



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

STUDENTS' GUILD CONSTITUTION

2014

**GUILD CONSTITUTION OF UNIVERSAL TECHNOLOGY AND
MANAGEMENT UNIVERSITY**

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THE PREAMBLE.

WE THE STUDENTS' GUILD OF UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY (UTAMU)

ACKNOWLEDGING the supremacy of the Almighty God of all creation;

HONORING those who heroically struggled to bring unity and justice to our University;

RESPECTFUL of the University which is our heritage and determined to sustain it for the benefit of the future generation;

COMMITTED to nurturing and protecting the well being of students and the university at large;

RECOGNIZING the aspirations of all students of UTAMU based on the essential value of students rights, equality, freedom and the rule of law;

EXERCISING our sovereign and inalienable right to determine the form of Guild government of our university and participating fully in the making of this Constitution;

AWARE of what history has taught us about the forces, conditions and environmental pressures surrounding students' ethics, culture, programmes, religious diversity and will to uphold the principles of human rights and democracy;

MINDFUL of the fact that like other students elsewhere, we are a potential force for development, and progress not only in our University but also our nation and the African brotherhood;

DO HEREBY ADOPT, enact and give this Constitution to ourselves and future generation as the legally binding document that is bound to spell out the kind of relationship that may co-exist among the Students' Guild, University Administration and any other third party.

CHAPTER ONE

APPELLATION

1. Supremacy of the Guild Constitution.

- (1) The Guild Constitution is the supreme law of the students' guild and shall have a binding force on all the members of the students' guild of UTAMU
- (2) Any guild member and or student of UTAMU who breaches and or contravenes any provision of this Constitution shall be subjected to disciplinary proceedings in the GRC and where need arises shall be subjected to disciplinary proceedings in the University Disciplinary Committee.

2. Official Name of the Guild.

The official name of the Students body comprising of all members shall be called "The Universal Technology And Management University (UTAMU) Students' Guild," hereinafter referred to as "The Guild".

3. Offices

The offices of the Guild shall be at Universal Technology And Management University, Main Campus.

4. Purpose of the Guild.

The purpose of the Guild shall be to promote and protect the interest of all its members.

5. Aims and Objectives of the Guild.

The aims and objectives of the Guild shall be;

- a) To seek students' representation and or participation in and or on organs of University Administration;
- b) To establish an efficient students Government;
- c) To promote, and develop innovative and entrepreneurial minded students;
- d) To promote academic excellence and cultivate desirable morals;
- e) To work with, consult and or negotiate with University Administration and other bodies in matters affecting the students; and,
- f) To work in co-operation with other student and non students organizations and

establish friendly relations and understanding when and where it is not to the detriment of the University and the country.

CHAPTER TWO

GUILD MEMBERSHIP.

6. Membership.

- (1) Membership to the Guild shall be open to all students of UTAMU regardless of race, creed, sex, gender identity, nationality or disability.
- (2) All members of the Guild shall be bound by the strict obligations and shall be entitled to the enjoyment of specific rights as spelt out in this Constitution.
- (3) The guild members shall be categorized as follows;
 - (a) Full members shall include undergraduate and graduate students unless they are staff members of the University.
 - (b) Associate Members shall include all former members of the Guild after the expiration of their full membership.
 - (c) Honorary members shall be those members who are neither full nor associate members of the Guild, who are elected by the GRC to be honorary members of the guild. This may be conferred upon such a person if he/she has rendered outstanding services to the Guild and or whose role is recognized as useful to the Guild. Such a person shall be proposed by a Guild Representative Council (GRC) member in a council meeting and must be approved by a majority.
 - (d) Life membership shall be conferred upon a person after payment of a subscription fee agreed upon and fixed by the Guild Representative Council and such a person must have been a full member of the guild in the past.

7. Modification.

The GRC may where it deems necessary expand or reduce on the different categories of membership spelt out in Article 6 or set a new criteria for membership or modify the criteria in accordance with the existing realities at the time. This shall be achieved by a resolution of a two thirds (2/3) majority.

8. Duties of Guild Members.

- (1) Every full member of the guild shall abide by the provisions of the Guild Constitution and shall not engage in any activity(ies) or behave in a manner that is intended to undermine it;
- (2) Every member shall study, promote and defend the Constitution;
- (3) Every member shall participate fully in any guild activity whenever called

upon;

- (4) Every member shall participate in the guild elections to elect guild representatives when called upon.

9. Rights of full members.

- (1) To participate fully in the proceedings of the general assembly;
- (2) To elect and/or to be elected to any organ or organs of the guild government without prejudice;
- (3) To be elected, nominated or appointed to be a delegate or representative of the guild in any guild undertaking;
- (4) To exercise the freedom to express their views to the guild and the University Administration in a proper manner provided that such an exercise of the freedom of expression shall not prejudice the rights of other members or any other person;
- (5) To enjoy access to all the facilities of the University like the e-learning system, library and e-library system, computer laboratories, lecture rooms, and any other facility as deemed necessary provided always that where there are obligations imposed on such a member, such obligation should have been discharged;
- (6) Shall enjoy freedom of association, provided that such freedom does not contravene the liberty of others.

10. Rights of the Associate, Honorary and Life members.

Every associate, honorary and life member shall have the right to make use of the guild facilities with the consent of the Guild executive save for the election to any organ of the guild.

CHAPTER THREE

ORGANS OF THE GUILD GOVERNMENT.

11. General Assembly.

- (1) There shall be a general meeting of the Guild called the '**General Assembly.**'
- (2) The General Assembly shall be the supreme decision making organ of the Guild in addition to being an informative and consultative forum PROVIDED THAT decisions which require action by the Guild Representative Council or Guild Government shall be through those bodies.
- (3) The General Assembly shall sit once a year.
- (4) A five (5) days' notice shall be given for an Ordinary Assembly whereas in the event of an Emergency General Assembly as the need arises, prior notification shall always be made to the University Vice Chancellor.
- (5) Business for an Emergency General Assembly shall always be discussed by the Guild Government with the Vice Chancellor before convening the meeting.
- (6) The quorum for the General Assembly shall always be one quarter (1/4) of all the full members.
- (7) The General Assembly shall not be held during lecture hours and or during the time when students are supposed to be in class unless with the express permission of the Vice Chancellor or his/her delegate.
- (8) The ex-officials of the Guild like the University Vice Chancellor/Deputy Vice Chancellor, Director Academic Affairs or their representatives may attend unless otherwise agreed upon by the General Assembly.

12. Guild Representative Council (GRC).

- (1) There shall be a Council of the Guild known as, "**Guild Representative Council**" herein referred to as the "**GRC.**"
- (2) The GRC shall be the supreme legislative body of the Guild.

13. Composition of the Guild Representative Council.

- (1) The GRC shall comprise of;
 - (a) The Guild Speaker as its Chairperson;
 - (b) The Deputy Speaker;
 - (c) The Clerk to Council;
 - (d) The Deputy Clerk to Council;
 - (e) One (1) student representative per programme per year of study;
 - (f) Two (2) representatives of students with disabilities a male and female. These shall be voted or nominated by the students with disabilities in elections organized by the Students' Electoral Commission.

- (2) The GRC shall also comprise of ex officials who shall include;
 - (a) The Guild President;
 - (b) The Guild Secretary;
 - (c) The Guild Financial Advisor; and
 - (d) The Chairperson of students' affairs.

- (3) Ex Officials shall not enjoy voting rights, to move motions on any matter(s) in the council but may contribute towards the Council proceedings.

