



**INTERNATIONAL  
UNIVERSITY  
OF EAST AFRICA**  
*'Learning to Succeed'*

# STUDENTS' GUILD CONSTITUTION

2020

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## INTERPRETATION

In this Constitution, unless the context otherwise requires:

**Academic Programme** means the foundation programme, certificate, diploma, undergraduate degree and post graduate degree registered for at IUEA.

**Academic Year** means the two semesters comprising of seventeen weeks each.

**Civic Education** means a training and sensitization on the elections and the electoral process of all registered students of the IUEA students' guild by the Electoral Commission.

**Elections** mean the process of vetting, campaigning and voting for the president and members of the Guild Representative Council (GRC).

**Electoral Commission** means the authority entrusted with the responsibility of planning, organizing and conducting of the guild elections.

**Election Agent** means personnel who shall assist candidates in supervision and monitoring of polling stations during the election.

**Guild** means students body comprising registered students, associate, life and honorary members

**IUEA** means International University of East Africa.

**Member** means official and recognized member of the students' guild.

**Office** means position or designated work area.

**President** means the Guild President of the IUEA students' guild.

**Racial** means categorization of students based on color of Skin.

**Religious** means categorization of students based on religion.

**Registered student** means a student who has registered with his/her Faculty for the on-going semester as per the University guidelines of that particular semester.

**Speaker** means the head of the GRC.

**Tribal** means categorization of students based on ethnic group.

**University** means International University of East Africa (IUEA).

## **BACKGROUND TO THE STUDENTS' GUILD CONSTITUTION**

The International University of East Africa (IUEA) which commenced operations in September, 2011 enrolls students from within the East African Region and beyond. In order to foster a strong sense of identity, promote harmony, and inculcate the IUEA values amongst the student body like excellence in service, respect for all human beings, honesty and integrity, transparency and accountability the IUEA Administration and the Students embarked on the development of a Students Guild Constitution in 2013. This constitution sets a platform for guild leadership geared towards service delivery and community engagement, a direction that intends to nurture future leaders into having interest and finding satisfaction in development of the community and delivery of services to the electorate rather than expectation of privilege and entitlements.

The enforcement of this Constitution should provide a climate, and environment in which the existing partnership between the IUEA Administration and the students is strengthened and built on a foundation of mutual trust, students are empowered to take part in student related issues within the mandate of the constitution, protecting their interests, and are given an opportunity to develop and practice leadership skills, in addition to providing the students with a platform to debate and contribute to the development and growth of IUEA in its pursuit to be the 'Technological University of Choice in East and Central Africa'.

## **ESTABLISHMENT OF THIS CONSTITUTION**

This Constitution of the IUEA students' Guild is established, and governed under the University License/Charter of International University of East Africa and approved by the Students Guild, and IUEA Administration.

## **UNIVERSITY COUNCIL MINUTE**

The IUEA University Council at its sitting on the ...../...../20.....approved the IUEA Students Guild Constitution by Council Minute .....

## STUDENTS' GUILD DECLARATION

We, the students and members of the IUEA Students Guild recognize and appreciate the diversity within the student body, and the need to work harmoniously with the IUEA Administration to contribute to, and promote a conducive learning and social environment.



We therefore endorse this Constitution in order to promote best practice, and good governance as a students' guild, and to give legality to how we shall contribute to, encourage, and inculcate the IUEA traditions and commendable culture of academic excellence, professional etiquette, and the promotion of a vibrant and engaging social life for the good of the entire IUEA community, and beyond.

#### LANGUAGE OF COMMUNICATION

This Constitution has been presented in English which is the chosen language of instruction at IUEA and also because all communications and meetings related to the Student Guild shall be conducted in English.

#### LAYOUT OF THIS CONSTITUTION

For ease of appreciation, understanding, and citing this Constitution has been presented in the form of articles and sub-sections in numerical form.

#### PRESENTATION OF THIS CONSTITUTION

For ease of articulation, verification, interpretation, implementation, and follow-up; the articles and sub-sections in whole and/or part(s) of this Constitution shall be cited and referred to as herein presented.

## ARTICLES OF THIS CONSTITUTION

### ARTICLE 1: NAME

The students' leadership body shall be known as the "IUEA students Guild" for the purpose of this constitution shall be referred to as "the student guild" or "the guild".

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### ARTICLE 2: HEADQUARTERS

The headquarters of the IUEA Students' Guild shall be at International University of East Africa main campus, Plot 1112/1121 Kansanga-Ggaba Road, Kampala.

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### ARTICLE 3: PURPOSE

The purpose of the IUEA Students' Guild shall be to promote and protect the interests of the entire students' community at International University of East Africa.

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### ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the IUEA Students' Guild shall be:

- a) To establish, popularize and maintain an efficient and effective students' government.
- b) To work with the IUEA Administration in all matters affecting the IUEA Students' Guild members, and to promote matters of interest to IUEA.
- c) To seek representation and/or participation in or on organs of the University Administration, as is provided for by the regulations of IUEA and National Council of Higher Education.
- d) To encourage and promote commendable traditions and culture of an academic and social nature at IUEA.

### ARTICLE 5: THE SUPREMACY OF THE CONSTITUTION AND ITS LIMITS

This Constitution shall be the binding instrument upon which all policies regarding the IUEA Students' Guild shall be made and referenced, provided that such policies do not contravene the IUEA License/Charter, Constitution, and Statutes and other university policies.

In the event of any contradictions between the articles herein and any other instrument of the IUEA Students' Guild, this Constitution shall prevail over such other instrument(s) and such other instruments shall be either declared null and void, or amended.

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## ARTICLE 6: TYPES OF MEMBERSHIP

### *Clause 6.1: Registered Students*

Only Registered students shall be considered members of the IUEA Students' Guild.

### *Clause 6.2: Associate Members*

All IUEA Alumni (graduates) shall be Associate members of the IUEA Student's Guild.

### *Clause 6.3: Honorary Members*

The Guild Representative Council (G.R.C.) may nominate persons that are not registered students or associate members but who have made remarkable contribution(s) to become honorary members of the IUEA Students' Guild, for the Approval of the University Council.

### *Clause 6.4: Life Membership*

- a) A formerly registered student on payment of a life membership subscription fee, proposed by the G.R.C. and on approval of the University Council shall obtain life membership.
- b) A life member shall be entitled to receive periodic reports on the affairs of the IUEA Students' Guild.
- c) A life member shall be awarded a medal after five consecutive years of committed and demonstrated involvement in the Guild activities.

### *Clause 6.5: Membership year*

- a) The membership year of the IUEA Students' Guild shall begin on the first day and end on the last day of the IUEA Academic year with the exception of life members, honorary members.
- b) The membership for first time students shall commence from the date of payment and shall not be carried forward to the next Academic year.

### *Clause 6.6: Rights and Obligations of Registered students*

Subject to the provisions of this Constitution, a registered student shall have the right to:

(a) Attend and participate fully as a student in the proceedings of the IUEA Students Guild.

