
- h) **He shall be in charge of the sporting activities of the council**
- i) **Shall be responsible for any other duties that will be assigned to him by the Executive.**

Section 5: **Removal from Office and Impeachment of Officers**

1. An Executive officer shall be removed from office if found, in accordance with the provision of this article –
 - a) To have acted in violation of the oath of office, or in violation of this constitution; or
 - b) To have misconducted himself/herself in a manner –
 - i. Which brings or is likely to bring the high office of Executive into disrepute, ridicule or contempt; or
 - ii. Prejudicial or contrary to the interests of students; or
 - c) To be incapable of performing the functions of his office by reason of infirmity of body or mind; or
 - d) To have embezzled funds or recklessly handled the finances to the Council; or
 - e) To be inefficient or negligent in the discharge of his/her duties.

2. Impeachment

- g) Subject to Section 5 of this **article**, any officer shall be liable for impeachment by the General Assembly upon recommendation by the Senate **or Judicial Committee**. A two-thirds (2/3) vote by members present at a duly called General Assembly meeting constitutes conviction.
- h) Any student with a support of ten or more other students shall, by notice in writing addressed to the Chairman of the Senate, commence impeachment proceedings against an Executive officer, provided that the officer shall be served with a copy of the notice seven (7) clear days before the start of such proceedings.
- i) The Chairman of the Senate shall, within five (5) working days of receiving the notice of impeachment, convene a sitting of the Senate for a determination of the grounds for impeachment.
- j) The General Assembly shall thereafter debate and vote on the issue.
- k) Any officer so impeached shall forth with cease to be a member of the Executive.
- l) Any Executive member, who wishes to absent himself from Executive meeting, shall by writing inform the President, Secretary or the sergeant- at- arms of his intended absence.
- m) An Executive officer shall be liable for impeachment if he **absents** himself twice unofficially from Executive meeting.

Section 6: Inauguration of Officers

All officers shall be duly invested by the Dean of Student's upon the taking of the following oath;

1) UEXECUTIVE OFFICERS OATH

Ihaving been elected as.....to the SRC of Valley View University, do hereby in the name of Almighty God swear (solemnly affirm) that I will at all times, faithfully and truly serve the SRC in my capacity, that I will strive afeat all times to preserve, protect and defend the SRC Constitution, especially in supporting and upholding the principle of meticulous accountability, and otherwise, that I will seek the welfare of the students of Valley View University in particular and the welfare of the students' in general.

I further solemnly swear (affirm) that should I at **any time** break this oath of office, I shall submit to the penalty prescribed by the Constitution of Valley View University Students' Representative Council.

So help me God.

2) THE PRESIDENTIAL OATH

I -----having been elected to the high office of President (or Vice – President) of the Students Representative Council do hereby in the name of Almighty God swear (solemnly affirm) that I will be faithful and true to the SRC of Valle/y View University; that I shall strive at all times to preserve, protect and defend the Constitution of the SRC and I hereby dedicate myself wholly,

without fear nor favour, to the service and welfare of the students of Valley View University.

I further solemnly swear (affirm) that I will conform to the principles of strict accountability financially and otherwise and that should I at **any time** break this oath of office, I shall submit myself to the dictates of the SRC Constitution and suffer the penalty there of (SO HELP ME GOD)

ARTICLE VIII PUBLICATIONS

Section 1: The Objectives and Purpose of the Council's Publications;

- a) There shall be an SRC publication which shall serve as a medium of information, education, and raising funds for the council in and outside the campus.
- b) There shall be an Editorial Committee which shall be appointed by the Executive to work with the Editor.
- c) The Editorial Committee shall be responsible for the Council's publications.

Section 2: Censorship

- a) The Editorial Committee shall compile and edit all materials before forwarding them to the Senate for approval.
- b) The Senate shall give approval for publication of materials collected before they are published and circulated.

Section 3: Composition of the Editorial Committee

- a) Editor (Chairman)
- b) Faculty Advisors

- c) Finance officer
- d) Executive Secretary (Secretary)
- e) SRC President (ex-officio)
- f) Public Relation Officer (ex-officio)
- g) Three students nominated by the Executive.