14. Functions of the Guild Representative Council.

The Guild Representative Council shall;

- (a) Be the legislative body of the Guild;
- (b) Deliberate on all matters that affect the members of the Guild and resolve measures to be taken by the Guild;
- (c) Elect and or approve officers including the Guild Financial Advisor as provided in this Constitution and shall have powers to recall them by a simple majority;
- (d) Approve, sanction and amend decisions, actions and/or policies of the Executive and Guild committees;
- (e) Be competent to pass a vote of no confidence in the President, the Executive and the Speaker;
- (f) Elect Guild Committees;
- (g) Have powers to approve or disapprove ministerial appointments, presidential nominees and any other appointments by the Guild President;
- (h) Receive tenders of resignation through the Speaker from the Guild President or individual ministers or any other representatives;
- (i) Exercise powers to make bye-laws;
- (j) Establish and institute a Students' Electoral Commission.

15. Guild Speaker and the Deputy Speaker.

- (1) There shall be a Guild Speaker and the Deputy Speaker of the Guild.
- (2) The Speaker and the Deputy Speaker shall be elected in the first GRC meeting by members of the GRC from among the members and shall assume his/her duties immediately after the meeting.
- (3) A person shall be qualified to be elected a Speaker or Deputy Speaker if he or she qualifies to be elected as a Guild President..
- (4) The Guild Speaker and the Deputy Speaker shall hold office until the election and swearing in of the new Speaker at the end of the first GRC meeting.
- (5) The Guild Speaker and or the Deputy Speaker shall;
 - (a) Call and preside over meetings of the G.R.C and the General Assembly;
 - (b) Keep a roll of attendance of G.R.C meetings;
 - (c) Have the power to punish late coming, absenteeism, misconduct and/or use of improper language during meetings in accordance with the Constitution;
 - (d) Be a member of the Petition Tribunal and chairperson of the caretaker government.

16. Guild Advisor.

- (1) There shall be a general advisor to the Guild.
- (2) The Guild Advisor shall be a member of the senior University staff and appointed by University Management and communicated to the GRC at its first meeting through the Speaker.
- (3) While holding office, the Guild Advisor shall be a non-voting member of the GRC, the Executive as well as being a member of the Care-Taker Government, Presidential and GRC Election Petition Tribunal and the Constitutional Tribunal.
- (4) The Guild Advisor shall advise the Guild on all matters excluding legal and financial matters.
- (5) The Guild Advisor shall be in office until the end of the first meeting of the G.R.C following the next General Elections.

17. Guild Financial Advisor.

- (1) There shall be a financial advisor to the Guild.

- (2) The Guild Financial Advisor shall be a professionally qualified accountant who is a member of staff of the University.
- (3) The Guild Financial Advisor shall be elected by the GRC at its 2nd meeting from a list of two (2) names submitted by the finance minister and shall be a non-voting ex official member of the GRC.
- (4) The Guild Financial Advisor shall be an advisor to the Guild on matters concerning finance and shall be in office until the next Guild government is in place.

18. Legal Advisor

- (1) There shall be a Legal Advisor to the Guild who shall be a qualified advocate of the High Court and a member of UTAMU staff.
- (2) The Legal Advisor may be elected by the GRC in its 2nd meeting upon the name being submitted by the Minister of Justice and Constitutional Affairs.
- (3) The Guild Legal Advisor shall be;
 - (a) the Chairperson of the Constitutional tribunal;
 - (b) a member of the Appointments Committee and Caretaker Government;
 - (c) a member of the petition tribunal.
- (4) During his/her term in office, the Guild Legal Advisor shall always advise the Guild on legal matters, interpret the Guild constitution where the interpretation of the Speaker, Dean of Students or any other Official of the Guild is challenged by GRCs.
- (5) It shall be the responsibility of the Guild Legal Advisor to swear in the Guild Executives, the Speakers and the GRCs
- (6) The Guild Legal Advisor's term of office shall expire at the end of the first GRC meeting following the general elections.

19. Clerk and the Deputy Clerk to Council.

- (1) There shall be a Clerk and Deputy Clerk to Council.
- (2) The Clerk and or Deputy Clerk to the Council shall:
 - (a) ensure the GRC refreshments are available during all meetings;
 - (b) convene all meetings of the GRC and the General Assembly;

- (c) take minutes of the GRC Meetings, provide copies to the President and keep copies of the Minutes as Guild records for future reference;
- (d) ascertain quorum for GRC Meetings;
- (e) guide the meeting on sitting arrangements;
- (f) Perform any other duties that he /she may be assigned by the Speaker or the GRC.

20. Dissolution of the Guild Representative Council.

The GRC shall immediately dissolve after the swearing in of a newly elected GRC.

21. Care Taker Government.

- (1) There shall be a Care Taker Government which shall assume office in the absence of the Executive and shall take on all the responsibilities, financial and or otherwise on behalf of the Executive.
- (2) The Care Taker Government shall be composed of:-
 - (a) The Dean of Students/Director Academic Affairs as the Chairperson;
 - (b) The Guild Speaker;
 - (c) The Guild Advisor;
 - (d) The Guild Legal Advisor;
 - (e) The Guild Financial Advisor;
 - (f) Five nominated members of the Guild.

22. Constitutional Tribunal.

- (1) There shall be a Constitutional Tribunal, to which, in the event of any organ of the Guild failing to act as stipulated in this Constitution, any member of the Guild may lodge a petition supported by at least 50 members of the Guild.
- (2) The Constitutional Tribunal shall be composed of;
 - (a) The Guild legal advisor as chairperson;
 - (b) The Guild Speaker;
 - (c) The Guild Financial Advisor;
 - (d) Three members of the GRC elected by the GRC;
 - (e) The Minister of Justice and Constitutional Affairs

23. Guild Committees.

- (1) There shall be Guild Committees established from time to time to address pertinent issues of the Guild.

- (2) They shall be appointed by the GRC and or the respective minister subject to the approval by the Dean of Students/ Director Academic Affairs.
- (3) A proposal to set up a particular Guild Committee shall be made by at least 2/3 of the members of the GRC to the Dean of students/ Director Academic Affairs.
- (4) The said Committees shall be responsible and accountable to the GRC and/ or the respective minister and shall disband upon completion of the work and submission of a comprehensive report to the Dean of students/ Director Academic Affairs and the GRC to note and act accordingly.
- (5) In case of failure of a committee to report to the GRC on its assignment or there is reason to believe it is being compromised, it shall be dissolved by the GRC.
- (6) No member of the GRC shall be eligible to be elected on more than one committee
- (7) Minutes of such committees shall be kept by their respective secretaries who shall forward them to the Dean of students/ Director Academic Affairs and the GRC and or line ministers on request.

24. Appointments Committee.

- (1) There shall be an independent in house standing committee herein after referred to as the '**Appointments Committee**'.
- (2) The Appointments Committee shall be constituted by the GRC and shall be responsible and accountable to only the GRC.
- (3) It shall be responsible for vetting ministerial appointees and any other appointees made by the Guild President.
- (4) The Committee shall comprise of the 5 members who include;
 - (a) The Guild Speaker as the chairperson;
 - (b) The Deputy Speaker;
 - (c) The Guild Legal Advisor
 - (d) Two members selected from the GRC
- (5) This committee shall be constituted in the first GRC sitting.
- (6) The Guild president shall provide the Committee with a list of the nominees for the various ministerial positions during the same first sitting of the GRC.

- (7) Upon receipt of the list of nominees, the committee shall advertise the list on the university notice boards for a period of three (3) days.
- (8) A Guild member or any member of the general public may submit to the committee any information they may possess about a nominee and such information will be subjected to verification by the committee.
- (9) The Committee shall then carry out the process of vetting the nominated ministers and present a report to the GRC within a period of 8 working days.
- (10) The Committee shall have powers to accept or reject any nominee who does not meet the qualifications and minimum requirements for holding a ministerial post.
- (11) Upon rejection of a nominee, the Guild President shall nominate and present another person to the appointments committee for vetting.

CHAPTER FOUR

GUILD EXECUTIVE

25. Guild Executive.

There shall be an Executive Committee of the Guild hereinafter referred to as the 'Executive'.

