

MBRARA UNIVERSITY OF SCIENCE AND TECHNOLOGY
STUDENTS' GUILD



THE GUILD CONSTITUTION

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PREAMBLE

We members of the Mbarara University of Science and Technology Students' Guild having firmly resolved in harmony with our inalienable right to choose the means whereby we should be governed

By being in one the few universities in our motherland;

Having in mind that this is a University of Science and Technology;

In sympathy with our Endeavor to instill, promote and preserve all desirable aspects of sound scientific and technological education and establish good will and accept moral codes among members of the Guild on one hand, and the University Administration, the government and/ or any other persons connected with the Guild in whatever manner, on the hand;

Do hereby declare, Adopt and Bind ourselves and our successors by this constitution approved by the University Council as per section 23 and 24(i) of the Mbarara University of Science and Technology Statute 1989 as;

The constitution of Mbarara University of Science and Technology students'; Guild on this 23rd day of May the year of our lord nineteen hundred and ninety two

ARTICLE 1: NAME

The student body comprising full, associated, honorary and life members, shall be called and known as Mbarara University of Science and Technology Student's Guild (MUST- SG) herein after referred to as "THE GUILD"

ARTICLE 2: HEADQUARTERS

The headquarters shall be at the main campus of Mbarara University of Science and Technology

ARTICLE 3: PURPOSE

The purpose of the Guild will be to seek, promote and protect the interests and rights of all its members

ARTICLE 4: AIMS AND OBJECTIVES

The aims of the Guild shall be:

- i. To establish an efficient students organization and government
- ii. To cultivate worthy qualities among its members and to train and prepare them for future service in the community
- iii. To work with the University Administration in all matters affecting the Guild members and to promote matters of interest to the University
- iv. To seek representation and /or participation in or on the organs of the University Administration
- v. To work in co-operation with other students organizations and to establish friendly relations and understanding with other external organizations when, where and while desirable provided always that such co-operation is not detrimental to the University and the country
- vi. To negotiate with government or other bodies, through the university Administration in matters affecting the Guild and /or its members
- vii. To express views of the Guild on National and/ or International Affairs if it deems fit

ARTICLE 5: MEMBERSHIP

Section I: Full membership

Shall be all students registered with the university and the Guild

Section II: Associate members

Shall be all former full members of the Guild after their full membership has expired

Section III: Honorary members

Shall be any person who is neither an associate nor full members elected by the Guild Representative Council to be honorary member of the Guild

Section IV: Life members

Shall be any associate member who pays subscription agreed on by the Guild Representative Council

ARTICLE 6: RIGHTS AND OBLIGATIONS

Section I: Rights of full members

Any person who is a full member of the Guild has the right

- a) To participate fully in the proceedings of the General Assembly
- b) To elect and to be elected to any office of the Guild as provided for in article 9 save for members of the University Staff
- c) To be elected, nominated or appointed to be a delegate or representative of the Guild in any of the Guild undertakings
- d) To express his/her feelings or opinion in any proper manner on matters affecting the Guild and/or its members
- e) An obligation to preserve the dignity of the University Anthem, Motto and Flag

Section II: Rights of Associate Honorary and Life members

Every Associate, Honorary or life member shall have the right to make use of the facilities of the Guild with the consent of the Guild Executive and the GRC

Section III: Obligation of all members

Every member shall abide by the letter and spirit of the Guild Constitution

Section IV: Obligation of Associate, Honorary

Any associate, honorary and/or life members may be called upon to assist in any way possible

ARTICLE 7: ORGANS OF THE GUILD

Section I: The Executive

Shall be composed of:-

- i. President
- ii. Vice President
- iii. Prime Minister
- iv. Deputy Prime Minister
- v. Minister Of Education
- vi. Minister Of Social Affairs
- vii. Minister Of Off – Campus Affairs
- viii. Minister Of Finance
- ix. Minister Of Campus Affairs
- x. Minister Of Health
- xi. Minister Of Information And Technology
- xii. Minister Of Foreign Affairs and Public Relations
- xiii. Minister Of Justice and Constitutional Affairs
- xiv. Minister Of Gender and Guidance

Section II: The Guild Representative Council

There shall be an organ of the Guild known as the Guild Representative Council here in after referred to as the GRC. The GRC shall be composed of:

- a) The speaker
- b) Deputy Speaker
- c) The Executive
- d) The clerk to GRC
- e) The chairperson Sports and Games Union
- f) The constituency GRC's and secretaries in proportion to the number of non-resident and resident students as determined by the Electoral Commission.

Section III: The General Assembly

- (a) The General Meeting of the Guild shall be called the “GENERAL ASSEMBLY”
- (b) The General Assembly shall be a decision making organ in addition to being an informative and consultative forum provided that decisions, which require action by the University Council or Government, shall be through the Guild Representative Council.
- (c) Assembly in Faculties/Institutes/areas of Residence shall be convened after giving at least 24 hours’ notice for ordinary meetings and 12 hours’ notice for emergency meetings to the Head of Department or any University authority concerned.
- d) Matters of discussion can be raised by any member of the Guild or referred to it by the GRC or Executive if supported by 2/3 majority in the respective meetings.

Section IV: Standing Committees

Each standing committees shall be responsible for the task entrusted upon it and shall consist of five (5) members including the chairperson, except for the standing committee for Constituency management, Disciplinary committee, and professional affairs committees provided for in **Article 8 section VII**.

- a) Committee For Finance
- b) Committee For Social Affairs
- c) Committee For Off- Campus Affairs
- d) Committee For Health
- e) Committee For Justice And Constitutional Affairs
- f) Committee For Information and Technology
- g) Committee For Professional Affairs
- h) Guild Disciplinary Committee
- i) Committee for Campus Affairs
- j) Committee for Property management and business establishment.
- k) Committee for Foreign Affairs and Public relations
- l) Committee for Constituency Management
- m) Committee for Gender and Guidance

Section V: The Caretaker Government

The caretaker Government will be the government formed after the executive has resigned or been voted out before their term expires, shall undertake responsibilities, financial and or otherwise, on the behalf of the Guild and will only serve until next government is put in place as indicated in **Article 10 and article 9.**

The caretaker Government shall be composed of;

- i. Speaker as Chairperson
- ii. The Dean of Students
- iii. The Financial Advisor
- iv. The Legal Advisor
- v. The chairperson MUST Convocation
- vi. GRC's in all programs.
- vii. Chairperson Sports and Games Union

Section VI: The sports and Games Union

- i. There shall be an independent body, the sports and Games Union, Responsible for all sports and games activities in MUST and shall be under the General supervision of the University official in charge of sports
- ii. Its organization and functions shall be as specified in its constitution whose aims and aspirations shall be in line with those of the Guild
- iii. The Executive of the union shall present their budgets and accountabilities of all expenditures of the Union funds to the GRC at least two times in every academic semester but the first and last GRC meetings of the academic semester are mandatory.
- iv. The constitution of the union shall not contravene the Guild codes and/or the Guild constitution
- v. The Officials and secretaries of the union shall remain answerable to the GRC through the sports and games union council, in the event of financial impropriety, incompetence and/or exploitation of Guild members.