ARTICLE IX STANDING ORDERS

“Robert’s Rule of Order” shall be the parliamentary authority for all Council meetings. a.

Section 1: Voting

1. Voting shall be casted by qualified members of the council only. Each member shall be entitled to one vote only.
2. Voting shall be done by either voice by general consent or by ballot.
3. There shall be no voting by proxy.
4. In voting, motions shall be carried by a simple majority of members present and voted, unless otherwise stated in this constitution.
5. The casting of vote shall be in the following order
 - i. For the Motion
 - ii. Against the Motion
6. If the number of votes for and against is equal, the Chairman shall exercise a casting of vote.

7. Observers shall have **no** voting right.

Section 2: **Motions**

The method by which members shall use to express in the form of moving motions shall be;

- i. Call to order
 - ii. Second motions
 - iii. Debate motions
 - iv. Vote on motions
1. All members of the Council shall have the right to file motions
 2. No motion or amendment shall be opened for discussion until it has been seconded.
 3. All **members** of the Council have the right to second motions.
 4. In the event that the motion has no seconder, the mover shall be given two (2) minutes to speak on the motion in order to get a seconder. Failure to get a seconder would cause the motion to be disregarded.
 5. No matter shall be discussed until it concerns an approved subject on the agenda, except with the permission of the house.

6. A motion shall only be opened for discussion or amendment only when the mover and seconder have spoken on the motion.
7. After the mover and seconder of the motion have spoken, the Chairman shall invite other speakers in the following order;
 - i. For the Motion
 - ii. Against the Motion
8. The mover of the motion shall then have his right of reply which closes debate on the subject matter.
9. Votes are then casted on the motion to arrive at a decision.
10. Motions shall always be in a clean and concise manner. They shall always be stated affirmatively. **Say “I move that we...” Rather than, “I move that we do not...”** c.

Section 3: **Interventions**

In additions to discussion on a motion, the Chairman shall allow the following points of order of presidencies: -

- i. Point of Order
- ii. Point of Correction
- iii. Point of Information

1. A Point of Order must be heard at all times and the Chairman shall give his ruling before the issue is further discussed. Points of Order shall deal with the conduct of procedure of the debate. The member rising to put the Point of Order shall prove one or more of the following;
 - iv. That the speaker is traveling outside the scope of the issues under discussion.
 - v. That he/she is using improper language.
 - iii. That he/she is infringing upon the Constitution of Standing Order(s)
2. A Point of Correction shall be a factual presentation seeking to correct a statement made by the last speaker. It must strictly **relate** to the subject under immediate discussion.
3. A Point of Information is a question or a brief statement of a relevant fact concerning the matter under discussion. It should be directed to either the last speaker or the Chairman.

ARTICLE X ELECTORAL COMMISSION

Section 1: **Composition**

There shall be an electoral commission which shall consist of –

- a) Chairman/Chairperson who shall be the electoral commissioner of the Council
- b) Two other Deputy commissioners, and
- c) Four other members.

Section 2: **Qualification and Election**

- a) **The incumbent Electoral Commission will, in a day, vet the applicants for various positions in the Electoral Commission.**
- b) **Only the qualified will be voted upon.**
- c) **The election and vetting of candidates of Electoral Commission shall be done within seven days.**
- d) The chairman and his two deputy commissioners shall be nominated at a duly called General Assembly meeting.
- e) The other four members shall be nominated by the various year groups during the General Assembly meeting of Section 2(a). (first, second, third, and fourth) years.
- f) Subject to Clause (a) of Section 2 above, the Chairman and the two deputies' must satisfy all the qualifications for an Executive officer as stated in article VII section 2.
- g) Members elected to the Electoral Commission are not eligible to contest for any position of the Council.
- h) Senate shall have the power to determine the allowances of the members of the Electoral Commission upon approval by the Faculty Advisors.