26. Composition of the Executive Committee.

- (1) The Guild President
- (2) The Executive shall comprise of;
 - (a) Guild President as the Head of the Executive;
 - (b) Guild Vice President;
 - (c) Minister of Finance;
 - (d) Minister of Recreation, Social Affairs and Entertainment;
 - (e) Minister of Gender;
 - (f) Minister of Justice and Constitutional Affairs;
 - (g) Minister for Information and Public Relations;
 - (h) Minister for Education;
 - (i) Minister for Students with disabilities;

27. Functions of the Executive Committee.

The Executive Committee shall collectively;

- (a) Be responsible to the GRC;
- (b) Be responsible for the day to day running of the affairs of the Guild;
- (c) Implement the decisions of the GRC and the Student's Guild;
- (d) Initiate policies and implement them after the approval of the GRC;
- (e) Have powers to deal with emergency matters but shall report to and seek approval of the GRC at its next meeting.

28. Guild President.

- (1) There shall be a Guild President who shall be the executive head of the Guild.
- (2) The Guild President shall;
 - (a) Be an ex-officio member of the G.R.C;

- (b) Form the Executive committee as specified in this constitution;
 - (c) Preside over meetings of the Executive Committee;
 - (d) Have a casting vote as well as an original vote during the Executive meetings;
 - (e) Be an ex-officio member of all Guild Committees;
 - (f) Be co-signatory to all Guild Financial transactions;
 - (g) Be one of the students' representatives on the University –Organs where student membership is provided for
- (3) The Guild President shall have the powers;
- (a) To appoint and reshuffle members of the Executive Committee;
 - (b) To remove any member(s) of the Executive from office and replace him/her/them with another person according to the provisions of this Constitution;
 - (c) In the event of temporary absence of a member of the Executive, delegate the duties of the absentee to another member of the Executive, save when the absentee is the Minister for Finance, when the president him/herself shall be in charge;
 - (d) To delegate powers to any other member of the Executive whenever the Vice-President cannot deputize;
 - (e) To call emergency meetings of the Executive;
 - (f) In consultation with the Dean of Students/ and the Guild Legal Advisor, take emergency decisions on behalf of the Guild in extra ordinary circumstances but seek approval from GRC;
 - (g) Appoint students' representatives to the various University Committees;
- (4) It shall be the duty of the Guild President to abide by, uphold and safeguard this constitution and the rules and regulations of the University and to promote the welfare of the students and protect the integrity of the University.

29. Guild Vice President.

- (1) There shall be a Vice President of the Guild, who shall be the deputy head of the Guild.
- (2) The Guild Vice President shall be of the opposite sex of the Guild President and shall;
 - (a) Deputize the Guild President and act as the guild president when he/she is absent or unable to carry out his/her official duties PROVIDED THAT inability is not permanent in nature;
 - (b) Sit on various organs and committees of the University where student representation is provided for;
 - (c) Coordinate activities of guild ministries and student representatives in various committees in the University and assist the Guild President in

monitoring all duties, work and programs so as to ensure efficiency and effectiveness;

- (d) Deal with all activities on the campus, academic and administrative in nature. Where a particular duty is also of a welfare character, the President shall delegate it to the Vice President or the Minister for Internal Affairs and Students' Welfare;
- (e) Perform any other duties as he or she may be assigned by the Guild President.

30. Acting Guild President.

- (1) There shall be an acting Guild President who in the event of the President and or the Vice-President having not delegated their powers in their absence to any member of the Executive to act as President.
- (2) The members of the Executive shall appoint one from among their number to act as President, provided that such acting President shall act for a maximum of fifteen weeks.
- (3) On expiration of the fifteen (15) weeks, new presidential elections shall be held.
- (4) In the event of death of the President, or physical or mental incapacity of the same, serious enough to impair the proper execution of his or her duties as President, the Vice-President shall act for a maximum period of 15 (fifteen) weeks and thereafter elections for the President shall be held.

31. Minister for Information and Public Relations.

- (1) There shall be a Guild Minister for Information and Public Relations.
- (2) The Minister of Information and Public Relations shall: -
 - (a) be responsible for managing the Guild information and production of Official Publications;
 - (b) liaise with the University Administration to provide students with transport for Guild activities and official functions;
 - (c) together with the Guild President establish and foster relations with sister institutions and student organizations outside UTAMU nationally and internationally;
 - (d) be responsible for publications and information services of the guild;
 - (e) be responsible for the display of all posters in the University;
 - (f) in conjunction with the University Administration, arrange for the editing of the Official Publication and other official publications;

- (g) perform any other duties that he /she may be assigned by the Guild President.

32. Minister for Finance.

- (1) There shall be a Guild Minister for Finance.
- (2) The Minister for Finance shall: -
 - (a) be co-signatory to all guild financial transactions with the Guild President and the Dean of Students;
 - (b) be responsible for all the financial matters of the Guild;
 - (c) take initiative of raising Guild funds with the approval of Executive;
 - (d) seek advice on guild financial affairs from the G.R.C, the Executive, and Guild Advisor, Guild Financial Advisor and University Administration and act accordingly;
 - (e) have the responsibility to account for and publish or cause to be published an account of income and expenditure of the Guild to the Executive, the GRC and the General Assembly at least twice a Semester;
 - (f) receive, advise on and present ministerial budgets and the final Guild Budget for approval to the GRCs and the University Administration;
 - (g) look after the financial interests; keep records and Books of Accounts in an honest and proper manner;
 - (h) be responsible for all Guild Financial transactions and shall issue or receive receipts for such transactions made in the name of the Guild; and
 - (i) perform any other duties that he /she may be assigned by the Guild President.

33. Minister of Recreation, Social Affairs and Entertainment

- (1) There shall be a Guild Minister of Recreation, Social Affairs and Entertainment.
- (2) The Minister for Recreation, Social Affairs and Entertainment shall: -
 - (a) co-ordinate all recreational including sports and entertainment activities that fall within the jurisdiction of the Guild;
 - (b) be the custodian of the Guild Sports and entertainment equipment;
 - (c) avail the required sports or entertainment equipment for or under any Ministry or organ of the Guild and shall give financial account thereof at the end of each calendar year to the Minister for Finance;
 - (d) be in charge of all cultural and religious associations registered by the Guild; and
 - (e) perform any other duties that he /she may be assigned by the Guild President.

34. Minister for Justice and Constitutional Affairs.

- (1) There shall be a Guild Minister for Justice and Constitutional Affairs.
- (2) The Minister for Justice and Constitutional Affairs shall: -
 - (a) be the custodian of Constitutions of all organizations that fall within the guild jurisdiction including student association constitutions;
 - (b) be charged with the responsibility of registering student organizations in the University;
 - (c) institute disciplinary and or legal proceedings in consultation with the legal advisor against any person or body who may violate any provision of this Constitution or act unjustly against the guild as a whole or in part;
 - (d) be Secretary of the Constitutional Tribunal;
 - (e) in consultation with the legal advisor propose any amendments to this Constitution as may deem fit;
 - (f) be responsible for the registration and coordination of the affiliated associations of the Guild; and
 - (g) perform any other duties that he /she may be assigned by the Guild President.

35. Minister for Education.

- (1) There shall be a Guild Minister for Education.
- (2) The Minister for Education shall: -
 - (a) be responsible for the academic welfare of the students;
 - (b) contact the University administration from time to time on matters concerning the academic welfare of students;
 - (c) coordinate students' career guidance and counseling;
 - (d) cultivate, promote and enhance the culture of innovation and research amongst students especially in the field of technology and management;
 - (e) guide students in all ways to achieve academic excellence at the University;
 - (f) coordinate various academic associations of the University and other institutions;
 - (g) organize education programs like public debates, seminars e.t.c;
 - (h) promote the culture and encourage the students to take up further studies in other institutions of higher learning outside Uganda; and
 - (i) perform any other duties that he /she may be assigned by the Guild President.