(b) Elect and be elected to any organ or organs of the Guild government on presentation of the valid (stamped) examination permit for the semester running and / or a valid IUEA student identity card,

(c) Be elected or nominated as a representative of the IUEA Students' Guild in any of the Guild's undertakings.

(d) Express his/her opinion in a democratic, free and fair manner.

(e) Make use of the IUEA Students' Guild facilities with the consent of the Guild Executive.

(f) Read and inspect any notice by the General Secretary calling for a general meeting and respond accordingly.

(g) Receive notices of general meetings.

(h) Present or raise issues for discussion to the General Secretary before the general meeting for consideration in the agenda.

(i) Propose a motion of no confidence to the G.R.C. in the President, a member of the Executive or member of the G.R.C.

(j) To access the attendance roster of the general meeting and register their presence therein.

*Clause 6.7: Cessation of involvement in IUEA Student Guild operations and Activities. A member's involvement in the operations and activities of the IUEA students' guild shall cease when;*

- a) Either the General Secretary or Speaker receives a signed resignation from the member.
- b) The member Stops being a student at IUEA with exception of the Associate members.
- c) The member fails to enroll for the first semester of an Academic year.

*Clause 6.8: Register of Members*

- a) The General Secretary shall have the responsibility to create, maintain, up-date, and make accessible a register of all registered students, associate members, honorary members and life members of the IUEA Students Guild.
- b) The Register shall take a format agreed to by the G.R.C. in consultation with the ~~Office of the Academic Registrar~~ relevant office.
- c) The President shall avail one copy of the up-dated register to the Office of the Dean of Students and any changes presented as an addendum.

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## ARTICLE 7: ORGANS OF THE IUEA STUDENTS' GUILD GOVERNMENT

### *Clause 7.1: General Assembly*

- a) The General meeting of the IUEA Students' Guild shall be called the "GENERAL ASSEMBLY".
- b) The General Assembly shall be a consultative forum where members of the Guild can initiate ideas for consideration by the G.R.C.
- c) The General Assembly shall be carried out at least twice a semester.

### *Clause 7.2: Guild Representative Council (G.R.C.)*

- a) There shall be a "GUILD REPRESENTATIVE COUNCIL-(G.R.C.)"
- b) The G.R.C. shall carry out its mandate voluntarily. This shall be to gain leadership experience and serve the general student population of IUEA and neighboring community.
- c) The G.R.C. shall be the legislative body of the Guild and shall consist of at least nine (9) known members with the exception of chairpersons of students' national associations.

The known members comprise;

- (i) The Guild President
- (ii) The Guild Speaker
- (iii) The Deputy Guild Speaker
- (vi) Faculty representatives; All departments in a faculty shall elect one [1] Guild Representative, whom shall have spent at least 2 consecutive semesters on normal progress of commulative grade point average (CGPA) of not less than 3.0.
- (viii) One (1) representative of the First year students,
- (ix) One representative from the Post graduate program.

### *Clause 7.3: Guild Executive*

The Guild Executive is the main administrative organ of the IUEA Students' Guild responsible for the day to day running of the Guild at the direction of the IUEA Guild Policy.

It shall be composed of the following:

- a) The Guild President
- b) The Guild Vice-President
- c) The General Secretary
- d) The Minister for Social Affairs
- e) The Minister for Health and Environmental
- f) The Minister for Justice and Constitutional Affairs
- g) Minister of Finance.

*Clause 7.4: Care-Taker Government*

*Clause 7.4.1: Composition of the Care-Taker Government*

There shall be a Care-Taker Government composed of:

- a) Dean of Students as Chairperson.
- b) The Legal Advisor (Legal Officer)
- c) The chairperson of the electoral commission

*Clause 7.4: The Mandate of Care-Taker Government*

The Care-Taker Government shall immediately assume office when:

- a) A vote of no confidence in the President has been passed by the General Assembly. When this happens the Vice-president shall automatically lose their office, and have to step down. Both parties should handover all instruments related to their forfeited positions and office.
- b) An election has been cancelled or nullified by the Chairperson of the Electoral Commission after consultation with the Dean of Students, Legal Adviser, Chief Security personnel and approval from the Vice Chancellor.
- c) The Caretaker Government shall refer matters of dispute after a vote of no confidence to the IUEA Senate to make a final decision on the matter and revert
- d) The students refuse/ fail to participate in Guild Elections

*Clause 7.5: Guild Disciplinary Committee*

The Committee shall have at least five (5) members shall be the first disciplinary body for members of the Guild Executive. The Committee shall be responsible for impeachment of the guild officers, should that arise, penalize members of the Executive and G.R.C. and recommend for their suspension from carrying out Guild activities. The committee shall also forward cases of student indiscipline to the IUEA Senate Examination Irregularities and Disciplinary Committee.

- a) The Committee shall comprise the Chairperson, who shall be the Minister for Justice and Constitutional Affairs, Guild President, Speaker, Member of the IUEA Law Society and General Secretary.
- b) Should a case involve any of the members of the guild disciplinary committee, the member(s) in question must recuse themselves from the proceedings of the disciplinary committee



## ARTICLE 8: FUNCTIONS AND POWERS

### *Clause 8.1: Guild Representative Council (GRC)*

Shall:

- a) Be the legislature of the Guild.
- b) Concern itself with the matter of any students' society or any organization in the University, which shall have been approved by the University administration for the benefit of the majority of the students.
- c) Debate and approve the policies of the Executive.
- d) Be entitled to move a vote of no confidence in the President or any Member of the Executive or any students' representatives to the University Council.
- e) Deliberate on all matters that affect members of the Guild and resolve on measures to be taken by the Executive.
- f) Elect Guild delegates, representatives and observers to conferences.
- g) Make and uphold the G.R.C. code of conduct.
- h) Meet four times a semester to discuss matters of general student interest and IUEA Guild Policy.
- i) Engage in community service delivery and implementation of outreach programs

### *Clause 8.2: The Guild Speaker*

#### *Clause 8.2.1: The Duties of the Guild Speaker*

The Guild Speaker Shall:

- a) Be a Guild Representative elected by the G.R.C. at its first sitting.
- b) Call and preside over meetings of the G.R.C. and the General Assembly in consultation with the President.
- c) Keep roll call of attendance of G.R.C. meetings.
- d) Have power to punish late coming, absenteeism, misconduct and/or use of unparliamentarily language during the G.R.C. proceedings in accordance with the Constitution.
- e) Dissolve the G.R.C. before the presidential elections.
- f) During G.R.C meetings have a casting vote and an original vote.

#### *Clause 8.2.2: Qualifications for eligibility to become Speaker*

To qualify for a position of a Speaker or Deputy Speaker a person shall:

- a) Be a full member of the Students' Guild.
- b) Have spent at least one full academic year at the campus as an undergraduate student and shall not be in his/her final year of study.



*Clause 8.2.3: Loss of mandate to be Speaker*

In the event of the Speaker losing his/her chair for failure to carry out their mandate as speaker, he/she shall remain Guild Representative for his/ her constituency.