- vi. The Guild president will assign any member of the Guild Executive to represent the Guild on the sports and games union
- vii. The chairperson of the union shall attend every GRC meeting to only deliberate on the issues of the union.

Section VII: The Must –SG Editorial Board

- a) Shall consists of:-
 - i. The chief editor who shall be appointed by the new Minister of Information and Technology and presented to the GRC for approval in its second meeting after general elections and swearing in of the new Guild Executive..
 - ii. 5 other members of the board as the chief editor may appoint with the approval of the Minister of Information and Technology.
- b) The chief Editor shall be responsible to the GRC through the Minister of Information and Technology.
- c) The Chief Editor in liaison with the Minister of Information and Technology, shall be in charge of Guild magazine and all other Guild Publications.
- d) Shall attend the GRC meeting only at the request of GRC through the Guild Speaker.

Section VIII: The Must-Forum

Shall consists of:

- i) The Chairperson Must Forum who shall be appointed by the new Minister of Justice and Constitutional affairs and presented to the GRC for approval in its second meeting.
- ii) The president Must Forum will be responsible to the GRC through Minister of Justice and Constitutional affairs.
- iii) The Chairperson Must Forum in liaison with the Minister of Justice and Constitutional affairs be in charge of all Guild debates and forums.
- iv) Shall attend the GRC meeting only at the request of the GRC through the guild speaker.

ARTICLE 8: FUNCTIONS AND POWERS

Section I: The General Assembly

(a) The Students' General Assembly shall be the supreme decision making body of the Students' Guild.

(b) A General Assembly shall be held after giving at least 24 hours' notice for an Ordinary Assembly and 12 hours for an Emergency Assembly, to any of the University staff concerned. Business for such an Assembly shall always have been earlier discussed by the Guild Government.

(c) The General Assembly shall be composed of all members of the Students' Guild, presided over by the Guild Speaker.

(d) The General Assembly shall convene at least once every term of office (academic year) of a directly elected government.

(e) All members of the Guild shall be under duty to attend in person all meetings lawfully convened by the Guild government and to meaningfully contribute within the limits of their abilities and powers.

(f) The General Assembly shall convene to resolve contentious issues arising from the Guild Administration and to receive reports from the Guild government in line with **Article 7 section (III) (d)**.

Section II: Function and Powers of the GRC

The GRC will have the composition as indicated in **Article 7 section II (f)**.

The GRC shall

- i. Elect officers as provided for in this constitution and has powers to remove them by a simple majority vote
- ii. Be the legislative organ of the Guild
- iii. Shall initiate policies to be supported by the least two thirds (2/3) of those present during the meeting
- iv. Sanction and approve policies of the Executive

- v. Ratify the Guild President’s nominees prior to being sworn –in
- vi. Be competent to pass a vote of no confidence in Executive as provided for in **article 10 section III(A)**
- vii. Deliberate on all matters that affect the members of the Guild and resolve in measures to be taken by the Guild delegates, representatives and observers to conferences
- viii. Elect ad hoc- standing committees
- ix. The GRC shall refer to the General Assembly in matters that require GA’s ratification.

Section III: Guild Executive

The composition is given in **article 7 section I**. It is herein after referred to as the Executive

A) COLLECTIVE RESPONSIBILITY

The Executive shall:

Be answerable to the GRC or General Assembly.

Be responsible for the day to day running of the affairs of the Guild

Implement decisions of the GRC

Initiate policies/ policy and carry them/ it and after the approval of the GRC

Have powers to deal with emergency matters and take decisions but shall report to and seek approval of the GRC at its next session

B) The President

The president shall:

- i. Be the executive head of the Guild
- ii. Be the head of the executive
- iii. Preside over meetings of the executive
- iv. During executive meetings, have an original and casting vote

- v. Be an ex- officio member of the Guild committees
- vi. In the event of a temporary absence of a member of the Executive delegate duties of the absentee to another member of the Executive save when the absentee is the Minister For Finance when the President will be in-charge
- vii. Be co-signatory to all Guild Financial Transactions
- viii. Be one of the Student’s Representatives on organs of the University Administration e.g. University Council
- ix. Have the following emergency power
 - a. To call emergency meetings of the Executive
 - b. In consultation with the University Dean of Students and the Legal Advisor, take emergency decisions on behalf of the Guild in extraordinary circumstances. He shall seek approval of the Executive and GRC as specified in **article 8, Section III A**
- x. Have the powers to reshuffle Executive, suspend, or replace any member(s) of the Executive in constituency with article 10 section II(i)
- xi. Shall chair any students General Assembly, in the event there being no outgoing speaker
- xii. Once elected, the Guild President must become a resident student in case he/she is a non – resident
- xiii. Appoint student representatives to the various University Committees

A) The Vice President

The vice president shall;

- i. Deputize the president and act as President when the president is absent.
- ii. Be students’ representative on various Guild Committees.
- iii. Perform any duty as shall be assigned to him or her by the Guild President
- iv. Be member of the Finance committee
- v. Be the Chairperson of the Guild Disciplinary committee
- vi. Sit on the University Senate, Students/ Staff Consultative Committee and University Disciplinary Committee

B) The Prime Minister

The Prime Minister shall:

- i. Be the leader of Guild Cabinet Business
- ii. Keep register of and be responsible for all; Guild property
- iii. Be in charge of all employed staff of the Guild
- iv. Be in charge and keep records of production facilities and equipment
- v. Liaise with the Guild Executive and the GRC on the marketing of product
- vi. Perform any other duty as assigned to him/ her by the Guild
- vii. Be the chairperson of the committee for property management and business establishment
- viii. Present the position or decision of the cabinet in the GRC which shall call for debate if found viable by the Guild speaker.

D) The Deputy Prime Minister

The Deputy Prime Minister shall;

- i. Be secretary to the Executive
- ii. In consultation with the president, call meetings of the Executive and be responsible for preparation and circulation of Executive agenda
- iii. Deputize the Prime Minister and act in his/her absence
- iv. Perform any other duty assigned to him/her by the Guild

E) Minister of Education

The minister of Education shall;

- i. Be leader of professional Affairs committee
- ii. Liaise between Academic Registrar's office and the students body plus Heads of Departments
- iii. Be Guild representative to the professional organizations

- iv. Co-ordinate matters pertaining to the professional clubs, Associations' / or Affairs in the university.
- v. Register all professional / academic organizations affiliated to the Guild upon payment of a non- refundable standard annual registration fee to the Guild
- vi. After registration, issues a certificate of Registration to each of the Professional/ academic organizations affiliated to the Guild
- vii. Perform any other duty assigned to him/her by the Guild.