36. Minister for Gender.

- (1) There shall be a Guild Minister for Gender who shall be a female student.
- (2) The Minister for Gender shall: -
 - (a) be in charge of welfare for female students;
 - (b) represent the female students on any platform both within and outside the University;
 - (c) be responsible to tackle the challenges faced by the female students and if they remain unresolved, present them to the executive or the Guild Council;
 - (d) organize seminars and workshops aimed at developing and sensitizing most especially for the female students the different aspects of life and challenges faced by the youth;
 - (e) have the responsibility of promoting gender equality at the university; and
 - (f) perform any other duties that he /she may be assigned by the Guild President.

37. Minister for Students with Disabilities (SWDs)

- (1) There shall a Guild Minister for Students with Disabilities who shall be voted by students with disabilities from amongst themselves in the same meeting when they elect their GRCs'.
- (2) It shall be the Minister for students with disabilities to: -
 - (a) be responsible for all matters concerning the welfare of students with disabilities;
 - (b) represent all students with disabilities of the University and air their views on the Guild Executive as a cabinet member;
 - (c) work hand in hand with SWDs representatives on the Guild representative council to improve the welfare of Students with disabilities;
 - (d) compile a monthly report to be forwarded to the Dean of Students/Director Academic Affairs and Guild president about the status of students with disabilities in the university and their access to services;
 - (e) always seek for any information required to be delivered to PWDs from internal and external sources and act accordingly;
 - (f) be tasked to draft a budget and activity plan for the ministry and forward it to the finance Minister for inclusion in the consolidated Guild Budget;
 - (g) make a report to the Dean of Students/Director Academic Affairs on any matter concerning students with disabilities;
 - (h) keep an updated database on all students with disabilities in the Campus; and
 - (i) perform any other duties that he /she may be assigned by the Guild President/Prime Minister for upcountry campuses.

38. Requirements and qualifications of a Guild President/Minister

A guild member shall be eligible for election/a ministerial appointment if he/she:-

- (a) possesses a high level of moral integrity and distinguished character as determined by the recommendation from the Dean of Students.
- (b) has never been convicted by a Court of Law for an offence involving moral turpitude or has appeared and been found guilty by Students' Disciplinary Committee and the University Irregularities Committee for indiscipline or any kind of malpractice
- (c) has never been penalized for breach of university rules and regulations.
- (d) is on normal progress academically and currently registered with the university.
- (e) exhibits a high level of competence to execute Guild/ministerial duties.

39. Formation and Approval of New Ministries

- (1) A proposal to form new guild ministries shall be made and forwarded by the Guild President to the speaker when the need arises
- (2) When presented with the proposal, the Speaker shall table it before the GRC in the next GRC meeting.
- (3) During the meeting, the members of the GRC shall deliberate on the proposal and when granted, the proposal shall be seconded by at least a two third (2/3) majority for forwarding to the University Council for approval.
- (4) Where the new ministries have been approved by the University Council, the Guild President shall immediately nominate the ministers who will be vetted in the next GRC meeting.
- (5) The Guild President shall not present the proposal to form new guild ministries to the GRC in their first two sessions.
- (6) A maximum of two ministries may be formed by a particular guild government thereafter no new ministries shall be formed within the next two academic years.

40. Resignation from office.

- (1) Where a member of the executive and or the executive as a whole resigns from office, such member or the guild president on behalf of the executive shall tender his/her resignation letters to the G.R.C. through the Speaker.

- (2) Where a member of the G.R.C or one of the Guild Committees wishes to resign, he shall tender his/ her resignation in writing to the Guild Speaker.
- (3) Where the Guild Speaker resigns from office, he/ she shall tender his/her resignation to the Deputy Speaker who shall communicate the same to the GRC.
- (4) Where the Guild Speaker resigns under Clause 4, the Deputy Speaker shall immediately inform to the Dean of Students.
- (5) Where a member of the Guild Executive or Speakers' Chambers desires to resign before the election of a new guild government, such member shall give a notice in writing of not less than ten (10) days to the Electoral Commission.
- (6) A member who contravenes Clause 5 of this Article shall not be eligible to stand for election for any Guild post.
- (7) A guild member shall give a notice of at least seven (7) days to the Guild Speaker before resigning.

41. Suspension and Dismissal.

- (1) The Guild President shall have power to suspend or dismiss a member of the Executive.
- (2) The duration of the suspension shall be at the discretion of the Guild President but shall not exceed thirty (30) days.
- (3) The Speaker shall have power to suspend a member who fails to attend three (3) consecutive G.R.C meetings without any reasonable cause and or satisfactory reasons.
- (4) The period of such suspension as stipulated in clause 3 shall not exceed 2 (two) consecutive meetings.
- (5) Where a member of the GRC is to be dismissed, his/ her case shall be referred to his/her constituency whose decision shall be final.

42. Removal of the Guild President

- (1) The Guild President or the Executive may be removed from office by a resolution of the GRC or the General Assembly.

- (2) The motion / petition for a resolution for the removal of the President/ and or the Executive may originate from the G.R.C or any member of the Guild.
- (3) Any member of the GRC who is desirous of moving a motion for the removal of the executive shall notify the Speaker in writing of his /her intention.
- (4) Such a member shall present his notice of motion to the Speaker who shall then cause it to be published and put on the University's notice boards within one (1) day from the date of its presentation to the Speaker.
- (5) The Speaker shall also notify the Guild President of the motion.
- (6) The Speaker shall thereafter convene a GRC meeting after seven (7) days from the date of receipt of the notice.
- (7) During the meeting, the Guild President shall be accorded an opportunity to defend himself or herself against the motion.
- (8) The members shall vote on the motion by way of secret ballot.
- (9) For the motion of no confidence to be succeed, it shall be supported and voted in favor of by at least two-thirds (2/3) of the total membership of the GRC.
- (10) Where the motion has been passed by the GRC, the affected office bearer (s) shall leave office within seven (7) days.
- (11) An appeal against the motion may be lodged by the impeached officer to the Speaker within three (3) days from the date the motion was passed.
- (12) Where the appeal has been lodged and duly received by the Speaker, the Speaker shall make arrangements to convene the General Assembly of the Guild to debate and vote on the same.
- (13) Where the Executive fails to neither vacate office as stipulated in clause 6 nor lodge an appeal against the motion as stipulated in this Article, it/he/she shall automatically be deemed to be out of office and thereafter the caretaker government shall be appointed to assume office.
- (14) Where the General Assembly upholds and endorses GRC decision on the motion, such a decision shall be final and the Electoral Commission shall thereafter organize new elections for the Guild President within 14 (fourteen) days.

- (15) A guild member who is desirous of moving a motion for the removal of the executive shall file a petition signed by at least a 1/5 (one fifth) of the members of the guild, to the Speaker.
- (16) The Speaker shall then cause the list of the signatories to be displayed on the University notice boards within two (2) days from the date of receipt of the Petition.
- (17) A notice of seven (7) days of a General Assembly meeting to hear the petition shall be issued by the Speaker after one (1) day from the date of display of the signatories to the petition.
- (18) The quorum for the meeting shall be one quarter (1/4) of the whole Guild membership. If no quorum is realized, the petition shall lapse.
- (19) Guild members shall cast their vote by secret ballot on the matter at the end of the meeting. The voting shall be conducted by the Speaker.
- (20) The resolution for the removal of the Guild President and the Executive shall be passed if it is voted by at least two thirds (2/3) majority of the members attending the meeting.
- (21) Where a resolution has been passed by the General Assembly for the removal of the President and the Executive, they shall instantaneously vacate their offices, and new elections of Guild President shall be held within 14 days.