*Clause 8.3: The Deputy Guild Speaker*

Shall:

- a) Be a Guild Representative.
- b) Deputize for the Speaker when he/she is absent.
- c) Perform all duties as may be delegated by the Speaker.

*Clause 8.4: Guild Representative(s)*

*Clause 8.4.1: Duties of Guild Representative(s)*

A Guild Representative shall;

- (a) Attend all G.R.C meetings in person unless he or she is indisposed and has given due notice to the General Secretary of at least 24 hours with the exception of an emergency.
- (b) Forward students' views and grievances to the G.R.C.
- (c) Represent the Guild as a delegate or representative in any of the G.R.C's undertakings or outside the University when called upon to do so by the Executive.
- (d) Assist the Executive in any way when called upon.
- (e) Disseminate policies and decisions taken by the G.R.C. and the Executive to the students' body.
- (f) Involve in and encourage students' participation in community engagement initiatives and events.

*Clause 8.4.2: Guild Representatives' Rights*

A Guild Representative shall have the right to:

- (a) Participate fully in the proceedings of the G.R.C
- (b) Freely express his or her opinion in an acceptable manner in accordance with IUEA policy
- (c) Make use of the Guild facilities on official matters relating to the University.
- (d) Introduce, propose initiate ideas on community outreach, development and service delivery.

*Clause 8.5: Duties of the Guild Executive*

The Guild Executive shall:

- (a) Be responsible for the running of the day to day Guild affairs.
- (b) Collectively be responsible to the Guild.

- (c) Initiate policies and carry them out after approval by the G.R.C. and/or the University Authorities.
- (d) Submit decisions of the G.R.C. to the University authorities and hold discussions as may be deemed necessary by the University Authorities.
- (e) Have powers to deal with emergency matters but shall report to and seek approval of the G.R.C. at its next meeting.

*Clause 8.6: Administrative Functions of the IUEA Students Guild Executive*

*Clause 8.6.1: The President*

Shall:

- (a) Be the Executive Head of the IUEA Students' Guild
- (b) Preside over executive meetings
- (c) Nominate members of the Executive (Ministers) to specific ministries, for consideration by the G.R.C. based on presented justifications approval of which shall be a simple majority vote.
- (d) In conjunction with the Minister(s) concerned, forward resolutions passed by the G.R.C. to the University Authorities for their attention and possible action.
- (e) Have power to reshuffle, suspend or dismiss a member(s) of the Executive on grounds of proven indiscipline, insubordination, incompetence, abscondment from duty and/or any other misconduct deemed injurious to the good name of the Guild and IUEA.
- (f) In the event of temporary absence of a member of the Executive, delegate the duties of such an absent member to any member of the Cabinet except when the absent member is the President.
- (g) During Executive and G.R.C. meetings have a casting vote and an original vote.
- (h) Be the official spokesperson of the G.R.C. in IUEA.
- (i) Represent the G.R.C. in the Senate meetings and any other organs as specified by IUEA regulations, constitution and Universities and other Tertiary Institutions Act.
- (j) Be the students' representatives on the University Senate
- (k) Whenever the Vice President cannot deputize, he/she shall delegate it to any other member of the Executive.

*Clause 8.6.2: The Vice President*

Shall:

- (a) Act as the President in his/her approved absence if lasting more than 30 calendar days, or the president is absent from a scheduled/unscheduled meeting/event of the Guild/IUEA where he/she is expected to preside or participate.
- (b) Deputize the President.
- (c) Assist by taking duties assigned to him or her by the President.

*Clause 8.6.3: General Secretary*

Shall:

- (a) Shall be the Secretary and Clerk to the Guild Representative Council.
- (b) Communicate internally on all official Guild matters.
- (c) Responsible for convening Guild sessions.
- (d) Call all normal meetings of the G.R.C. in consultation with the speaker.
- (e) Be the Secretary, keep minutes and records of the G.R.C. and Guild General Assembly.
- (f) Be responsible for the Guild office and the Guild Chambers.
- (g) Draw up the agenda of meetings in consultation with the Speaker.
- (h) Ensure that copies of the confirmed minutes of G.R.C. meetings are available in print, in the library and to the University Authorities within one week from the date of confirmation.
- (i) Be an Ex-Officio Member of the G.R.C. working committees.
- (j) Report regularly to the Students' Guild on the progress of G.R.C.
- (k) He / she shall not have the right to vote.
- (l) Delegate official duties to the Deputy.

*Clause 8.6.4: The Deputy General Secretary*

Shall:

- (a) Deputize the General Secretary in all his/ her activities.
- (b) Act for the General Secretary when he/she is absent.

*Clause 8.6.5: The Minister for Social Affairs (says community affairs in older document)*

- (a) Be the contact person for all students' social affairs.
- (b) Contact the University Administration from time to time with regard to the welfare of students.
- (c) Contact any other body or bodies on the campus that may have interest in the student welfare.

- (d) Co-ordinate/oversee booking for social activities and entertainments that fall within the jurisdiction of the Guild on the Campus.
- (e) Be responsible for all Guild entertainment and communication equipment.
- (f) Keep an up to date University entertainment calendar.
- (g) Participate in entertainment functions.
- (h) Take on any other responsibility as may be assigned by the Guild President.
- (i) Work closely with Chairpersons of Students National Associations to help promote interests and address problems being faced by International Students.

*Clause 8.6.6: The Minister for Health and Environment*

Shall:

- (a) Liaise with the University Medical Centre on health issues relating to students.
- (b) Be responsible for matters affecting the health of the students and conservation of the University environment.
- (c) Work in liaison with other health and environmental protection organs at institutional, national and international levels for purposes of promoting health standards and environmental protection.
- (d) In conjunction with the Dean of Students office, organize workshops and seminars on health and environmental awareness.
- (e) Liaise with any Wildlife Clubs and IUEA Environmental Education and Management Association activities.
- (f) Be responsible for issues concerning students with disabilities.
- (g) In conjunction with management, alert students of any likely health concerns like epidemic, food poisoning and poor hygiene.
- (h) Liaise with University administration in handling emergency health cases.
- (i) Visit students' hostels, assess their health conditions, and report to the relevant University Authorities.
- (j) Take on any other responsibility as may be assigned by the Guild President.
- (k) Publish articles on health awareness (if any) and the Environment in the IUEA press.

*Clause 8.6.7: The Minister for Justice and Constitutional Affairs*

Shall:

- (a) Ensure that the constitution is adhered to by the members of the Guild.
- (b) Be Chairperson of the Guild Disciplinary Committee.

- (c) Take on any other responsibility as may be assigned by the Guild President.
- (d) Shall be a student from the Faculty of Law. This clause may be waived by the Dean of Students where no student fits the criteria.
- (e) Guide the Guild in drafting and presenting amendments to the Guild Constitution.