F) Minister for Social Affairs

The minister for social affairs shall;

- i. Be chairperson of the social affairs committee
- ii. Organize all entrainment in co-ordination with the Executive members.
- iii. Shall co-ordinate the activities of clubs, association and societies that do not fall under professional clubs
- iv. Register all societies that do not fall under professional/academic organization upon payment of a non- refundable standard annual registration fee to the Guild
- v. After registration, issue a certificate of Registration to each of the various professional societies affiliated to the Guild
- vi. Perform any other duty assigned to him/her by the Guild.

G) Minister of off – Campus Affairs

The minister of off-campus affairs shall;

- i. Be chairperson of Off- campus affairs committee
- ii. Shall be responsible for students'' welfare outside campus
- iii. Shall be a member of students' welfare committee
- iv. In congestion with the administration and local authorities shall co-ordinate accommodation for students
- v. Be a member of the students' /staff consultative committee
- vi. Perform any other duty assigned to him/her by the Guild.

H) The Minister for Finance

The minister for finance shall;

- i. Be chairperson of the Finance Committee
- ii. Look after financial interests of the Guild
- iii. Be- cosignatory to all Guild Financial transactions
- iv. Take initiative of raising Guild Funds with approval of the Executive and GRC
- v. Seek advice on Guild financial affairs from the GRC, finance committee, financial advisor and university administration and act accordingly
- vi. Be a member of the professional affairs committee

I) The Minister for Campus Affairs

The minister for campus affairs shall;

- i. Be chairperson of the students' welfare committee
- ii. Be responsible for the day to day operation of the students' rights and facilities on the campus
- iii. Contact the University Administration and act accordingly
- iv. Be a member of the professional affairs committee
- v. Be a member of the students'"/staff consultative committee
- vi. Be in charge of matters pertaining to mess affairs
- vii. Be responsible for passing information concerning mess affairs from the responsible organs of the University administration the students or vice versa.
- viii. Perform any other duty assigned to him/her by the Guild.

J) The Minister for Health

The minister for health shall;

- i. Be chairperson of the committee for Health
- ii. Be responsible for the day to day monitoring of the medical facilities for the students' community
- iii. Liaise with the University clinic and administration oh health matters generally

- iv. Report on causality cases among the student's community
- v. Deal with such other matters concerning students' health
- vi. Perform any other duty assigned to him/her by the Guild.

K) The Minister for Information and Technology

The minister for information and Publicity shall;

- i. Be the chairperson of the committee for information and Technology
- ii. Be in-charge of Guild communications
- iii. Monitor and supervise all the activities of the Editorial Board.
- iv. Be responsible for the day to day monitoring of the ICT facilities for the students' community
- v. Liaise with the University administration and Computing unit on ICT matters generally
- vi. Deal with other matters concerning ICT in the students' community.
- vii. Perform any other duty assigned to him/her by the Guild.

L) The Minister of Foreign Affairs and External Relations

The minister for foreign affairs and external relations shall;

- i. Be the chairperson of the committee for foreign affairs and external relations
- ii. Make contacts with other student organizations and the public outside campus for the benefit of the Guild
- iii. Be responsible for foreign affairs in the Guild.
- iv. Perform any other duty assigned to him/her by the Guild.

M) The Minister for Justice and Constitutional Affairs

The minister for justice and constitutional affairs shall;

- i. Be responsible for constitutional interpretation and justice for the students' as per Article 16 section II
- ii. Be chairperson for justice and constitutional affairs committee

- iii. Be member of the Guild Disciplinary Committee
- iv. Monitor and supervise the activities of Must Forum
- v. On behalf of the Guild preserve the dignity of the University Motto, Flag and anthem
- vi. Perform any other duty assigned to him/her by the Guild.

N) The Minister for Gender and Guidance.

The minister for Gender and Guidance shall;

- i. Be the chairperson of committee for Gender and Guidance
- ii. Be concerned with matters pertaining to Gender and equality and Coordinate various gender empowerment activities in the university
- iii. Concerned with matters pertaining Gender and Equality.
- iv. Perform any other duty assigned to him/her by the Guild.

Section IV: Special officers

A. The speaker

The speaker shall;

- i. In consultation with the Guild President call for GRC and any other Students' Guild meeting, except when a vote of no confidence in him/her is to be debated as in **Article 10 section IV**
- ii. Preside over Students' Guild meetings and GRC meetings
- iii. Hold office till the end of the GRC meeting in which a new speaker has been democratically elected.
- iv. Be elected from and by the GRC at its first meeting after the General Elections and swearing in of new Guild Executive
- v. Be the other students' representative on University Council
- vi. Be chairperson of caretaker government
- vii. Be returning officer and chairperson of electoral commission of the Guild Elections

- viii. In the event of the speaker and deputy speaker being absent in a GRC meeting, members forming a quorum will elect an acting speaker for the particular session
- ix. Keep a roll-call of attendance of G.R.C meetings
- x. Have the power to punish late coming, absenteeism, misconduct and/or use of improper language during meetings in accordance with the Constitution.
- xi. Be responsible for appointing the Clerk to the G.R.C

B. Deputy Speaker

- a) In absence of the speaker the deputy speaker shall preside over Students' Guild meetings and GRC meetings
- b) The deputy speaker shall hold office till the end of the GRC meeting in which a new deputy speaker has been democratically elected

C. The Clerk to GRC

The Clerk to GRC shall:

- i) Be appointed from the members of the Guild
- ii) Be secretary to the GRC and General Assembly.
- iii) Hold office till the new Clerk to GRC has been appointed.
- iv) Will ensure due attendance and voting in the GRC meetings
- v) Organizing the business in the house and ensuring that all members are adequately refreshed during meetings.
- vi) Keep members informed of the business
- vii) Has no voting rights and does not participate in the proceedings.
- viii) Be under the office of the Guild speaker.
- ix) Remain answerable to the GRC

Section V: The Financial Advisor

The financial advisor shall;

- (i) Be a member of the senior University Staff elected from the accounts department
- (ii) Be a non- voting members of the financial committee

- (iii) Be an advisor to the Guild on financial matters
- (iv) Be an advisor to the Guild on Financial matters
- (v) Be a non – voting ex officio member of the GRC
- (vi) Be a member of the election petition tribunal
- (vii) Act in the office till the end of the first GRC meeting in which a new financial advisor is elected.

Section VI: The Legal Advisor

The legal advisor shall

- i) Be a non-voting ex official member of the GRC
- ii) Be a member of the election petition tribunal
- iii) Be a non-voting member of the committee for justice and Constitutional Affairs
- iv) Be elected by the GRC in its first meeting from amongst members of the academic staff who has good experience in civil and legal affairs
- v) Be a non-voting member of the Guild disciplinary committee
- vi) Advise the guild on legal matters
- vii) Act in the office till the end of the first GRC meeting in which a new legal advisor is elected.