43. Removal of the Speaker and/ or Deputy Speaker.

- (1) A motion for a resolution for the removal of the Speaker or the Deputy Speaker from office shall be moved in the following manner;
 - (a) A seven days' notice signed by at least twenty five (25) percent of all the GRC members shall be presented to the Guild President
 - (b) The Guild President shall forward the notice to the Speaker or Deputy Speaker as the case may be.
 - (c) The motion shall be tabled before the GRC and shall be listed for debate within 14 days after receipt of the notice by the Speaker or Deputy Speaker.
 - (d) Neither the Speaker nor the Deputy Speaker in respect of whom proceedings of removal have commenced shall preside over the proceedings.
 - (e) If the GRC passes the motion for the removal of the Speaker or Deputy Speaker by not less than two third majority (2/3) majority of all the voting GRC members, the Speaker or Deputy Speaker shall cease to hold office.
 - (f) The quorum shall be at least 3/5 (three fifth) of the G.R.C members.

44. Grounds for removal of Guild Office Bearers.

A member of the Guild Executive or GRC may be removed from office in accordance with the provisions of this constitution on any of the following grounds;

- (a) misappropriation of guild funds;
- (b) abuse of office or willful violation of the oath of allegiance;
- (c) ;(Similar to (a) above)
- (d) persistent failure to perform or execute his/her duties and responsibilities;
- (e) gross misconduct or misbehavior on or off campus; and
- (f) physical or mental incapacity, that renders the official incapable of performing his/her functions by reason of physical or mental incapacity.

CHAPTER FIVE

GUILD MEETINGS AND PROCEDURE

45. Quorum in Meetings.

- (1) The quorum of the Executive meetings shall be at least half (1/2) of the executive members.
- (2) Meetings of the G.R.C shall constitute a quorum of at least half (1/2) of its members.
- (3) The quorum for the General Assembly shall not be less than a quarter (1/4) of the guild members.
- (4) Where in any meeting quorum is not realized within 45 minutes after the time appointed for it to convene, the meeting shall be postponed. However, members can only discuss informally if matters are of an urgent nature but no formal decisions, motions and or voting shall be made.
- (5) Where a meeting has been convened following the postponement of the previous one due to lack of quorum, such meeting shall constitute a quorum of a third (1/3) of the members.
- (6) Where in any meeting it is brought to the attention of the Chairperson presiding over the meeting that quorum for the meeting has not been realized after the commencement of business, the chairperson shall order the names of those present to be recorded and shall adjourn the meeting. In case of a General Assembly however, only the count shall be taken and no names shall be recorded.

46. Procedure of Meetings.

- (1) Meetings of the G.R.C. shall be open to all full members of the Guild unless the G.R.C. decides otherwise.
- (2) All GRC meetings shall be convened by the Clerk to the GRC in consultation with the Speaker.
- (3) All notices of meetings shall be dated and duly signed including the name, registration number and course of the member calling the meeting.

- (4) The Speaker shall be responsible for convening all meetings of the General Assembly and meetings of the G.R.C to debate a motion of no confidence in the Executive as stipulated in this Constitution.
- (5) Guild meetings including the General Assembly, G.R.C and Executive shall be held in accordance with the provisions of this Constitution.
- (6) In event of an emergency, the Speaker shall convene a GRC meeting within 24 hours and if he fails, the GRC will convene on its own accord.

47. Meetings.

- (1) The Executive and the GRC shall meet once (1) during a semester unless there is an emergency.
- (2) Committees shall meet at least once a year unless there is an emergency.

48. Language.

The proceedings and the debates during the meetings shall be in English.

49. Notices of Meetings other than those convened to Debate a Motion of no Confidence.

- (1) Members of the Executive Committee shall be given at least: -
 - (a) Three (5) days notice for ordinary meetings; or
 - (b) Six (6) hours notice for emergency meetings.
- (2) Members of the GRC shall be given at least: -
 - (a) Four (5) days' notice for ordinary meetings; or
 - (b) Twenty-four (24) hours' notice for emergency meetings.
- (3) Guild Members shall be given at least:-
 - (a) Five (5) days' notice for ordinary meetings of the General Assembly; or
 - (b) Twenty four (24) hours' for emergency meetings of the General Assembly.
- (4) In case of an urgent matter to be discussed and or debated upon, the GRC members may call for a session collecting at least 1/3 of the GRC members' signatures and the Clerk to GRC shall be compelled to call a session within twenty four (24) hours of receipt of the signatures.

- (5) Where a General Assembly is to be convened, a petition signed by at least one tenth (1/10) of the Guild members shall be handed over to the Speaker who after giving due notice to the Vice Chancellor shall convene a meeting not later than ten (10) days from the date of receiving the petition.

50. Order of Business.

- (1) The order paper outlining the agenda of the meeting shall be read by the Speaker or whoever is presiding over the meeting, at the beginning of each meeting.
- (2) The Speaker /or whoever is presiding over the meeting shall call for any amendments to the order paper after which it shall be adopted. All matters thereon shall take precedence over other business.
- (3) Every agenda must provide for question time not exceeding 20 (twenty) minutes, after "Matters Arising" from the minutes. Any question may be asked during this time, but no debate of policy or motion shall be allowed.

51. Suspension of Order of Business.

- (1) The Speaker and or any person presiding over the meeting in the event of any matter of urgency that needs to be discussed may accept a motion of the suspension of order of business.
- (2) The person moving such a motion must clearly state the nature of the urgency of his/her business. The order of business shall be affected for a particular length of time as directed by the speaker and or any person presiding over the meeting (not exceeding 30 minutes) but this time may be extended if it so requires.
- (3) The order of business of the meeting shall not be suspended unless a majority of two thirds (2/3) of the members are present.

52. Conduct of the members during meetings.

- (1) During meetings, all members shall at all times be courteous and respectful to one another as well as observe the rules of procedure.
- (2) Members shall refrain from the use of unparliamentary language, disobedience of a lawful order from the Chair and conduct unbecoming of a guild member.

- (3) During any meeting, where the speaker or any person presiding over the meeting rises to call a member to order or for any other reason connected with the proceedings, the member on the floor shall thereon take his/her seat and no other member shall rise until the member takes his seat.
- (4) A Member desiring to speak shall rise and address the Chair and shall only speak after being selected by the speaker to speak.
- (5) A member raising on a point of order, information or otherwise shall first obtain permission from the Speaker or any person presiding over the meeting.
- (6) Any member may formally second a motion or amendment and/or reserve his speech until a later period during the debate.
- (7) It shall be the duty of the speaker or a person presiding over the meeting to maintain order in the meeting and rule out where need arises any matter that is not included on the order of business for that particular sitting.
- (8) Every member other than the speaker or the person presiding over the meeting shall speak while standing during the meetings save for the executive and committee meetings and shall address the Chair as "Mr. Speaker" or "Madam Speaker" in the GRC meetings and General Assembly.
- (9) The speaker's or the decision of any person presiding over the meeting on any matter brought to his/her attention during the meeting shall be final unless voted against by the members.
- (10) Any member who contravenes clause (1) and (2) of this article commits an offence and is liable to;
 - (a) suspension and ejection from the meeting;
 - (b) suspension from a number of sittings as directed by the speaker and or any other person presiding over the meeting or until such member offers a satisfactory apology for his/her misconduct; or
 - (c) any other punishment that may be deemed appropriate by the meeting.

53. Minutes.

- (1) Members shall be provided with minutes of the previous meeting at least two days before the next meeting.
- (2) In the event of an emergency meeting, minutes may not be circulated.
- (3) The Chairperson and Secretary shall sign minutes after the necessary amendments have been made.

- (4) During the meetings, members may ask questions about matters arising from the minutes of the previous meeting.