## ARTICLE 9: ELECTIONS

### *Clause 9.1: Establishment of The Electoral Commission*

There shall be a commission known as the Electoral Commission which shall be responsible for civic education, provision of guidance, and in liaison with IUEA Administration and other key stakeholders conduct, monitor and/or supervise Guild elections, and announce the results of the election process

#### *Clause 9.1.1: Appointment to the Commission*

- a) There shall be four (4) members appointed by IUEA Administration and three (3) members appointed by the G.R.C. In the event that the G.R.C. does not appoint members on request of management, the management shall proceed to appoint all seven members of the Commission.
- b) The Executive of the Electoral Commission shall be voted in by members of the Commission at their first sitting.
- c) The commission shall be appointed upon resolution by the Senate after a unanimous decision has been reached for the elections to take place.

#### *Clause 9.1.2: Eligibility to membership of the Electoral Commission*

Each member of the Electoral Commission must:

- (a) Be a person of high integrity and good moral standing, that is to say, should not have been found guilty of breaching university regulations by the disciplinary Committee;
- (b) Not standing or intending to stand for elections in that particular Academic year. No student shall serve on the Electoral Commission if he/she is on the executive (President, Vice president, Secretary and Treasurer) in a registered National Students' Association.
- (c) Be a fully registered student of the University.
- (d) In the event of one or more posts within the Commission falling vacant, then the Electoral Commission shall notify the President for replacement. The vacant slots shall be filled by the appointing authority within thirty (30) calendar days from the position falling vacant with formal notice to the Dean of Students.

- (e) Attend a civic education course offered by the university.

*Clause 9.1.3: Term of Office for members of the Electoral Commission*

*Clause 9.1.3.1: Duration of the term of office*

- a) The Chairperson shall hold office for a period of one year.
- b) Other members of the Electoral Commission shall hold office for a period of two academic years with the exception of members in their final year.

*Clause 9.1.3.2: Cessation of term of office*

An electoral commission member shall cease to hold office upon;

- a) The expiry of the IUEA academic year within which they have been elected or the expiry of their second term in office.
- b) Receipt of their resignation letter by the administration or Dean of Students.
- c) Being found guilty of indulging in electoral malpractice or indiscipline. A member shall either be removed on recommendation by the G.R.C. or by the University Administration.
- d) If appointed by the University Administration, the appointing Authority shall within five (5) days appoint a replacement for that member.

*Clause 9.1.3.3: Swearing in of the Electoral Commission*

Upon appointment, the Electoral Commission shall be sworn-in by the Dean of Students and GRC within seven (7) working days.

*Clause 9.2: Functions and Powers*

*Clause 9.2.1: The Returning Officer (Chairperson)*

Shall:

- a) Issue election regulations and guidelines.
- b) Receive all materials and information for the purpose of conducting elections.
- c) Chair all meetings of the Commission.
- d) Publish an electoral report after the election process.
- e) Be responsible for the general conduct of the commissioners including recommending to the relevant authorities remedial action for errant members.
- f) Receive and publish written notice of resignation of any electoral commissioner.
- g) To declare the Results of Students' Guild elections within set times;

- h) To do such additional things relating to elections as are determined by the Students G.R.C.
- i) Consult with the outgoing President and the Dean of Students and shall announce Nomination Day and the names of Candidates at least seven working days before polling day.

*Clause 9.2.2: The Vice Chairperson*

Shall:

- a) Work with the Chairperson to execute the duties of the commission.
- b) Assume responsibility of the Chairperson in case he/she is absent. This may be waived by the Dean of Students with suitable justification.

*Clause 9.2.3: The Secretary*

Shall:

- a) Record all the proceedings of the Commission.
- b) Be in charge of the publications of the Commission.
- c) Receive election related complaints.

*Clause 9.2.4: The Commissioners*

Shall:

- a) Organize the general election process and ensure its efficiency with impartiality, diligence and confidentiality.
- b) Allocate polling stations and supervise the casting of ballots.
- c) Organize the ballots formation and design.
- d) Update the electorate on the election schedule and programs.

*Clause 9.3: Meetings of the Electoral Commission*

- a) Meetings of the Electoral Commission shall be called by Chairman of the Electoral Commission by notice in accordance with this Constitution.
- b) At least five (5) days' notice shall be given of a meeting of the Electoral Commission outside of an election period.
- c) At least twelve (12) hours' notice shall be given of a meeting of the Electoral Commission during an election period.
- d) In the event of actual, and/or perceived emergency the electoral commission shall convene immediately, and thereafter even multiple times within forty eight (48) hours to address, avert, or calm such events as the need dictates with the Dean of Students presiding.

Clause 9.4: Preparation of and Materials for Elections In conjunction with the Office of the Dean of Students;

- a) The Electoral Commission shall on appointment draft a budget, for the review by the G.R.C., and thereafter approval by IUEA Administration before implementation.
- b) In all the publications of the commission unless circumstances otherwise warrant, names of candidates contesting for the same post shall be printed in the same form, visibly in alphabetical order, surname first.
- c) Nomination forms shall be obtained from the commission at a non-refundable fee that shall be determined by the G.R.C. and approved by the IUEA Administration.
- d) Discuss, agree on and disseminate the voters' eligibility checklist five (5) working days before the election.
- e) Ensure that voting materials like ballot papers, tally sheets and boxes have been secured, and that the voters register is in place and that all are secure.
- f) Gazette and notify voters of where voting shall take place at least five (5) working days to the election
- g) Develop and seek approval of the election plan from the G.R.C. and IUEA Administration at least seven (7) working days to the election date
- h) Put in place coordination, monitoring and feedback systems to be in place at least fourteen (14) days to the election
- i) Conduct civic education at least within fourteen (14) days to the election.

*Clause 9.5: Facilitation of Commissioners*

- a) The IUEA Administration shall facilitate the Chairperson, Vice Chairperson, Secretary and Commissioners with a token of appreciation for organization of entire electoral process.
- b) In addition to this, IUEA administration shall also provide the above members of the commission with a Certificate of recognition after completion of their term of office.

*Clause 9.6: Election period, Re-run and Eligibility*

*Clause 9.6.1: Annual Elections*

- a) Guild elections shall be held annually to elect members of the Students' Guild government; six (6) weeks before the mandate of the current government is due to expire.



- b) Only registered students who are eligible to vote may vote (see Clause 9.6.2 on eligibility).
- c) All elections shall be by secret ballot and the results shall be determined by simple majority, on the basis of ‘one-person, one vote’.  
Voters shall cast their vote by putting any mark in the box beside the name of the candidate they wish to vote. A vote cast shall be nullified only if it shows a tick or mark in more than one box, which shows that the voter has chosen more than one candidate.
- e) Where there is a tie between two candidates in any Students’ Guild Elections, elections to these positions shall be repeated after three (3) days, for the two (2) leading contenders until, one candidate obtains a simple majority.
- f) When one candidate withdraws from contesting for a particular position where there are only two contestants, the remaining contestant shall be declared the winner.
- g) When one candidate withdraws from contesting for a particular position where there are more than two candidates, the remaining candidates shall be voted for.
- h) Where only one candidate remains after several competitors have withdrawn for no justifiable reason, the sole candidate shall be declared the winner.
- i) In the event that the reasons for the withdrawal of candidate(s) from the election are found valid then the election shall be called off by the electoral commission and another election prepared for.