Section VII: The Guild Standing Committees

a) Committee for finance

Shall watch over finance of the Guild and undertake all such financial duets as the general assembly may determine from time to time

b) Committee for social affairs

Shall arrange and supervise all forms of entertainment

c) Committee for Foreign Affairs and Public Relations

Shall deal with Guild matters pertaining to foreign affairs and public relations

d) Committee for Information and Technology

Shall be in-charge of Guild Communications, and matters concerning ICT in the students' community.

e) Guild Disciplinary Committee

Shall Consist Of The Vice President as Its Chairperson, Minister Of Campus Affairs, Chairperson of Committee for Constituency Management, Minister of Off Campus Affairs, Minister of Gender and Guidance, Legal Advisor as Non- Voting Member, Minister of Justice And Constitutional Affairs And 3 Guild Representative Council (GRC) members to be elected by GRC At Its first meeting after General Elections And swearing In of the new Guild Executive

The Committee shall deal with:

- i) Guild members whose behaviors and actions shall be deemed injurious to the welfare and to the good name of the Guild
- ii) Those who mishandle Guild Finances. If the measure required to deal with such people are unavoidably outside the power and jurisdiction of the Guild
- iii) The Guild shall request the University administration for appropriate measures on its behalf

f) Committee For Health

- i) Shall be concerned with matters related to health of the students' community
- ii) Shall be composed of five members among which a GRC for PWDs is a member by virtue of his/her position.

g) Committee for Professional Affairs

- (i) Shall co-ordinate professional affairs and activities in the university
- (ii) Shall consists of all class presidents and chairpersons of professional clubs registered with the Guild

h) Committee for Constituency Management

- (i) Shall consist of all the constituency secretaries who shall elect their own leader to be chairperson of the committee
- (ii) Shall be concerned with general welfare and constituency administration in the university

i) Committee for Gender and Guidance

- i) Shall be concerned with matters pertaining to gender and equality
- ii) Shall consist of at least two and utmost three female members.

j) Committee for justice and constitutional affairs

Shall be concerned with civil justice among the students' community and the interpretation of the Guild constitution

k) Committee for Off- Campus Affairs

- i) Shall be concerned with matters pertaining to students' welfare off campus
- ii) Shall consist of five members who will be GRC's or secretaries of particular students in their different areas of residence outside campus. A resident student does not qualify to be on this committee.

L) Committee for Campus Affairs

- i) Shall be concerned with matters pertaining to students' welfare at campus
- ii) Shall be responsible for Mess Affairs

M) Committee for Property Management and Business Establishment.

- i) Shall be concerned with control, monitoring, supervision and management of all Guild property.
- ii) Shall generate business aimed at bringing incomes to the Guild.
- iii) Shall consist of the Prime Minister as its chairperson, Minister of finance as a member and three other members appointed by the Prime Minister from the Guild.

- iv) Shall present all the Guild property in the second GRC meeting of the new Guild council and first GRC meeting in the second academic semester.

ARTICLE 9: ELECTIONS AND ELECTORAL REGULATIONS

Section I: The electoral commission

- i) Shall consist of the returning officer/chairperson who shall be the Guild speaker. In a situation where there is no Guild speaker, a returning officer shall be elected from and by the GRC fifteen days to the General Elections.
- ii) Shall Organize and oversee the whole process of the Guild election
- iii) Shall Count votes, and publish the results of the elections
- iv) Shall be responsible for resolving problems during elections and its ruling shall be final
- v) The electoral commission in consultation with the outgoing President shall
 - a. Announce nomination day of candidates
 - b. Call upon constituencies to give the names of the elected GRC representatives
 - c. This arrangement will operate until such a time when Halls or Kihumuro Campus are in existence
 - d. When halls are instituted, the GRC will meet and devise the new mode of representation.**
- vi) The nominations of candidates for presidential elections signed by the candidates, proposer and seconder shall be submitted in writing to the Electoral commission on nomination day
- vii) A campaign program will be drawn after the nomination day and every candidate in co-operation with other Guild members shall abide by it
- viii) During campaigns and polling exercise:
 - a) A candidate or his/her supporters who shall be accused with irrefutable evidence of instigating any form of violence during the electoral exercise will be disqualified forthwith
 - b) No campaigns will take place beyond the time set by electoral commission
 - c) No campaigns will be allowed on polling day

- d) Wardens shall be required to compile and produce nominal rolls
- e) Constituency secretaries shall be polling officers who shall supervise the polling which must observe strict silence and order in each polling station. The Electoral commissioner will do the overall monitoring
- f) One day before polling day, there shall be an open air campaign where each candidate shall have an opportunity to address students and the details of that meeting shall be communicated in due time.
- g) Each voter shall have proper and valid identifications before polling, any voter with wrong or invalid identification will be expelled from the voting exercise
- h) On Identification, a computer technician shall design one ballot paper for the voter, sign against his/her name in the nominal roll and tick against the name of one candidate of his/her choice.
- i) Each ballot paper in the computer shall bear a serial number.
- j) The voting exercise shall not go beyond time set by Electoral commission
- k) At each station, the computers used for voting exercise will be openly displayed and not placed more than three(3) meters from the polling desk
- l) The counting of votes shall start soon after the time set by the electoral commission. The Exercise will be conducted by the polling assistants (at each station) who will be the constituency secretaries, supervised by the representatives of Electoral commission
- m) Each candidate shall send at most two representatives to each polling station. A candidate will make known and register with the Returning Officer all agents at least one day to the polling day
- n) The electoral commission shall announce and cause to be published the results not more than one (1) hour after receiving results from the polling station
- o) No relevant documents and voting material shall be destroyed but shall be kept for subsequent scrutiny until the swearing in ceremony is over
- ix)** The returning officer shall appoint and present other members of the commission for ratification in the first GRC meeting of the second academic semester and

- thereafter sworn-in by the Guild speaker before the commencement of their duties.
- x) The Guild Electoral Commission shall budget for resources for the commission to enable it perform its functions effectively and shall be presented to the GRC in the first GRC meeting of the second academic semester for approval.
 - xi) The GRC may remove a commissioner from office on the following grounds;
 - a) Inability to perform his or her duties arising out of physical or mental incapacity;
 - b) Indiscipline or Misconduct
 - c) Incompetence.
 - xii) The returning officer shall present a report to the GRC in a GRC meeting before and after general elections.
 - xiii) The criteria for determining and selecting other polling officials shall be determined by the Electoral Commission.