54. Order of Precedence.

During any meeting, the following points as raised by the members may be accepted by the Speaker in the following order: -

- (a) Point of Order;
- (b) Motion;
- (c) Point of information (when a member is giving/seeking information);
- (d) Point of Guidance;
- (e) Point of privilege.

55. Motion and Amendments to Motions.

- (1) If the first formulation is a motion, then all the successive formulations (additions/subtractions) on the motion shall be called amendments.
- (2) Motions shall be of affirmative character and commence with the word, 'THAT'.
- (3) Every motion or amendment must be moved and seconded by members physically present in the meeting and shall be in writing.
- (4) A member moving a motion shall have the right to open the debate and to reply at the close of the debate.
- (5) Any member may start with a speech and conclude with a motion or an amendment.
- (6) The Speaker may accept amendments when there is still a motion being debated.
- (7) The amended motion shall be a motion successfully amended and further amendments to any portion of the amended motion may be moved provided they are consistent with the order of business of the meeting and have been previously rejected.
- (8) When an amendment is moved, the member moving the original motion shall be entitled to speak thereon, but shall lose the right when the amendment is carried.
- (9) The mover of an amendment shall not be entitled to reply

- (10) After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question and if carried, shall become a resolution of the meeting.

56. Manner of debating motions.

- (1) When a motion has been moved and seconded in the meeting, the Speaker and or the person presiding over the meeting shall propose the question on the motion in the same terms as the motion, and debate may then take place upon that motion and may continue for a period of time as directed by the speaker and or person presiding over the meeting.
- (2) The Speaker and or the person presiding over the meeting may at the beginning of any debate specify the period that each member contributing to a debate may be given.
- (3) The Speaker and or the person presiding over the meeting may call upon the mover of the motion to reply at the end of the period allocated for debate and immediately the mover has concluded his or her reply, shall put the question to the House.
- (4) No motion shall be put to vote unless a motion "That the question be put" has been moved and carried. Where there is endless discussion on the motion, the speaker may request the house to move the above motion therein.
- (5) No further discussion shall be allowed once the question has been put from the Chair.

57. Withdrawal of Motions.

- (1) A motion or an amendment to the motion may be withdrawn at the request of the mover, by leave of the meeting before the question is put on the motion or the amendment.
- (2) A motion or an amendment withdrawn under this rule may be proposed again, if, in case of a motion, notice as required by these rule is given.
- (3) If the question has been proposed on an amendment to a motion, the original motion may not be withdrawn until the amendment to the motion has been disposed of.

58. Closing Debate.

- (1) The motion "No vote be taken on this question", "We proceed to the next business", 'The question be put', may be moved and seconded by members who have not previously spoken on the same subject at any time during the debate.
- (2) No speeches shall be made on such motions.
- (3) If any of the motions mentioned in clause (1) of this Article or the motion of adjournment is defeated, fifteen (15) minutes shall lapse before it can be considered by the Speaker, unless he is convinced that the circumstances have materially altered during that time.

59. Motion for adjournment of debate.

- (1) A Member who wishes to postpone to some future occasion further meeting and debate on a question may move "that the debate be adjourned."
- (2) Adjournment of meetings or debates under discussion may be moved only by a member who has not spoken on the question.
- (3) Such member must confine his/her remarks to the question only. The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of adjournment which shall not prejudice his right of reply on his own motion.
- (4) Once the motion of adjournment is lost, it shall not be moved again except in accordance with Article 60 Clause 3.

60. Voting in meetings.

- (1) Except as otherwise prescribed by this Constitution or regulations consistent with this Constitution, all questions proposed for decision in Guild meetings shall be determined by a majority of votes of the members present and voting.
- (2) Voting shall be by show of hands unless otherwise decided.
- (3) The Speaker or the person presiding in the meeting shall only have a casting vote and if upon any question before the House, the votes are equally divided, the motion shall be lost.
- (4) Ex-officio members shall not vote during the meetings.

- (5) During voting, the clerk and two members appointed by the Speaker shall act as tellers.
- (4) For avoidance of doubt the Speaker or Deputy Speaker, a Chairperson or Deputy Chairperson of a committee while not presiding, shall retain his or her right to debate and vote.
- (5) During committees, names of those voting for, against and obstacles shall be recorded in the Minutes, whenever a difference of opinion on the preposition occurs.
- (6) If a member states that he or she voted in error or that his or her vote was counted wrongly, he or she may, immediately before the Speaker and or any person presiding over the meeting announces the figures move to have his or her vote correctly recorded.

61. Notice of Motion

- (1) Notice of motions shall be sent to the clerk to the meeting in writing not less than 7 (seven) days before the date of the meeting at which they are to be discussed.
- (2) Such motions shall be on the Agenda in the order in which they were received by the clerk to the meeting.

62. Rescinding a Motion.

- (1) No resolution shall be rescinded or amended in the meeting at which it is passed.
- (2) Notice of its rescinded resolution or amended resolution must be given along with the agenda for the next meeting.
- (3) The resolution involving important issues of finance or policy shall not be rescinded at any meeting unless members of the committee concerned have been duly notified.

CHAPTER SIX

GUILD ELECTIONS.

63. Right to vote.

- (1) Every student of UTAMU has a right to vote.
- (2) It shall be the duty of every student of the University to vote for a candidate of his / her choice in the guild elections which shall be conducted every academic year.
- (3) The University administration shall take all necessary steps to ensure that all students exercise their right to vote.

64. Electoral Commission.

- (1) There shall be an Electoral Commission elected by the G.R.C within the first 14 days of the second semester.
- (2) The Electoral Commission shall be responsible for supervising all the guild elections in the University.
- (3) The Guild Electoral Commission shall budget for resources of the commission to enable it perform its functions effectively subject to approval by the Dean of Students/Director Academic Affairs.
- (4) A member to the Electoral Commission shall be a person of integrity, with no criminal record or conviction by any court of law. The outgoing Guild President, the Speaker, the Ministers and the members of the G.R.C. shall not be eligible for election to the Electoral Commission.
- (5) In the event of there being no outgoing G.R.C the Care-taker Government shall appoint the Electoral Commission.
- (6) Members of the Electoral Commission will not be eligible for election on any post including the Guild President, Executive and GRCs, as this shall be tantamount to conflict of interest.
- (7) The members of the Electoral Commission shall be sworn-in by the Guild Legal Advisor before the commencement of their duties.

- (8) The Electoral Commission shall ensure the fulfillment of public trust by taking all the necessary precautions to avoid election malpractices during the elections and shall undertake to organize free, fair and transparent elections.

65. Composition of the Electoral Commission.

The Electoral Commission hereinafter referred to as the Commission shall consist of;

- (1) A chairperson who shall coordinate all the work of the commission and that of his or her officers, to preside over all meetings of the commission as well as supervise and oversee the duties of the commissioners and other members of the commission.
- (2) A deputy chairperson who shall deputize the chairperson and assist him or her on all matters of the Commission.
- (3) A Secretary whose responsibility shall be to take and keep minutes during the commission meetings, manage and keep a proper register of all voters and handle all correspondences to and from the commission
- (4) A Commissioner for Finance, who shall receive and manage all commission finances, keep proper records of the commission's account books and give a financial report of the commission when called upon.
- (5) A Commissioner for Public Relations, whose duties shall be to disseminate information about election, to liaise with the media on behalf of the Commission and to perform any other duties that may be assigned by the chairperson.
- (6) And any such number of commissioners that the G.R.C may deem necessary to supervise guild elections at all the polling stations.

66. Removal of a Commissioner from office.

The Dean of Students/Director Academic Affairs or the GRC may remove a commissioner from office on the following grounds;

- (1) where the Commissioner has not registered formally as a student with the University administration as per the University rules and regulations;
- (2) where the commissioner is academically on probation progress;
- (3) inability by the commissioner to perform his or her duties arising out of physical or mental incapacity;
- (4) indiscipline and or misconduct of the commissioner; or
- (5) incompetence.