Section 3: **Functions of the Electoral Commission**

- 1) The Electoral Commission shall perform the following functions;

- a) The Commission shall be responsible for conducting and supervising General Elections of the Council.
- b) **The Commission shall open Nominations for General Election immediately after the election of the Electoral Commission members.**
- c) **The Commission shall conduct the General Election within 4th-10th Week of the Semester.**
- d) **The incumbent Commission shall submit their program for the semester, including the General Election, which will be taken over and implemented by the succeeding Commission.**
- e) **The succeeding Commission must meet the deadline of General Election set by the incumbent Commission.**
- f) The Commission shall receive and compile the names of applicants and shall pass it on to the Vetting Committee for vetting.
- g) The final list after vetting shall be passed on to the Standing Committee of the university through the Dean of Students' for approval.
- h) The Electoral Commission shall within fourteen (14) days after the final list have been approved by the University's Standing Committee hold General Election.
- i) If two candidates for an office are declared unaccepted, the Electoral Commission shall open for nomination again with seven (7) days from the day it shall receive such report for people to apply for that position(s).
- j) In an event where a position(s) is contested for by one person, the election such be done by a For and Against vote.

- k) Subject to Clause f of the Section, if the Against exceeds the For, the Electoral Commission shall within seven (7) working days open nomination and hold elections again for such position(s). The determination of the winner of such election shall be by simple majority. The first unopposed candidate shall have the right to contest again.
- l) **The Electoral Commission shall conduct Senate elections.**
- m) The Electoral Commission shall supervise all other Clubs and Associations elections conducted in this university.
- n) **Any association that does not write to the EC for supervision of this election shall have the election considered null and void.**

Section 4: **Independence of the Commission**

Except as provided in this Constitution, the Electoral Commission, in the performance of its functions, shall not be subject to the direction or control of any person or authority.

Section 5: **The Vetting Committee and its Composition**

1) **Vetting Committee**

- a) There shall be a Vetting Committee which shall be chaired by the Electoral commissioner and be responsible for ensuring that candidates for any election under this Constitution satisfy the requirements provided for in this Constitution, or a resolution of the General Assembly.

- b) The Vetting Committee shall have the power to disqualify any candidate for any position under this Constitution on the grounds of their performance at the Vetting.

2) **Composition of Vetting Committee**

The Vetting Committee shall comprise –

- a) The Chairman of the Electoral Commission (Chairman)
 - b) The two deputies of the Electoral Commission
 - c) The Dean of Students' Life and Services
 - d) The University Chaplain
 - e) **The Dean** from each halls of residence. **Dean Assistants shall represent the Deans in their absence; one each.**
 - f) **Incumbent officer whose position aspirants are being vetted.**
 - g) President of the Council
 - h) **The Senate Chair**
 - i) One faculty members elected to serve as members of the electoral commission
 - j) **The Four members of the Electoral Commission** from the various class levels (one to serve as Secretary).
 - k) The Council's Advisors for the academic year
- 3) **The quorum of the Committee shall be two-thirds of the members of the Committee with the Chairman and Secretary inclusive.**

ARTICLE XI COMMITTEES

Section 1: **Budget Committee**

- a. The budget committee shall consist of the following:
 - ❖ The SRC President (Chairman)
 - ❖ The Finance officer (Secretary)
 - ❖ Editor
 - ❖ Three Senate members
 - ❖ Three Non-Senate members.
 - ❖ Faculty Advisors (Ex-officio)
- b. The Budget Committee shall be set up three (3) days after the first Senate meeting of the school year.
- c. The Secretary of the Committee shall prepare and furnish each member of the committee a written copy of the proposed budget for the semester.
- d. The approved budget by the Committee shall be presented to the Senate for ratification and then forwarded to the General Assembly for final approval.
- e. A vote on the budget shall be by simple majority.
- f. The Committee shall be responsible to raise funds for the council

Section 2: **Welfare Committee**

- a. There shall be a Welfare Committee comprising of 7 members;
 - ❖ Vice – President (Chairman)
 - ❖ The Finance officer
 - ❖ **Cafeteria** Services Officer
 - ❖ Representatives from the various halls on campus.
 - ❖ Two off-campus representative to be nominated by the Executive.
- b. The Welfare Committee shall be responsible for all facets of students’ wellbeing, which includes; sickness over a long duration of time, bereavement, marriage, and students’ security both in and outside campus.