*Clause 9.6.2: Eligibility to Vote*

- a) Only registered students shall be eligible to vote on presentation of a valid IUEA student identity card and/or their original stamped examination permit for the semester in which the election is to be carried out.
- b) Pursuant to the presentation of a valid IUEA student identity card and/or their original stamped examination permit for the semester in which the election is to be carried out (a) above, the IUEA administration, ~~G.R.C. and Electoral Commission~~ reserves the right to amend the identity card clause in the event where the Guild election date has been set before the issuance of examination permits for the semester running.
- c) Any such change shall be formally communicated on the day of election Guidelines being published, to the Guild Candidates, the General student Guild and the IUEA administration by publishing and placing the notice at the guild offices and on select noticeboards within the University.

*Clause 9.7: Presidential and G.R.C. Elections*

There shall be the Presidential and the G.R.C. elections which shall normally take place within the second Semester of the Academic Year, unless waived by the Dean of Students with justification. Both elections shall be conducted simultaneously.

*Clause 9.7.1: Eligibility, Campaigns and Elections for Presidential Elections*

*Clause 9.7.1.1: Criteria for Eligibility*

- a) A candidate for presidential elections shall be a full member of the Guild having spent at least one undergraduate full academic year at IUEA with good academic performance (a normal progress with a CGPA of not less than 3.0) and has no retake that is pending in his/her examinations at the University.
- b) The presidential and G.R.C. posts shall be free of charge for contestants. All contestants shall only be required to have registered for the semester running, and have attained the required CGPA to contest for any of the positions.

*Clause 9.7.1.2: Campaigns and Elections*

- a) Nomination forms for Presidential Elections shall be signed by candidates, proposed and seconded by one hundred (100) of the members of the Electorate and shall be submitted in writing to the Chairperson.
- b) No candidate shall be allowed to withdraw from the candidacy to Presidency within twelve (12) hours of the General Election. Any withdrawal must be formally notified in writing to the Chairperson of the Electoral Commission who must notify the Students' Guild and the IUEA Administration with immediate effect.
- c) Any candidate who withdraws within twelve (12) hours of the General Election shall be considered to have lost the vote.
- d) All Presidential candidates shall have the privilege to address students and any other officials at the University on such dates and periods as may be determined and published by the Electoral Commission.
- e) The Presidential Candidate shall contest jointly with a running mate (Vice President). Both shall be subject to vetting.
- f) The Returning Officer in consultation with the out-going President or Chairperson of care taker government shall announce the nomination day and call for nominations of presidential candidates at least before polling day.

- g) The Chairperson of the Electoral Commission shall announce and cause to be published the results of the elections not later than one hour after receiving the results from all the polling stations.
- h) A person who has been elected president once shall only serve on one Guild Government while on the same Academic program.
- i) No Candidate or agent shall campaign on campus twenty-four hours to the election time. If found guilty of this offence, a Candidate shall bear to disciplinary action against the candidate and or payment of a fine.

*Clause 9.8: G.R.C. Criteria for Eligibility, Representation and Elections*

*Clause 9.8.1: Criteria for Eligibility*

There shall be the G.R.C. elections which shall:

- (a) Take place the same day and time with Presidential Elections;
- (b) The outgoing G.R.C. shall be dissolved before election day.

*Clause 9.8.2: Representation from Faculty*

Every faculty shall have one member representative at the G.R.C.

*Clause 9.8.3: Representatives of Freshmen/women and a representative of Post graduate students.*

- (a) There shall be one representative of Freshmen/women.
- (b) The Representative of freshmen/women students shall be a first year student who shall represent his/her members in G.R.C. in the same capacity as that of faculty members of G.R.C.
- (c) The Representatives for fresh men/women shall be voted into G.R.C. by their respective members in the last week of their first month at the University;
- (d) All the successful candidates shall be announced on the same day of the election(s).

*Clause 9.9: Eligibility of Members to stand for the G.R.C. Offices*

A person shall qualify to be a Member of G.R.C. if he/she:

- (a) Is a registered student;
- (b) Has spent at least one undergraduate full academic year at IUEA with good academic performance (a normal progress with a CGPA of not less than 3.0) and has no retake that is pending in his/her examinations at the University;

- (c) Has obtained clearance from the Faculty.
- (d) Has never been convicted of a criminal offence.
- (e) Has a good disciplinary record and has never been found guilty of violating any IUEA Rules and Regulations by the Senate Disciplinary Committee.
- (f) Has a valid IUEA student identity card and a stamped valid examination permit as per Academic guidelines / policies for the semester in which the elections are to be held, with the exception of the President who shall be eligible only after having paid his or her fees in full.

*Clause 9.10: Election Agents (Abolish or keep?)*

- (a) Any candidate contesting for any post in the Students' Guild elections shall have not more than two Election Agents at each polling station.
- (b) The names of the agents shall be submitted to the Returning Officer at least one day (24 hours) before polling day.

*Clause 9.11: Prohibitions during Elections;*

The following are prohibited and shall lead to disqualification of a candidate from the election:

- a) Adopting or using a flag or symbol or motto of any country or political party in order to solicit votes.
- b) Contesting for more than one position in the election.
- c) Any inducement, whether financial or otherwise, to encourage or discourage a student to vote or not to vote in a particular way.
- d) Voting more than once.
- e) Intimidation of students, members of the electoral commission or staff during the election period.
- f) Any vandalism, noise or chaotic behavior during the voting process shall warrant disciplinary action not limited to suspension of the students involved.
- g) Defamation of another candidate, the electoral commission, or the university administration during the voting period.

*Clause 9.12: Nomination and Appointment of the Executive*

- a) The President elect shall form an Executive by nominating members of the Students' Guild who shall be approved by the G.R.C.

- b) Members appointed to the executive shall be students of integrity and shall meet the same academic requirements as members of the G.R.C.

*Clause 9.13: The Speaker and Deputy Speaker*

There shall be the Speaker and the Deputy Speaker who shall be elected in the first meeting of the G.R.C. from amongst Guild Representatives and each shall assume his / her duties immediately thereafter.

*Clause 9.14: Elections Cancellation and By-Elections*

*Clause 9.14.1: Cancellation of Elections or Voting Process*

An election or a voting process may be cancelled or nullified by the Vice Chancellor after notifying the Dean of Students, Legal advisor, Electoral Commission Chairperson and the Chief Security personnel. Such cancelation or nullification shall be in case of violence or a major threat of violence.