67. Organization of Guild Elections.

- (1) The Electoral Commission shall ensure that elections are held at times fixed and notified to the student community in advance.
- (2) All guild elections shall be by secret ballot, simple majority system, on the principle of one person, one vote.
- (3) Whenever there is a tie in any Guild election, such elections shall be repeated until a candidate obtains a simple majority of the total votes cast.

68. Qualifications and disqualifications of Guild President

- (1) A person is qualified to be Guild President if that person is a fully registered student of the University and has been on normal progress throughout the academic semesters of study (should not have obtained a retake in any semester).
- (2) A person is not qualified for election as a Guild President, if he/she;
 - (a) has been convicted by a Court of Law for an offence involving moral turpitude or has appeared and been found guilty by Students' Disciplinary Committee and the University Irregularities Committee for indiscipline or any kind of malpractice.
 - (b) is or has been on probationary progress academically.

69. Qualifications and disqualifications for members of the GRC.

- (1) A person is qualified to be a member of the GRC if that person is a duly registered student of the university and not in his /her final year of study.
- (2) A person is not qualified for election as a member of the GRC if that person;
 - (a) has been convicted by a Court of Law for an offence involving moral turpitude or has appeared and been found guilty by Students' Disciplinary Committee and the university Irregularities Committee for indiscipline or any kind of malpractice.
 - (b) is on probationary progress academically

70. Elections of Guild President.

- (1) The Guild Presidential and G.R.C elections shall take place on different days as announced by the Electoral Commission but such elections shall be held within

the first Sixty (60) days of the September to December semester of the academic year.

- (2) For the avoidance of doubt, all GRCs will be elected within 5 days after the elections of the Guild President and under the supervision of the Electoral Commission.
- (3) The elections shall be conducted at the designated polling stations under the supervision of the Electoral Commission.
- (4) The Electoral Commission shall announce and issue a notice appointing the days on which the nomination of candidates contesting for the various posts of the guild are to take place clearly indicating the place and times fixed for the nomination of candidates.
- (5) Nominations of guild presidential candidates shall be made at least fourteen (14) days before polling day.
- (6) The guild presidential candidates shall, on nomination day;
 - (a) present in writing to the chairperson of the electoral commission duly signed copies of the nomination forms, seconded by at least one hundred (100) students of his/her electorate;
 - (b) a letter from the Director Academic Affairs/Academic Registrar indicating that the candidate is on normal progress
 - (c) pay a non refundable nomination fee; and
 - (d) all the other requirements stipulated in the electoral rules and regulations as provided by management.
- (7) Guild Presidential candidates may have at most 2 (two) election agents at each polling station. The names of all agents must be known to the Returning Officer at least one day before the polling day.
- (8) No candidate will be allowed to withdraw from the candidacy to Presidency within 72 (seventy two) hours before the General Elections.

71. Campaigning by Candidates.

- (1) Subject to the provisions of this constitution and any other electoral rules and regulations, the electoral commission may determine the manner in which campaigns may take place and that information will be communicated to the candidates and the student body.
- (2) Every candidate for guild election has a right to conduct his /her campaign freely and in accordance with the university rules and regulations.

- (3) All Guild Presidential candidates shall have the privilege to address student gatherings at the campus before the polling day. The dates and periods of these addresses shall be determined and published by the Electoral Commission.
- (4) A candidate who, before or during the elections either directly or indirectly;
 - (a) by words, whether spoken or written or any other representation or in any manner seeks to excite or promote disharmony, enmity or hatred against another candidate or person on grounds of sex, race, color, ethnic origin, tribe, birth, creed or religion;
 - (b) organizes a group of persons or students with the intention of using force, violence, abusive, insulting, corrupt language calculated to malign, disparage, condemn or insult another person or candidate or with a view to cause disharmony or a breach of peace;
 - (c) obstructs or interferes or attempts to obstruct or interfere with the elections; or
 - (d) in any manner threatens any candidate or voter with injury or harm of any kind;
 commits an offence and is liable to disciplinary proceedings and if he /she is a candidate, is liable to disqualification.

72. Counting of votes and announcement of results.

- (1) Votes cast at a polling station shall be counted at the polling station, or any other place agreed upon by candidates, immediately after the presiding officer declares the polling closed and the votes cast in favor of each candidate shall be recorded separately.
- (2) No votes shall stay uncounted overnight and where required, the presiding officer shall provide light for the purposes of counting votes.
- (3) A candidate or his/her agent or any voter present may raise any objection during the counting of the votes and the presiding officer shall keep a record in the report book of every objection made and may decide appropriately on every question arising out of the objection.
- (4) The decision of the presiding officer in respect of an objection raised under clause 3 is final, subject to reversal only on recount or a petition questioning the election return.
- (5) The Electoral Commission shall, as soon as practicable after the election and receiving the results from all the polling stations declare and announce the results of the elections.

- (6) The Electoral Commission shall, as soon as practicable after the elections, produce a detailed report on the conduct of the election and submit it to the University administration.

73. By- Elections

- (1) By-elections shall be conducted whenever a guild office and/ or seat falls vacant.
- (2) Subject to the provisions of this Constitution, when a vacancy of a guild seat is brought to the attention of the GRC, an Electoral Commission of not more than 5 members shall be instituted by the GRCs.
- (3) The Electoral Commission under the supervision of the Guild Speaker shall organize elections to fill the vacant positions.
- (4) After the elections, the Commission shall make a detailed report to the GRC and the Dean of Students/Officer in Charge of Administration at the Up-Country Campus on the conduct of the election and thereafter dissolve.
- (5) By-elections shall be conducted within 14 days after the office or seat has fallen vacant.

74. Election Petition Tribunal.

- (1) There shall be an Election Petition Tribunal which shall consist of;
 - (a) Guild Advisor;
 - (b) Guild Legal Advisor;
 - (c) Guild Financial Advisor;
 - (d) Guild Speaker;
 - (e) A member of the University Management appointed by the Vice Chancellor, and in his/her absence, by the Deputy Chairperson who shall be the Chairperson of the Tribunal.
- (2) The Tribunal shall have a quorum of five (5) members.
- (3) Where a candidate or any member of the Guild believes that there has been a contravention of any election procedure during the elections, such person may lodge a petition to the office of the Vice Chancellor.
- (4) The petition shall be lodged within 3 (three) days after the elections, and must have been signed by at least 200 members of the Guild Assembly.
- (5) Upon receipt of the petition, the Vice Chancellor shall appoint the Council representative to the tribunal within 48 hours.

- (6) The University Management representative who shall be the chairperson of the tribunal shall within 24 hours inform the members of the Guild that a petition has been lodged.
 - (7) The tribunal shall thereafter sit to hear and determine the petition.
 - (8) Subject to the provisions of the 1995 Constitution of Uganda, at the hearing of the petition the tribunal shall observe the principles of natural justice and accord the parties to the petition the right of a fair hearing.
 - (9) The tribunal shall sit to make a ruling on the petition as soon as practicable after receiving the petition and the evidence presented by the parties and their witnesses during the hearing.
 - (10) Where the members of the tribunal fail to agree unanimously on a decision, they may put the matter to a vote.
 - (11) Where the tribunal members decide to vote on the matter, the religious leaders present shall have a casting vote.
- No legal representation shall be allowed at the tribunal hearings.
- (12) A party dissatisfied with the ruling of the tribunal may appeal to the Vice Chancellor, whose decision will be final and binding.