Section 3: **Presidents’ Committee**

There shall be a President Committee which comprises;

- a) The SRC President, as the Chairman, SRC Vice – President, SRC Secretary, and all presidents of the various Clubs and Associations recognized by the University on campus.
- b) They shall bring to bear insightful developmental plans from their respective departmental point of view for the collective interest of the Council.
- c) They shall meet at least twice in a Semester.

- d) The Council's Secretary shall within seven (7) clear days upon assumption of office write to such presidents of convening a meeting.

Section 4: **Public Relation Committee**

- a) The Public Relation Committee shall consist of the;
- ❖ Public Relation Officer of SRC (Chairman)
 - ❖ Finance Officer,
 - ❖ Organizing Secretary.
 - ❖ All the Public Relation Officers of all recognized Clubs and Associations on campus.
- b) The Committee shall be responsible for publicizing the activities and projecting the image of the Council in and outside the university campus.

Section 5: **Organizing Committee**

- a) There shall be an organizing committee comprising of –
- The SRC Organizing Secretary as the chairman
 - All the various organizing secretaries of the Clubs and Association on campus.
 - Secretary and Public Relation Officer of SRC.
 - The Executive Secretary shall be the Secretary of this Committee.
- b) The primary objective is to implement and run successively all programmes of the

Council.

- c) Responsible for all social activities organized by the Council.

Section 6: Judicial Committee

a) Composition

- 1. The two faculty advisors of the Council**
- 2. One Senior Hall Assistant from all the Halls of Residence on Campus**

b) Duties

- 1. They shall be responsible for the enforcement and interpretation of any provision within this constitution.**
- 2. In every matter where it is alleged that a person or a group of persons have acted ultra vires or abuse the power conferred upon them, the committee shall be responsible to his sanction unless otherwise stated in this constitution.**

Section 7: Audit Board

- a) There shall be an Audit Board whose membership shall depend on the following population of students' at a given time;
 - i. 3000 – 4000 students - two members
 - ii. 5000 – 6000 students - three members
 - iii. Above 7000 students - four members or more
- b) An Auditor shall be qualified for nomination if he has spent 6 semesters in the institution and has earned **a minimum grade of B⁺** for two semesters in Intermediate Accounting.
- c) Senate shall have the power to determine the allowances of the Auditors subject to approval by the General Assembly.
- d) They shall have access to the books of the Council; and shall present a report to the Senate and to the General Assembly twice each semester or as may be required by the Executive, Senate, or General Assembly of the Council.

- e) **The Audit Board will use a 7 days to audit the incumbent Administration immediately after the General Election of the Council.**

Section 8: Adhoc Committee

The Executive shall have the power to form adhoc committees when necessary and dissolves when the work is completed.

Note: Committee members are not entitled to allowances.

ARTICLE XII EXTENDED CAMPUSES

Section 1: The SRC President of the main campus (Oyibi) shall be the overall SRC president for all other campuses of the university.

Section 2: Subject to Section 1 of this article, all extended campuses shall have their own president and other Executive positions.

Section 3: The President of the various extended campuses shall;

- a) Shall be the SRC president within his campus jurisdiction, and
- b) Be responsible to the main campus president

ARTICLE XIII RATIFICATION AND AMENDMENT

Section 1: Ratification

The ratification of this constitution shall be by popular vote of two-thirds (2/3) of the General Assembly after the constitution has been approved by two-thirds (2/3) vote of the Senate, and has appropriately become the Supreme Law of the SRC.

Section 2: Amendment

- a) No amendment to this Constitution shall be proposed unless notice of such amendment has been given; in writing to the Senate signed by at least fifty students provided that they provide signatories to that effect.
- b) There shall be a preliminary hearing on the proposals for amendment by the Senate and where it is satisfied that conditions require an amendment of this Constitution, it shall give permission for the amendment.
- c) The Senate shall issue an order directing the Executive to appoint a seven (7) member committee so as to reflect on the proposals for amendment.
- d) The Committee responsible for the amendment shall publish the provisions intended to be amended together with the proposals for amendment and the draft provisions on all major notice boards for at least seven (7) working days.
- e) The Committee appointed in accordance with clause (c) of this article shall present a draft proposal to the General Assembly for consideration.