Section II: Composition and Conduct of Electoral Commission

(a) The Chairperson, whose duties shall be:

- (i) To coordinate all the commission work and that of his or her officers;
- (ii) To preside over all meetings of the commission;
- (iii) To ensure that regular, free and fair elections are held;
- (iv) To Supervise and oversee the duties of the commissioners and other members of the commission

(b) The Vice Chairperson, whose duties shall be:

- (i) To assist the Chairperson on all matters of the Commission;
- (ii) To act as the Chairperson wherever the Chairperson is absent;
- (iii) To perform any other duties that may be assigned by the commission chairperson

(c) The Secretary to the Commission, whose duties shall be:

- (i) To take and keep minutes of the commission;
- (ii) To manage and keep a proper registry of all voters
- (iii) To handle all correspondences of the commission.
- (iv) To perform any other duties that may be assigned by commission Chairperson

(d) The Commissioner for Finance, whose duties shall be:

- (i) To receive and manage all commission finances;
- (ii) To keep proper records of the commission's account books
- (iii) To give a financial report of the commission.
- (iv) To perform any other duties assigned by the Chairperson

(e) The Commissioner for Public Relations, whose duties shall be:

- (i) To disseminate information about elections.
- (ii) To liaise with the media on behalf of the Commission.
- (iii) To perform any other duties that may be assigned by the Commission Chairperson.

Section III: General Procedures

- i. All Guild elections shall be by Electronic Voting or by secret ballot on simple majority system on the basis of one member one vote.
- ii. Whenever, there is a tie on any of Guild elections, it shall be repeated until a candidate obtains a simple majority
- iii. A student who has been convicted by court of law of an offence involving more turpitude will be eligible for nomination to Guild offices

- iv. Elections of the Guild president, GRC members and Chairperson Sports and games Union shall take place during the 9th – 12th week of the 2nd academic semester.

Section IV: Electoral Rules and Regulations

A) Presidential Elections

The election of Guild President shall have to follow all regulations and procedures above **(section III)**

- i. No members of the Guild who has not been a full member of the Guild for at least one full academic year shall be eligible to stand for elections to the presidency of the Guild
- ii. Any member of executive shall be eligible to stand for elections to the President of the Guild
- iii. No candidate will be allowed to withdraw from the candidacy to the presidency within 12 hours to the open air campaigns as provided in the regulations
- iv. The Guild President shall be elected to office for a maximum of one term only, the term being equivalent to not more than 12 calendar months
- v. No member of the Guild who has less than one full academic year to cease being a full member of the Guild shall be eligible to stand for elections for the presidency of the Guild or for Guild Speaker

B) GRC Elections

- i. Shall take place on the same day with the Chairperson Sports and Games Union elections fifteen days before Guild presidential Elections.
- ii. Every constituency shall have to elect its members to the GRC as per **article 7 section II(f)**
- iii. By virtue of their position constituency secretaries shall be GRC members but shall not be eligible for other executive posts.

C) The chairperson Sports and Games Union

- i) Shall take place on the same day with the GRC Elections

- ii) The Electoral Commission of Sports and Games Union in liaison with the Guild returning officer shall organize and oversees the Elections of Chairperson
- iii) Shall follow the rules and regulations of the guild constitution as in **section III.**
- iv) No members of the Guild who has not been a full member of the Guild for at least one full academic year shall be eligible to stand for elections to the chairperson of the Sports and Games Union.
- v) The Chairperson shall be elected to office for a maximum of one term only the term being equivalent to not more than 12 calendar months.
- vi) No member of the Guild who has less than one full academic year to cease being a full member of the Guild shall be eligible to stand for elections for the Chairperson of the Union.

Section V: Election of other Guild officers

A. Speaker

Shall be elected democratically in the first GRC meeting after general elections and swearing in of the new Guild Executive by and from the GRC's, and thereafter sworn in by the outgoing speaker and shall assume his/her duties immediately.

B. Deputy Speaker

Shall be elected democratically in the first GRC meeting after general elections and swearing in of the new Guild Executive, by and from the GRC's, thereafter sworn in by the outgoing speaker and shall assume his/her duties immediately.

C) The Executive

- i) The executive members will be appointed from GRC members to their specific ministries by the president elect who shall make known his choice better sworn in
- ii) The president shall table these appointees to the GRC for ratification

- iii) The president shall have powers to nominate not more than two (2) members outside the GRC

D) The clerk to GRC

The clerk to GRC shall be appointed from the members of the Guild by Guild Speaker and his/her name shall be presented to the GRC for ratification.

The Speaker shall appoint the acting Clerk to GRC where there being no Clerk to GRC in the GRC meeting who shall be in charge of only that particular meeting.

E) The Committees

- i) Members of the various committees shall be appointed by respective chairpersons and presented in the first GRC meeting, at least two GRC members shall be appointed to be committee members.
- ii) Each committee shall consists of five (5) members including the chairperson save for: Guild disciplinary committee, committee for professional affairs, Committee for Constituency management and administration and students/staff consultative committee whose composition is given in **Article 8 section VII** and **article 13**

Section VI: The Financial Advisor

- i) Shall be elected by GRC in the first GRC meeting from a panel of three names submitted by Minister of finance.
- ii) The President shall approach each member of that panel for acceptance of office according to the number of votes they obtained in a descending order

Section VII: Legal Advisor

- i) Shall be elected by GRC in the first GRC meeting from a panel of three names submitted by Minister of Justice and Constitutional Affairs.
- ii) The President shall approach each member of that panel for acceptance of office according to the number of votes they obtained in a descending order

Section VIII: Bye- Elections

Bye- elections shall;

- i) Take place whenever an office falls vacant
- ii) Take place within fourteen (14) days of the seat falling vacant

Section IX: Election petitions:

All election petitions shall be addressed to the Dean of Students who shall constitute a petition tribunal whose ruling shall be final

Election petition tribunal

The tribunals shall comprise of:

The dean of students who will chair the tribunal; legal advisor, the university Lawyer; Financial Advisor, the University bursar; Chairperson of the Deans committee; and the warden.

Functions and responsibilities

- i) Any member of the Guild can lodge a petition to the tribunal whenever he/she thinks there have been sustainable irregularities during the elections
- ii) The petition must be lodged within three(3) days after the elections and signed by at least (1/5) one fifth of Guild members
- iii) The proceedings of the tribunal held in camera shall be made known within five days thereafter.
- iv) No candidate or any Guild member shall have a legal representative when lodging his case

Section X: Swearing In

- i) The president elect, the Guild executive and GRC members shall be sworn in that order by the speaker in presence of Vice chancellor or his representative
- ii) The ceremony shall take place in public place at least 48 hours after the first GRC meeting

- iii) The president elect shall notify members of the Guild at least three (3) days before the ceremony
- iv) All those taking the oath shall swear to abide by the constitution (Appendix)

ARTICLE 10: TERMINATION OF OFFICE

Section I: Resignation

- i) Whenever there is an occasion for the resignation of the executive to be tendered, the President shall tender the resignation of the same collectively to the GRC through the speaker
- ii) In case a member of the executive wishes to resign, he/she shall tender his/her resignation in written form to the president giving at least a seven (7) days' notice.
- iii) In case a constituency secretary, GRC members or any member of Guild committees wishes to resign, he/she shall tender his resignation in writing to the speaker