*Clause 9.14.2: By-Elections/Re-run*

- a) If candidates in an election tie in the vote tally, the Chairperson of the Electoral Commission shall declare a re-run of the election between the tied candidates and supervise the rerun three days after the announcement of the tie.
- b) If the Electoral Commission nullifies an election, the Chairperson of the Electoral Commission shall declare a re-run of the election and set a date for the re-run.
- c) In the event of a post falling vacant in the G.R.C, the President, after consulting the Dean of students shall nominate a replacement for that position.
- d) The by-election in (a) above shall take place within 28 days of the office or seat falling vacant, unless waived by the Dean of Students, with justification.
- e) Except otherwise stated, all other by-elections shall follow the procedures as provided for those particular offices or seats falling vacant.

*Clause 9.15.1: The Vetting Committee*

There shall be a Vetting Committee in every academic year which shall;

- a) Be composed of members of the administration and the chairperson of the electoral commission.
- b) The vetting committee shall vet Presidential and G.R.C. candidates, and Executive appointees.
- c) Be chaired by the Deputy Vice Chancellor;
- d) Vet the presidential appointees and nominees;

- e) Guidelines to the eligibility of the Vetting Committee shall be based on the same requirements as those of eligibility of the members of G.R.C.

*Clause 9.15.2: The Vetting Committee procedure*

Procedure of Vetting shall be as follows:

- a) The names of the appointees and nominees shall be submitted to the Vetting Committee through its Chairman immediately after the Committee has been formed;
- b) The committee shall vet the candidates, research, deliberate and decide on the appointees & nominees after which they shall communicate their decisions to the candidates and for the nominees, the G.R.C.;
- c) On the first (1st) Day of the three (3) days as stated in (b) above, the Presidential appointees and nominees shall appear before the Vetting committee;
- d) Any person who may feel treated unfairly by the Vetting Committee shall petition in writing to the Dean of Students and the University Legal Advisor for redress within a period of 72 Hours;
- e) The Dean of Students and the University Legal Advisor shall study the petition in line with the provisions of this Constitution and dislodge it within a period of 48 Hours and their decision shall be final.

*Clause 9.15.3: Petition Tribunal*

- a) There shall be an Electoral Petition Tribunal and it shall have a quorum of at least 5 (five) of its members including the Chairperson.
- b) The members of the Elections Petitions Tribunal Shall comprise of:-
  - i) The Deputy Vice Chancellor;
  - ii) The Dean of Students;
  - iii) The Legal Advisor;
  - iv) Minister for Justice and Constitutional Affairs of the outgoing guild;
- c) A candidate or any member of the Guild may lodge a petition to the Tribunal whenever he/she thinks that there has been a contravention of any election procedure during the elections.
- d) The petition must be lodged within 72 hours after the elections, and must be signed by at least a two hundred of the people who participated in the respective elections.
- e) The Chairperson of the Tribunal shall notify within 24 hours, members of the Students' Guild that a Petition has been lodged.
- f) The Tribunal shall sit to make a ruling on the petition within four days thereafter.

- g) The hearing of the petition shall be recorded and minutes signed by all present. The ruling shall be announced within 48 hours after the hearing.
- h) The Tribunal's ruling shall be final.

*Clause 9.16: Swearing-In*

- (a) The G.R.C. shall be sworn-in at its first sitting by the Dean of Students.
- (b) The Guild President and the Executive shall be sworn in by the Vice Chancellor at the General Assembly at which the G.R.C. members shall be recognized.
- (c) The Vice Chancellor shall be notified by the Dean of Students of the ceremony at least seven days before it takes place.
- (d) The Chairperson Electoral Commission shall notify members of the Guild of the ceremony at least 3 (three) days before it takes place.
- (e) The Swearing in Ceremony shall be organized jointly by the Electoral Commission, the Dean of Students, and the Outgoing President in accordance with this Constitution.

*Clause 9.17: Oath of Allegiance*

Every holder of elective office shall upon taking his/her seat, swear an oath of allegiance to the University and subscribe before the Guild as provided in this constitution. After which they shall take part in the election of the speaker.

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ARTICLE 10: TERMINATION OF OFFICE

*Clause 10.1: Resignation*

- a) Whenever there is an occasion for the resignation of a member of the Executive to be tendered, the President shall tender the resignation of the same in writing collectively to the G.R.C. through the Speaker, copied in to the Dean of Students.
- b) In the event that a member of the Executive wishes to resign, he/she shall tender his/her resignation in writing to the President giving at least 7 (seven) days' notice.
- c) In the event that a member of the G.R.C. wishes to resign, he/she shall tender his/her resignation in writing to the Speaker.
- d) Any student leader in whatever capacity who faces the disciplinary committee and is proven guilty of an offence or violating University rules and regulations shall resign from the office he/ she occupies.

*Clause 10.2: Reshuffle, Suspension and Dismissal from the Guild Executive/ G.R.C.*

- a) The president may reshuffle, suspend or dismiss a member of the Executive, after giving three documented warnings for failing to perform his or her duties or violating the Guild Code of Conduct.
- b) The President shall only suspend such a member after the member has appeared before the Guild Disciplinary Committee and after documented evidence warranting such a suspension or dismissal has been presented.
- c) The duration of suspension shall not exceed 30 (thirty) days.
- d) A member suspended by the President may appeal to the Senate Disciplinary Committee not more than five days after the suspension has been given.
- e) The Speaker shall have power to suspend a member for a period not exceeding two consecutive meetings, if the member fails to attend 2 (two) consecutive G.R.C. meetings without satisfactory reasons or does not follow the Guild Code of Conduct. Any further misconduct shall be referred to the G.R.C. for debate.
- f) If the G.R.C. feels that a member referred to in (b) above merits dismissal, the case shall be referred to the members of the constituency, who may sign and present a petition and then a vote of no confidence carried out by the G.R.C. to either support or reject the motion. If the member of the G.R.C. agrees that there was misconduct, he/she shall be withdrawn and a by-election held accordingly.

*Clause 10.3: Vote of No Confidence in the President or a Member of the Guild Executive*

A vote of no confidence in the President or a member of the Executive may originate from the G.R.C. or the Guild.

*Clause 10.3.1: From and by the G.R.C.*

- a) Any member of the G.R.C. shall be entitled to move a motion of no confidence in the President or a member of the Executive after a petition, duly signed by a fifth (1/5) of members of the G.R.C. to the Speaker.
- b) A seven-day notice accompanied by the formulated motion shall be given by the mover of motion to the Speaker who shall then cause it to be published within 24 hours, and presented in the next meeting of the G.R.C. to be held on the 7<sup>th</sup> working (seventh) day from the receipt of the motion.
- c) For the vote of no confidence to be carried, it shall require at least a fifth of the membership of the G.R.C. by secret ballot.