75. Swearing in of the new Office bearers.

- (1) The Guild President elect in liaison with the Dean of Students/Director Academic Affairs may notify members of the Guild Assembly of the Swearing-In Ceremony at least 3 (three) days in advance.
- (2) The GRCs shall be sworn-in during the first GRC meeting by the Guild Legal Advisor or a Commissioner for Oaths appointed by the Legal Advisor or principal.
- (3) The Guild President Elect and the Guild Executive shall be sworn in at the General Assembly in which the GRC shall also be recognized.
- (4) The Guild President-elect, the Executive and members of the G.R.C shall be sworn-in, in that order, by the Guild Legal Advisor or a Commissioner for Oath appointed by the Legal Advisor or Vice Chancellor.
- (5) The guild members being sworn in shall take the Oath as prescribed in Appendix 1 of this Constitution.

CHAPTER SEVEN

GENERAL AND MISCELLANEOUS

76. Guild Budget.

- (1) The Minister of Finance together with the Executive shall prepare and lay before the G.R.C estimates of all revenue and expenditure, (the Budget) of the guild government for a particular academic year for approval.
- (2) The Guild Representative Council shall pass a Guild Budget before the beginning of each academic year, which budget shall reflect the constitutional objective to promote the general welfare of all the students of the University
- (3) When the GRC approves the budget, it shall be submitted to the Financial Advisor to the Guild who will present it to the Dean of Students. The Dean of Students shall then present the same to University management for ratification.
- (4) Such budget shall conform to the budgetary conventions of the University and shall include the expenses which inure to the benefit of the student directly as well as those expenses of the guild government which shall include office expenses, refreshments, transportation and other incidental expenses of running the guild government.
- (5) Copies of the approved and ratified budget shall be made available to all students and to the University officials concerned.

77. Revenue.

- (1) The Guild shall have the following as it's sources of Revenue: -
 - (a) Subscription from members of the Guild;
 - (b) Fundraising activities of the Guild;
 - (c) Grants, donations, bequests and trusts;
 - (d) Any legal entitlement to the Guild;
 - (e) Registration of affiliate associations; and
 - (f) Any other source or means approved by the G.R.C.
- (2) The subscriptions of members shall be determined and collected in a manner prescribed by University Management upon registration and shall be transferred to the Guild Account before any expenditure is made.

- (3) Grants, donations or any legal entitlements shall be made to the Minister for Finance and declared to the Dean of Student.

78. Supervision and Authorization of Finances.

- (1) The Guild funds shall be kept by the University's Director Finance & Administration.
- (2) The Guild Minister of Finance shall keep up to date books of accounts indicating the income and expenditure of the Guild through and or by any minister or official or any member of the Guild.
- (3) The minister for finance shall deposit all guild monies on the Guild bank account.
- (4) No Guild official shall keep Guild monies for more than three 3 days unless specific official authority has been granted by the Dean of Students.
- (5) The authority to withdraw or to authorize withdrawing Guild money shall rest with the minister for finance in conjunction with the Guild presiden and the Dean of students.
- (6) The principal signatories to the Guild bank account (s) shall be the Dean of students and the Minister for Finance and Guild President being the alternate signatories.
- (7) All financial transactions shall be made in the names of the Guild.
- (8) The Minister for Finance shall receive and keep any receipt or written evidence certifying any expenditure of the Guild funds.
- (9) All monies received in the name of the Guild shall be receipted by the finance minister.
- (10) The finance minister shall present a signed Balance Sheet for endorsement by the Financial Advisor to be submitted to the G.R.C at the end of their term of office.
- (11) The Minister for Finance shall submit monthly financial reports to the Financial Advisor.

- (12) In the event of temporary absence or physical incapacity of Minister for Finance, the President shall carry on his or her duties for such a time, as the Minister him/herself shall be unable to carry out the duties.
- (13) In the event of the Guild Minister for Finance resigning before his or her term of office comes to an end, the Minister shall handover a signed financial statement to his/her successor. Such a financial statement must be audited by the University Internal Auditor.
- (14) The Dean of Students may authorize allocation of funds within the heads of expenditure and the Executive must report such expenditure to the G.R.C. for approval.
- (15) All transactions of the Guild must follow the laid down procedures of procurement and disposal of public assets.

79. Auditing the Guild Books of Accounts.

- (1) The accounts of the Guild shall be audited not later than four weeks before the Guild General Elections by the University Internal Auditor.
- (2) The audited accounts shall be approved and signed by the Guild Financial Advisor before being presented to the G.R.C.
- (3) The Audited Accounts shall be availed to the Vice Chancellor, Dean of Students, Guild President and the Finance Minister.

80. Societies.

- (1) Any registered students' organizations (societies) in the University shall be affiliated to the Guild.
- (2) Such societies shall apply for affiliation to the Executive who shall forward it for approval to the G.R.C and the Dean of Students provided that; -
- (a) all its members are members of the Guild;
 - (b) it expressly consents or agrees to have the GRC and or executive intervenes in its affairs or wrangles as and when necessary;
 - (c) its Constitution is in line with the aims and aspirations of the Guild; and
 - (d) it has not less than thirty-five (35) members.
- (3) Any affiliated societies may be eligible for financial assistance on application to the Minister of Finance and on approval by the Guild President and the Dean of Students.

CHAPTER EIGHT

AMENDMENT OF THE CONSTITUTION.

81. Amendment of the Constitution.

- (1) Subject to the provisions of this Constitution, this Constitution may be amended by way of addition, variation or repeal, any provision in accordance with the procedure laid down in this Chapter.
- (2) Amendments in the Guild Constitution may be initiated by: -
 - (a) the students' guild; or
 - (ii) the University Management on behalf of Council in exercise of their powers embodied in the Universities and Other Tertiary Institutions Act, 2001 (as amended).
- (3) The proposed amendments shall be sent to all members of the G.R.C at least seven (7) days before the meeting on which they are to be discussed is convened.
- (4) The proposed amendments shall first require the approval of the G.R.C by 2/3 majority of all G.R.C members before they are incorporated in the constitution.
- (5) The amendments shall not be effective unless and until approved by the University Council.
- (6) Where the amendments are approved by the University Council, the Vice Chancellor shall inform the Guild President who shall in turn declare them as part of the Guild Constitution.
- (7) The approved changes shall consequently be incorporated in the Constitution.

CHAPTER NINE

INTERPRETATION AND TRANSITIONAL PROVISIONS.

82. Interpretation of this Constitution.

- (1) The power to interpret the Constitution is vested in the Legal Advisor.
- (2) The Legal Advisor/ Guild Advisor's interpretation shall be final and conclusive.

83. Existing Offices.

Subject to the provisions of this Constitution, every person who immediately before the coming into force of this constitution held or was acting in any office established by or by virtue of the constitution then in force, so far as is consistent with the provisions of this constitution shall continue to hold or to act in the equivalent office under this Constitution.

Signed on this.....27th.....day of March..... 2026

By:



.....
Chairperson, University Council



.....
Vice Chancellor

APPENDIX 1

Citation/Swearing in.

(a) Oath of the Guild President

"Iswear in the name of the Almighty God/ solemnly affirm that I shall faithfully exercise the functions of the Guild President of Universal Technology and Management University' Students' Guild with all honesty and to the best of my ability and shall uphold, preserve, protect and defend the Guild Constitution as well as promote and protect the values and norms of Universal Technology and Management University. So help me God"

(b) Oath of the Executive Member

"I being appointed a member of the Guild Executive of Universal Technology and Management University swear in the name of the Almighty God/ solemnly affirm that I will at all times well and truly serve the Student Guild and that I will to the best of my judgment at all times when required give my counsel and advice to the Guild President and shall uphold, preserve, protect and

defend the Guild Constitution as well as promote and protect the values and norms of Universal Technology and Management University. So help me God”

(c) The G.R.C Members

“We the Student Representatives swear that we shall discharge our duties as members of the Guild Representative Council with all honesty, and to the best of our ability, abiding fully by the Constitution. So help me God”

APPENDIX 2:

Handing-Over

Out-going President.

“I hereby affirm that the files and all other Guild property, for which my Executive and I have been in-charge, are correct and up to date and for very portfolio”