Section II: Suspension and Dismissal from GRC

- i) The president shall have power to suspend or dismiss any member of the Executive in accordance with the constitution. The duration of the suspension shall be at the president's discretion but shall not exceed 21 days
- ii) The speaker shall have powers to suspend any member who fails to attend two (2) consecutive GRC meetings without satisfactory reason. The suspension period shall not exceed more than two successive GRC meetings
- iii) If the GRC feels that a member merits dismissal, the case shall be referred to the constituency of residence to which a member is a representative to the GRC whom shall give a ruling from the constituency members, the membership be deemed withdrawn. The ruling of the GRC shall be upheld where views of the constituency and GRC do not agree.
- iv) Members of a given constituency have a right to call back any of their respective GRC representatives with the support of 2/3 majority

Section III: Vote of No Confidence in the Executive

A vote of no confidence in the Executive can originate from the GRC or any member of the Guild

A. Vote of no confidence by the GRC

- i) Any member of the GRC has a right to move a vote of no confidence in the President and or the executive
- ii) A seven (7) days' notice accompanied by the formulate motion shall be given by the mover to the speaker who shall then cause it to be published within 24 hours and convene a meeting of the GRC to be held within 7 days from receipt of the motion
- iii) The motion will be carried if supported by two thirds (2/3) of the members in secret ballot
- iv) In a situation where the vote of no confidence has been carried as in **Article 10, III A (ii)**, the executive shall be expected to resign within 24 hours.
- v) Should the Executive fail to resign a provided for in Article 10, Section III a (iii), it must make a written appeal to the speaker showing that there has been refutable evidence of irregularities during the secret polling, the appeal must be made within 24 hours of the secret ballot
- vi) In an event of failure to resign as in Article 10 section III A(v) as above, the speaker shall arrange the vote of no confidence to be voted by the Guild within ten (10) days
- vii) In case the executive fails to resign within 24 hours without appeal, it will be deemed out of office and the caretaker Government will assume immediately after 24 hours
- viii) Presidential elations will follow within 14 days of the executive being voted out and resigning
- ix) In an event where the vote of no confidence by the GRC is rejected by the Guild by secret ballot, then members of the Executive shall resume their positions within 14 days.

B. Vote of no confidence by the Guild

- i) A vote of no confidence in the President and/or the executive by the Guild shall require a petition signed by at least one fifth (1/5) of the Guild members to the speaker
- ii) The speaker shall cause the list of signatories of the petition to be displayed on constituency notice boards within forty eight (48) hours of receipt of the petition
- iii) After twenty four (24) hours display of the signatories, the speaker shall give notice of a students' general meeting to take place within seven (7) days to hear the petition and the president and the executive
- iv) The quorum of such meetings shall be one third (1/3) of the total Guild membership. If on quorum is realized, the petition shall be deemed lost
- v) No voting shall take place in the meeting
- vi) After the students' General meeting, the speaker shall conduct a secret ballot on the motion of no confidence within forty eight (48) hours
- vii) The vote of no confidence shall be carried if at least two thirds (2/3) majority of the members of the Guild vote for it in the secret ballot
- viii) In the event of the vote of no confidence being carried as provided for in (vii) above, the executive shall vacate their offices within 24 hours and new elections of the President shall be held within 14 days. The president shall form his executive from the GRC represent
- ix) In the meantime a caretaker government shall assume office till a new executive is formed

Section IV: Voting Of No Confidence in the Speaker

- i) A vote of no confidence in the speaker shall be moved after a petition duly signed by at least one quarter (1/4) of the members of the GRC
- ii) The petition shall be presented to the President of the Guild who shall publish the petition and chair the students' General meeting to discuss the petition within (14) fourteen days

- iii) The quorum of such a meeting shall be at least three fifth(3/5) of the members of GRC present during the meeting, if no quorum is raised, the petition shall be deemed lost
- iv) The motion of no confidence shall be carried if at least two thirds (2/3) of the members present votes for it in secret ballot
- v) A new speaker will be elected fourteen days after a successful vote of no confidence as **clause (IV) above**.

ARTICLE 11: SOCIETIES

A society will be any student organization, club, association or group registered by the MUST- SG. Each of these societies shall be affiliated to the students' Guild on its application for affiliation to the Executive, having been approved by the GRC and the Dean of Students on condition that;

- i) All its members are members of the Guild
- ii) No members of the Guild is denied membership due to his tribal, racial, political or professional identify
- iii) Its constitution does not contravene the Guild codes and / or Guild constitution.
- iv) The society pays a non- refundable standards registration fee to the MUST- SG through the concerned Guild Minister as stipulated in **Article 8 Section III (E), section III (F) and section VII (G)**.
- v) The minimum number of its members is 15.

NB: Any affiliated society may be eligible for financial assistance from the Guild on application to the minister of finance and on approval by the Executive.

ARTICLE 12: FINANCE

Section I: Source of Revenue

Source of revenue shall be;

- a) Subscription from the members of the Guild as agreed upon by the GRC

- b) Fund-raising activities of the Guild
- c) Grants and Donations as approved by GRC
- d) Interest and profit from the Guild capital
- e) Any legal entitlement to the Guild
- f) Money in form of nomination fees, registration fees, etc. collected from members of the Guild by any organ of the Guild government during elections or otherwise
- g) Any other source or means approved by the GRC and/ or the General Assembly

Section II: Authorization of expenditure

- a) The Executive may authorize the realization of the funds within the heads of expenditure and must report such expenditure to the following GRC for approval
- b) Copies of the approved budgets shall be presented to the Committee for Finance of the Guild for Scrutiny before they are made available to the University Official concerned.

Section III: Supervision of Finances

- a) Guild funds shall be kept on a bank account approved by the University Bursar
- b) The Minister for Finance shall keep up to date accounts indicating the income and expenditure of the Guild through or by any Minister or Official or any members of the Guild
- c) The Minister for Finance shall deposit the cash and/ or cheques with the University Bursar, and shall not keep more than an equivalent of 10 US dollars (\$10) of the collected revenue. All monies advanced must be accounted for within three (3) days after the event.
- d) No other Guild Official shall keep Guild monies for longer than two (2) days unless specific authority has been granted by the Minister of Finance in any case, not exceeding five days
- e) The authority to withdraw or authorize withdrawing Guild money shall rest with the minister for Finance in conjunction with the President and the Financial Advisor
- f) Guild cheques shall be signed by the Minister for Finance, the president and the Financial Advisor

- g) All financial transactions shall be made in the name of Guild
- h) The Minister of Finance shall issue a receipt for any monies received by him in the name of Guild
- i) The executive shall present a balance sheet signed by the Finance minister and financial advisor to the GRC meeting towards the end of their term of office.
- j) Any committee of the Guild, on incurring any expenditure, should furnish the minister of finance and the Guild President with the necessary and accurate accountability
- k) The Minister of Finance shall submit a monthly report to the Financial Advisor
- l) In the event of the Minister for Finance resigning before his term of office comes to an end, the minister shall handover a signed financial statement to his successor. The Executive must approve such finance statement

Section IV: Auditing

- a) A balanced sheet prepared, signed by the finance minister and financial advisor together with the accountabilities of the activities carried out under the respective ministries shall be presented to the GRC for scrutiny in the subsequent GRC meetings thereafter the GRC within three days through the Guild speaker shall present a report to the internal auditor which shall call for re-auditing in case financial miss management is detected.
- b) The account of the Guild shall be audited within two weeks before the swearing in and handover of new guild council by the university internal Auditor.
- c) The Audited Accounts and Balance sheet shall be approved and signed by the Financial Advisor before being presented to the GRC
- d) The Audited Accounts and Balance sheet signed by the Financial Advisor and approved by the GRC shall be published after not later than seven (7) days before Swearing in and handover of new Guild council.
- e) The Swearing in and Handover shall not take place in the Guild unless all the accountabilities have been approved by the GRC.