- f) For the purposes of consideration and debating on the draft proposals, at least, a vote of two-thirds (2/3) of members present at such a General Assembly meeting shall be required to continue the process of the amendment.
- g) Subject to Section 2(f), if two-thirds (2/3) vote is not obtained, amendment proceedings shall be discontinued. However, if the two-thirds (2/3) vote is obtained, the amendment committee shall within three (3) working days begin the amendment process.
- h) **The Committee will present the final work to the Senate for rectification.**
- i) **If approved, the Committee will present the final work to General Assembly for acceptance and enactment.**
- j) **A two-third voting will be required for acceptance and enactment.**
- k) **The Committee shall ensure that all other Associations are aware of the newly enacted Constitution.**
- l) **The Committee must ensure other Associations have commenced amendment if their constitutions conflict with the newly enacted Constitution.**

Section 3: Composition of the Amendment Committee

- a) **The Editor of the Executive**
- b) **An English Student.**
 - 1. **He/She must be in Level 300 or more.**

2. He/She must have a minimum grade of B+ in Semantics, Syntax, Language and Writing Skills I and Language and Writing Skills II.

j) An ex-Senator

k) Four executive members from Departmental Associations other than the associations of first three members of this committee. The various schools can provide only one member. Departmental associations that are not under any school can also provide only one each.

l) If the University should introduce law programme, then five law students will form the committee with the first two members (section 3 clause a and b.)

ARTICLE XIV BYE-LAWS

Section 1: Leadership Seminar

Every year after general elections, the Dean of Students' in collaboration with the faculty advisors shall organize a **seven-day leadership** workshop for the officers elect and **all student leaders**.

Section 2: Clubs and Associations

a) All clubs and associations recognized by the university shall organize and hold their general elections at most two (2) weeks before SRC General Election.

b) All Associations' should submit their semester programs/ a particular program outline (+ dates) to the SRC before the program(s) is/are run to avoid any clash with the programs of the SRC latest by the fourth week after reopening.

i. If an association is not able to submit it after the fourth week the Association will write to the SRC for approval for any program that they are going to run.

Section 3: Finance

i. Source of Income

a) Mandatory membership dues, which shall be determined by the Senate and approved by the General Assembly.

b) Grants, aids, gifts and monies realized from fund raising projects, etc. such sources of income must receive the approval of the University Council.

- c) Tariffs from any student-related business conducted by person(s) from within or without the University community.
- d) Subscription to all publication of Council which shall be produced from time to time either in prints, audio cassettes, video cassettes, microfilms, etc.
- e) Profits from the Council's business ventures.

ii. Emergency Expenditure

The Executive is empowered to spend money in emergency cases on behalf of the Council. On annual basis the maximum amount to be spent by the Executive on emergency without prior approval by the Senate should be established. However, a report of this expenditure should be submitted to the Senate for approval and **ratification**. As much as possible, all expenditure should be within the SRC approved budget.

iii. Executive Officers' Allowance

- a) SRC Executive members shall earn monthly allowance.
- b) The base amount shall be determined by the basic work-study wage per hour, assuming that the number of hours worked is 4 hours/day and 80 hours a month.
- c) From the base amount the President shall earn 20% in addition and the Secretary, Treasurer, and Organizing Secretary 10% in addition. All other Executive member shall earn the same equal to the base amount.
- d) The Executive shall have the power to recommend to the Senate, the deduction of allowance of any member of the Executive who neglect his/her

duties.

iv. Senators' Allowance

- a) **The Senators' honorarium shall be determined by the basic skilled work-study wage per hour, assuming that the number of hours worked is 4 hours/day and 50 hours a semester.**
- b) **The Chair can have 20% in addition. The secretary can have 10% in addition. The rest shall earn the same equal to the base amount.**
- c) **The Judicial Committee, based on their assessment, can call for a reduction of the allowance of any Senator. The Senate can also call for reduction of allowance of a member who neglects his/her duties.**

iv. Signatories

Signatories to all the Council's accounts shall include that of -

- a) Faculty Advisor in charge of Finance
- b) The President
- c) Finance Officer