- d) In the event of the vote of no confidence being carried as provided above, the President or member of the Executive shall be expected to resign within 3 (three) days.
- e) Should the President or member of the Executive refuse to resign within three 3 (three) days provided for above, they, he/she shall send a written appeal within 3 (three) days, to Senate through the Speaker.
- f) Should the President or member of the Executive not resign within the days and further fail to make a written appeal to the Speaker within 3 (three) days, then, they/she/he, shall automatically be deemed out of office and thereafter the Speaker shall notify the Care Taker Government who shall in turn, after looking into the merits of the vote, either give instructions to the Electoral Commission to carry out by-elections or move the matter before Senate to make a final decision.
- a) In the event that the Senate upholds the vote of no Confidence, the Electoral Commission shall carry out new elections for the president within 28 (twenty-eight) days. In case of a minister, the president shall nominate a member for approval to the speaker.

*Clause 10.3.2: From and by the Guild*

- a) A motion of no confidence in the President or a member of the Executive by the Guild shall require a petition signed by at least 1/5 (a fifth) of the members of the Guild to the Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main notice boards within 72 hours of receipt of the petition.
- (c) After 24 hours' display of the signatories, the Speaker shall give notice of a General Assembly meeting to take place within 7 days to hear the petition and the President's defense.
- (d) The quorum for such a meeting shall be 1/5 (a fifth) of the total number of the people who would have participated in voting for the President being petitioned against. If no quorum is realized, the vote of no confidence shall be deemed lost.
- (e) There shall be no voting taken at this meeting.
- (f) After the meeting of the General Assembly, the Speaker shall conduct a secret ballot vote on the motion of no confidence within 48 hours.
- (g) The vote of no confidence shall be carried if at least 1/5 (a fifth) majority of the members of the Guild who had participated in the secret ballot vote for it.
- (h) In the event of the vote of no confidence being carried as provided in (g) of this Clause, the President or member of the Executive shall vacate their offices with immediate effect, and new elections of presidency shall be held within 28 days.

*Clause 10.3.3:* In an individual Member of the G.R.C.

- a) A vote of no confidence in an individual Guild Representative by his/her constituency shall require a petition signed by at least 1/5 of the constituency to the Guild Speaker.
- b) The Speaker shall cause the list of the petitioners to be displayed on main notice board within 72 hours of receipt of the petition.
- c) After 24 hours' display of the signatories, the Speaker shall *give* notice of a meeting of all constituents to take place within 7 days to hear the petition and the member's defense.
- (d) The quorum for such a meeting shall be 1/5 (a fifth) of the total number of the petitioners. If no quorum is realized, the vote of no confidence shall be deemed lost.
- (e) There shall be no voting taken at this meeting.
- (f) After the General Assembly of the constituents, the Speaker shall conduct a secret ballot on the motion of no confidence within 48 hours.
- (g) The vote of no confidence shall be carried if at least 1/5 (a fifth) majority of the members of the Constituency who had participated in the secret ballot vote for it.
- (h) In the event that a vote of no confidence is carried as provided for in (g) above the Guild Representative shall vacate his/ her post and a by-election be held within 28 days.

*Clause 10.4:* Vote of No Confidence in the Speaker or and Deputy Speaker

- a) A vote of no confidence in the Speaker or/and the Deputy Speaker shall be moved after petition duly signed by at least 1/5 (a fifth) percent of all G.R.C. members.
- b) The petition shall be presented to the Dean of Students who shall publish the petition and chair the meeting to discuss the motion within 14 days.
- c) The quorum shall be at least 1/5 (a fifth) of the G.R.C. members.
- d) The motion of no confidence shall be carried if at least 1/5 (two-thirds) of the members present vote for it by a secret ballot.
- e) The Dean of Students shall then declare the vacant post of the Speaker and or Deputy Speaker and arrange for an election from the remaining GRC members within 14 days during an ordinary G.R.C session.

*Clause 11.1: The Guild to operate on voluntary basis*

- a) The Guild shall submit a list of planned activities per semester for approval by management. The approved activities shall be supported by the management.
- b) The Guild shall focus on planning activities for the general student population of IUEA and the surrounding community. This shall be a basis which management shall use to approve planned activities for the semester.
- c) All Grants, donations or any other legal entitlements to the Guild shall be made to the President, who shall acknowledge them by issuing a receipt.
- d) Notwithstanding the provisions of this Constitution, finances of other student organizations shall be handled as provided for in their respective constitutions.

*Clause 11.2: Resources for Guild Activities*

The management shall plan and allocate logistics for guild activities. This may be in form of transportation to events, marketing programs, monetary facilitation to carry out some activities and any other support. The rates shall be determined by management.

*Clause 11.3: Budgeting*

- a) In order for management to allocate resources to the Guild, a planned list of activities shall be presented to the Dean of Students by the Guild president.
- b) The activity plan may be adjusted on recommendation of management to include other events or omit some events with justification.
- c) Management shall then allocate resources for the particular events and work hand in hand with the Guild to ensure that these events.

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ARTICLE 12: THE STUDENTS-STAFF CONSULTATIVE COMMITTEE

- a) There shall be a joint Student/Staff Consultative Committee composed of members from both sides, known as “The Student/Staff Consultative Committee”.
- b) The Members of staff on the committee shall include members of the Guild, and members of management/ staff.
- c) Its function shall be to hold joint consultative meetings whenever deemed necessary on matters and measures affecting students.
- d) The Consultative Committee may meet at the request of either the University Management or the Guild.

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- e) Members representing the Guild on this committee shall be appointed by the Executive except by virtue of office as per this Constitution.
  - f) Members representing staff shall be determined by the Dean of Students in consultation with management and the Head of Department/Section where the consultation is needed.
  - g) The Vice Chancellor shall be given copies of the proceedings.

## ARTICLE 13: NATIONAL ASSOCIATIONS, SOCIETIES, CLUBS AND OTHER ORGANISATIONS

### *Clause 13.1*

- a) There shall be national associations, societies, clubs and other organizations within the IUEA Students' Guild.
- b) All clubs and societies must abide by university regulations and uphold the spirit of the university
- c) National Students Associations shall not be part of the Guild or sit on the G.R.C. or Executive.
- d) The National Students Associations shall comprise of students from different nationalities at IUEA. These associations shall work with the Guild in promoting interests of international students and presenting their problems to the G.R.C.
- e) National Students Associations shall be governed by their respective standing orders which shall not contradict or differ from this constitution.
- f) All Chairpersons of National Students Associations shall be elected after having good academic performance, which is normal progress with a CGPA of not less than 3.0 and has no retake that is pending in his/her examinations at the University.

### *Clause 13.2: Procedure of Registration*

Any registered student may initiate formation of a students' union in the University:

- (a) The student(s) wishing to form the organization shall present a draft Constitution and list of members to the Dean of Students office.