ARTICLE 13: THE STUDENT / STAFF CONSULTATIVE COMMITTEES (SCC)

The students/ staff consultative committee shall consist of joint student/ staff consultative committee composed of the members of the Guild and University staff

- i. Shall hold consultative committee meetings on all matters affecting the students
- ii. By virtue of his/her position, the Vice – chancellor shall be given copies of the proceedings of the committee if he/she is not a member
- iii. Members to represent the Guild shall be elected by the executive
- iv. Meeting shall be held at the request of the University, SCC, its chairperson or the Guild President

ARTICLE 14: MEETINGS

Section I: Convening of Meetings

- i. Meetings of the GRC shall be open to all full members of the Guild unless the GRC decides otherwise
- ii. All meetings of GRC shall be convened by the speaker in consultation with the Guild President except when a vote of no confidence in the speaker is being carried when the president presides over
- iii. The speaker shall be responsible for convening students' Guild general meetings and meetings to debate a motion of no confidence in the executive as in **Article 10 section III**
- iv. Standing committee meetings shall be convened by the respective chairpersons.
- v. All meetings of the Guild shall normally be held after working hours

Section II: Frequency and notice of Meetings

- i. All notices of the Guild meetings shall be dated
- ii. The executive and committees shall meet as often as necessary but not less than three (3) times during an Academic semester

- iii. Any other students' Guild meeting shall be held only when necessary save for emergency meetings that can be held at appropriate moments
- iv. The Executive members shall be given at least three (3) days' notice for ordinary meetings and six (6) hours' notice for emergency meetings
- v. For Students' Guild general members shall be given
 - a. At least five (5) days' notice for ordinary meetings
 - b. Twenty four (24) hours' notice for emergency meeting
- vi. GRC meetings shall be given at least
 - a. Four (4) days' notice for ordinary meetings
 - b. Twenty four (24) hours' notice for emergency meetings

Section III: Presiding at Meeting

- i. The speaker shall preside over subsequent students' Guild general meetings and motion of no confidence in executive as provided for in this constitution
- ii. In absence of the speaker and the deputy speaker, the members present and forming quorum shall elect an acting speaker from among themselves to preside over the students Guild meetings.
- iii. The election of the Acting Speaker in **clause (ii)** above shall be supervised by the prime minister.
- iv. The President shall preside over Executive meetings
- v. The Speaker shall preside over GRC meetings

ARTICLE 15: STANDING ORDERS

Section I: Quorum

- i. The executive shall have a quorum of two thirds (2/3) of its members
- ii. The GRC shall have a quorum of one half (1/2) of its members
- iii. The General Assembly shall require a quorum of a tenth (1/10) of the members of the Guild except when it's a meeting for hearing a petition for a vote of no confidence in the President and or Executive where a quorum of one third (1/3) is necessary.

- iv. If any meeting a quorum is not realized within 20 minutes after the time appointed for the meeting to start, the meeting shall be cancelled and rescheduled
- v. Many meeting, should the attention be called at any time after the commencement of the business to the fact that a quorum is not present, the person presiding over the meeting shall order the names of those present, if less than a quorum to be recorded and shall adjourn the meeting. In case a general meeting however, only a count shall be taken and no names shall be recorded

Section II: Order of Business

- i. All business shall be conducted and recorded in English
- ii. The Agenda shall be read by whoever is presiding over the meeting at the beginning of each meeting
- iii. All matters thereon shall take precedence over all business
- iv. Every agenda shall provide for “ Matters arising from Minutes” with question time not exceeding fifteen (15) minutes
- v. The questions shall be allowed only for information but no debate on the policy outlined by the minutes shall be allowed.
- vi. Minutes of all meetings of the executive, GRC and the General assembly shall be submitted to the Dean of students by the Clerk to GRC within twenty one (21) days from the meeting.
- vii. Minutes of all standing committee meetings signed by the chairperson and the Guild president shall be submitted to the Dean of students within seven (7) days from the meeting.
- viii. Notice of motion to be discussed at a further meeting may be given.

Section III: Suspension of Standing orders

A standing order may be suspended if;

- i. An argent matter which overrides the standing order is set in motion
- ii. The mover of the motion states clearly the nature of the urgency and the time affected
- iii. The motion is supported by two thirds (2/3) of those present during the meeting

Section IV: Selection of Speakers

- i. When members put up their hands to speak, the first to catch the speaker's eye shall be given precedence
- ii. Every member except the speaker will speak while standing save in executive and committee meetings and shall address the chair as Mr. Speaker, sir or Madam speaker

Section V: Order of Precedence

During any meeting the Speaker will accept points to talk precedence in the following order

- iii. Points of order (when a member contrivances order)
- iv. Motions
- v. Points of information (when giving information)
- vi. Point of information (when seeking information)
- vii. Point of privilege
- viii. Point of guidance

Section VI: Speeches

- i. A member shall speak only once upon any subject during the meeting save for point of order information or guidance
- ii. A member may speak again on amendments
- iii. Members wishing to raise points of order or information or ask for a point of privilege, must first obtain the speaker's permission and must rise immediately the alleged breach has occurred
- iv. A member may formally second a motion or amendment and reserve his speech until a later stage of the debate
- v. A member may start a speech and end with a motion or amendments

Section VII: Breaches of Order

- A. A member shall be guilty of breach of order if he/she;
 - i. Uses unparliamentary language and refuses to withdraw it with a satisfactory apology

- ii. Disobeys a lawful order from the chair
 - iii. Conducts self in a manner unbecoming of a GRC member
 - iv. Acts in any way that contravenes a particular standing orders as stipulated in this Guild constitution
- B.
- i. If the speaker rises to call a member to order or for any purpose connected with the proceeding the member speaking shall thereon resume his/her seat and no other member shall rise until the speaker resumes his/her seat
 - ii. The speaker shall maintain order in the meeting
 - iii. The speaker shall rule out of order all matters that do not pertain to the question before the meeting or the business.
 - iv. The speaker's ruling on any question shall be final unless successfully challenged by at least two thirds (2/3) of the members voting contrary to the matter in question.