Section 4: Discipline

i. Executive Members

- a) On no condition should any Office absent himself or herself from meetings without express permission by the President.

ii. **The General Assembly**

- a) The Executive shall have the power to ask any member who misconducts himself/herself at the General Assembly to leave the General Assembly meeting. The Sergeant-at-arm shall make sure such person leave the meeting.
- b) The Executive shall recommend to the University's disciplinary Committee the name(s) of such person(s) for appropriate disciplinary action to be taken against him/her.

Section 5: Policies

- a) The financial regulation policy of the Council shall be a binding document of the Council.
- b) The SRC Executive may determine any policy for the smooth running of the Council subject to the ratification by the Senate and approval by the General Assembly.

TRANSITION ACT 2017

An Act

To promote the orderly transfer of the executive power in relation to the expiration of the term of office of an existing Council's Administration and the Inauguration of a new Council Administration.

Be it enacted by the Senate and General Assembly assembled, that this Act may be cited as the "Transition Act of 2017".

The Transition Team

- (1) There shall be a transition team which shall include**
 - (a) The Auditing Board**
 - (b) The Auditing Board shall start their work immediately after the Council's General Election.**
 - (i) The Finance officer shall provide monthly report to make the work of the Auditing Board easier.**
- (2) The Auditing board shall use seven (7) working days to audit the incumbent administration.**
- (3) Seven (7) days after auditing has been finalized, there will be the Council's handing over to the Council's Executive-Elects.**
 - (a) However, the handing over must be planned by the SRC.**

Functions of the Team

- (4) The functions of the team are**
 - (a) To make comprehensive arrangements to regulate, in accordance with this Act, the transfer of power following a General Election;**
 - (b) To undertake any other function which will enable the Team to achieve the objective of this Act.**

Handing-over Notes

- (5) The outgoing President shall prepare a set of comprehensive handing-over notes covering the term of office as President.**

- (a) The notes prepared under subsection (5) shall include,**
 - (i) Handing-over notes received by the Council’s President and Vice President Elect; and**
 - (ii) Council Executives on assumption of office**
- (6) A comprehensive handing-over note shall entail;**
 - (a) The Council’s President’s general performance; and**
 - (b) Various performances as captured by all other Council Executives.**

Swearing-in of Council Executives

- (7) The administration of the oaths of office to the Council’s President, Vice-President and executives Elect shall take place the day after all due processes of auditing have been completed.**
 - (a) This shall be in line with article VII, section 6, subsection (1) and (2) of the Council’s Constitution.**

Interpretations

- (8) In this Act, unless otherwise stated,**
 - “Council” refers to the Student Representative Council (SRC)**

2016/17 Constitution Amendment Committee

Stephen Tetteh	Chairman
Arthur Gideon	Secretary
Rhoda Asare Kyei	Member
Obed Osei-Agyemang	Member
Ernestina Lucky Agbozo	Member
Ajibola Faniyi Rilwan	Member
Enneriene Ebis Luke	Member

The Constitution thus approved by the Valley View University Council, shall come into force on the day of approval.

2010 Constitution Amendment Committee

Melchizedeck O. Anthony	Chairman
Dennis Mensah	Secretary
Godswill T.K Mensah	Member
Akosua Brimpong Konadu	Member
Levina Serwah Sackey	Member
Enoch Mintah Amoah	Member
Andrews Laryea Nai	Member

2006/7 Constitution Review Committee

Lilian Eyram Offridam	Chairman
Isaac Asante	Secretary
Gabriel Amoako	Member
Vida Adi Koranteng	Member

Maxwell Ohene	Member
Nana Kofi Nimako	Member
Kofi Dwomoh	Member

1999 Constitution Review Committee

Rolland Tawiah Idum	Chairman
Peter Obeng Manu	Member
Kirsty Agbasi	Member
Isaac Owusu-Frimpong	Member
Bright Bukudah	Member
Maxwell Ntim Antwi	Member
Andre Songna	Member