- (b) The Dean of Students shall read through the draft constitution and recommend any amendments. In the event that no amendments are recommended, the Dean of Students shall stamp the constitution as a sign of approval and give a go ahead to the students to proceed with calling for meetings and submitting a semester plan of all their activities.
  - (c) On approval of the constitution, the Dean of Students may register the organization provided it has:
    - (i) A Patron who is a full time member of staff, whether teaching or administrative.
    - (ii) At least 15 full members of who are registered students. ( if it's a National students association, the students should be from that nationality)
    - (iii) A Constitution in line with the aims and aspirations of the university (IUEA).
  - d) All organizations whose membership is aligned along racial, tribal and religious or political identity shall not be eligible for approval of IUEA or University financial assistance.
  - e) The Dean of Students shall supervise, coordinate and audit the activities of these organizations.
  - g) A registered organization may seek financial assistance from IUEA by applying through the office of the Dean of Students.
  - h) The main source of funding for the activities of any organization shall be its members.
  - i) An organization which falls out of the letter and spirit of its constitution and behaves in manner injurious to the good name of the University shall be liable to de-registration.
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## ARTICLE 14: MEETINGS

### *Clause 14.1: Convening of Meetings*

- a) All General Meetings shall be convened by the Speaker in consultation with the Guild President.
- b) Meetings of the G.R.C. shall be open to all registered students of the Guild unless the G.R.C decides otherwise.
- c) All meetings of the G.R.C. except as in (a) of this Clause shall be convened by the General Secretary in consultation with the President and Speaker.

- d) The Speaker shall be responsible for convening all meetings of the General Assembly and of the G.R.C. to debate a motion of no confidence in the Executive as per Article 10 Clause 3.
- e) All notices of meetings shall be edited and duly signed including the name and title of the persons calling the meeting.

*Clause 14.2: Frequency*

- a) There shall be at least 2 (two) General Assembly in a semester.
- b) The Executive shall meet as often as there is need, but not less than 4 (four) times during a semester.
- c) The G.R.C. shall meet at least four a semester.

*Clause 14.3: Notice of Meetings other than those convened to Debate a Motion of No Confidence.*

- a) The General Assembly shall be held after giving at least 3 (three) days' notice for an ordinary meeting and 24 hours' notice for an emergency meeting.
- b) The Executive members shall be given at least:
  - (i) Three (3) days' notice for ordinary meetings.
  - (ii) Six (6) hours' notice for emergency meetings.
- c) G.R.C. Members shall be given at least:
  - (i) Four (4) days' notice for ordinary meetings.
  - (ii) Twenty-four (24) hours' notice for emergency meetings.
- (d) If at least 1/3 (a third) of the G.R.C. members sign their names in favor of a meeting, the General Secretary shall call a meeting not later than four (4) days after the list of signatures has been handed to him.
- (e) If at least 1/5 (a fifth) of the Guild members sign the petition in favor of a General assembly, the Speaker, after giving the due notice to the Vice Chancellor through the Dean of Students, shall convene a meeting to be held not later than ten (10) days from the date of receiving the petition.

*Clause 14.4: Presiding at a Meeting*

- (a) The Out-going Speaker shall preside at the first G.R.C. meeting.
- (b) In the event of there being no outgoing Speaker, the first G.R.C. meeting shall be chaired by the Chairperson of the caretaker government or Dean Student Affairs.
- (c) The Speaker shall preside at all the subsequent G.R.C. meetings after his/her election.
- (d) The Speaker shall preside over all General assembly meetings.
- (e) In the absence of the Speaker, the Deputy Speaker shall deputize.

- (f) In the absence of both the Speaker and the Deputy Speaker, the members' present and forming quorum shall appoint an Acting Speaker from amongst themselves to preside over the G.R.C. or General assembly meeting.
- (g) The election for the Acting Speaker in (f) of this Clause shall be supervised by the General Secretary.
- (h) The President shall preside over executive meetings.

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ARTICLE 15: THE CONSTITUTIONAL AMMENDMENT AND INTERPRETATION.

*Clause 15.1: Amendment*

Amendment in the Guild Constitution shall be initiated in the following manner;

(a) By the Students' Guild as provided in (I -V) of this clause;

(i) Copies of the proposed changes shall be sent to all members of the *G.R.C.* at least seven (7) days before the meeting in which these changes are to be discussed is convened.

(ii) Any proposed changes in the Constitution shall first require the approval of the *G.R.C.* by 1/5 (a fifth) majority of all *G.R.C.* members.

(iii) The changes shall not be effective unless and until approved by the University Council.

(iv) Upon the receipt of a written endorsement of the changes from the Vice Chancellor, the President shall announce the approved changes as part of the Guild Constitution.

(v) The approved changes shall then be embodied in the amended constitution.

(b) By the University Council in exercise of its powers under Part ix of the University and other Tertiary Institutions Act.

*Clause 15.2: Interpretation*

(a) The power to interpret the Constitution is vested in the Guild Speaker in consultation with the legal advisor and this interpretation shall be conclusive provided it does not contradict the rules and regulations of IUEA.

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ARTICLE 16: BREACH OF THE CONSTITUTION

Any person or groups of persons who breach the Students' Guild Constitution shall be subjected to disciplinary proceedings of the Guild Disciplinary Committee. A breach by the Guild President may result in impeachment if the breach falls under impeachable offenses as defined in the Impeachable Offenses section of the Revised Guild Constitution of the year 2020.

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ARTICLE 17: GUILD OFFICIALS PRIVILEGES

(a) Guild members shall be entitled to office work space to meet students and carry out their planning and activities.

(b) Guild members may receive a token of appreciation from management for their contribution to IUEA. The token of appreciation will be commensurate with the achievements of the Guild.



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ARTICLE 18: CODE OF CONDUCT.

The conduct of IUEA Students' Guild (Executive and G.R.C.) shall be governed by the following principles;

- a) Respect; for all students, staff and members of public.
- b) Hard work; in promotion of the good name of IUEA.
- c) Morality; in avoiding vices like drunkenness, violence, vulgar language and profanity.
- d) Decency; in dress code that shall portray a professional image of the University, especially when representing the University in their official capacity.
- e) Abiding by all IUEA policy in all their actions and interactions among each other and with other students, members of staff and members of public.
- f) Avoid or desist from engaging and encouraging other students to engage in riots and strikes or disrupting of university programs. Any student or member of the Guild involved or encouraging others to participate in riots, strikes or disruption of IUEA programs, upon being found guilty of involvement shall be dismissed from IUEA. Members involved in strikes shall be liable criminally and legally for any damage to property or injury to people during the strike or riot. They shall therefore pay for damages caused or face arrest and prosecution.

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APPENDIX I

*DECLARATION AND PRESENTATION OF THIS CONSTITUTION*

This document was presented to the IUEA Students' Affairs Committee of the IUEA University Council on the----- where it was approved as the amended IUEA Guild Constitution.

*CITATIONS/SWEARING- IN*

(a) The President

“I----- swear that I shall discharge my duties as President of IUEA Students' Guild with all honesty and to the best of my ability, abiding fully by the Guild Constitution. So help me God”

(b) The Executive (Each)

Citation as in (a), substituting the respective Ministerial post for “President”

(c) The Members (all at a go)

“I -----swear that I shall discharge my duties as a member

of the Guild Representative Council with all honesty and to the best of my ability,  
abiding fully by the Guild Constitution. So help me God”

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## APPENDIX II: HANDING OVER

### (a) Oath of 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”.