Section VIII: Minutes

Minutes previous meeting shall be read in every meeting before discussing other items on the agenda

- i. The minutes shall be circulated to members at least three days before the next GRC meeting
- ii. Minutes may not be circulated for emergency meetings
- iii. The speaker or whoever is chairing the meetings shall sign the minutes after confirmation through questions may be accepted in line with items of section II of this Article

Section IX: Motion and Amendments

- i. All first formulations, if they are motions, shall have all succeeding formulation on them being called amendments
- ii. All motions shall be affirmative in character and start with the word "that"
- iii. All motions moved, amended or seconded by members present shall be in writing.
- iv. Agenda to motion shall be treated as amendments

- v. The amended motion may be further amended if the amending portion covers what has not been covered by the initial amendment provided they are consistent with the business and have no connection with any motion previously rejected
- vi. Resolutions will not be rescinded or amended at the same meetings of passing
- vii. Resolutions concerning important financial or policy issues will not be amended or rescinded unless the concerned committees are notified and have not agreed in advance
- viii. The disposal of amendments shall be one by one
- ix. Motions, amendments or rescindments once set will not be withdraw unless withdrawal is supported by at least two thirds (2/3) of members present
- x. The motion and further amendments to any portion of it may be moved provided they are consistent with the business and have not been covered by amendments or motion previously rejected
- xi. After the vote of succeeding amendment is carried the surviving proposition shall be put to the as the main question and ft can carried shall become resolution of the meeting

Section X: Censure Motion

- i. Motion of censure of an executive member can arise either from the General Assembly or GRC. In the event that it arises from the General Assembly, it shall be referred to the GRC as an approved motion through the Speaker
- ii. The concerned executive member shall be given audience in the following GRC meetings to defend him/ her self
- iii. The motion shall be upheld if at least two thirds (2/3) of the members present vote fort in secret ballot
- iv. In the event that the motion is upheld, the president shall take a decision within a period of 14 days on the concerned executive member

Section XI: Notice of Motions, Amendments or Rescindments

- i. Notice of motion, amendments or rescindments shall be sent to the prime minister in writing not less than seven (7) days to the meeting where they will be dated upon
- ii. Such motions, amendments or rescindments will be placed on the agenda in the one which they reach the prime minister.

Section XII: Omission

Any executive or other committees of the Guild shall be exempted from standing orders that do not specifically mention them

Section XIII: Voting

Save as otherwise provided in the constitution

- i. Voting on any motion shall be by show of hands unless otherwise decided
- ii. Two members shall be appointed by the speaker to act as tellers
- iii. The speaker shall have no right to vote
- iv. If there is a recount and the votes are equally divided the motions shall be deemed lost
- v. In the meeting, where applicable, the names of those voting for, against and absentees shall be recorded in the minutes, whenever a difference in opinion on the proposition occurs
- vi. However where inapplicable e.g. in the GRC or GA, only account for each of the above said categories will suffice
- vii. Any motion or amendment voted on and carried shall be resolution of the meeting

Section XIV: Right of Reply

- i. Any member who opens a debate reserves the right to reply at the close of the debate
- ii. In the case of amended motions being moved, the mover of the original motion has the right to speak as stipulated in this article **section VI (i) and (ii)** and shall lose the right to reply when the amendment is carried
- iii. No mover of an amendment reserves the right to reply

Section XV: Closing Debate

- i. Any member during the meeting has the right to move a motion closing the standing order on discussion provided that he/she is seconded by members who had not previously contributed to the same standing order at any time during the debate
- ii. Such motions shall be as in the motion that “the motion be lost, then we proceed to the next business”. “That vote will be carried on this question”, et cetera et cetera.
- iii. Speeches will not be allowed during such motions
- iv. If such a motion is lost the mover of the original motion shall reserve the right to reply in accordance with section (XV) (i and ii) of this article

Section XVI: Adjournment

- i. No motion of adjournment shall be moved unless it is by a member who had not spoken on the same subject and who should confine his/her remarks to the subject only
- ii. The motion of adjournment can be replied by the mover of the original motion on which adjournment is being moved
- iii. Motion of adjournment once lost shall not be moved again on the same subject
- iv. In accordance with section I of this Article, the speaker shall declare the meeting adjourned if a necessary quorum is not being realized

Section XVII: Referendum

- a) A referendum shall be held within forty – eight (48) hours after the recommendation of the General Assembly
- b) The voting shall be direct and by secret ballot
- c) The vote shall be either “Yes” or “NO”
- d) The decision (yes or no) shall be carried if at least two thirds (2/3) of these who participate vote for it and at least seventy percent (70%) of all the members of the Guild will be voted
- e) The resulting decision so made shall be final

ARTICLE 16: CONSTITUTION

Section I: Changes

Changes in the Guild constitution shall be initiated

- a) By Guild members as provided in the constitution below, in consultation with the minister of justice and constitutional affairs
- b) Copies of the proposed changes shall be displayed on all notice boards for all members of the Guild to read at least (7) days before the GRC meeting which they are to be discussed is convened
- c) Any proposed changes in the constitution shall first require the approval of the GRC by the two thirds (2/3) majority of all members present and the minister of justice and constitutional affairs
- d) Upon receipt of a written endorsement of the changes from the university council, the Guild President shall announce the approved changes as part of the Guild Construction.
- e) In situations where the view of the minister for justice and constitutional affairs conflicts with that of the two thirds (2/3) majority. The view of the two thirds (2/3) majority shall be upheld
- f) Changes made shall not be used to settle constitutional disputes prior to their approval. Their use will be valid for matters arising after their approval

Section II: Interpretation

- a) The power to interpret the constitution is vested in the minister for justice and constitutional affairs whose interpretation shall be final; and conclusive provided that the interpretation is not changed by at least two thirds (2/3) of the members present at the meeting
- b) In case of the minister of Justice and constitutional affairs interpretation being successfully challenged the view of the two thirds (2/3) majority shall be upheld and final

ARTICLE 17: BREACH OF CONSTITUTION

Any person or group of persons breaching the Guild constitution shall be subject to disciplinary proceedings of the Guild Disciplinary Committee as provided for in **Article 8 Section (VII) (e)**

APPENDICES:

Appendix I: Swearing In

a) The president

ISwear that I shall discharge my duties as Guild President of Mbarara University of Science and Technology Students’ Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

b) The speaker

ISwear that I shall discharge my duties as Guild Speaker of Mbarara University of Science and Technology Students’ Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

c) The Executive and GRC Members

ISwear that I shall discharge my duties as..... Of Mbarara University of Science and Technology Students’ Guild with all honesty and to the best of my ability, a binding fully by the constitution – so help me God.

Appendix II: Handing over

The out – going President

“I hereby affirm that the files and all other Guild property for which my Executive and I have been in – charge are correct and up to date in each and every portfolio.

Signed by:

.....

Outgoing President

Date...

.....

in- Coming President

Supremacy

This constitution shall be the supreme policy making instrument of the Guild. In case a conflict arises between it and any instrument within the Guild, this constitution shall prevail over the other instrument