

ST. LOUIS COLLEGE OF EDUCATION,
KUMASI

STUDENTS' REPRESENTATIVE COUNCIL
CONSTITUTION

Preamble

This Constitution is formulated in response to the Colleges of Education **Act 847, 2012, (Section 21)** which sets out the requirements in respect of Students' Representative Councils.

The requirements of the Act are that:

- a) Each College of Education shall have a Students' Representative Council.
- b) The Students' Representative Council is responsible for representing students duly admitted and registered to study at the College of Education.
- c) A constitution of a Students' Representative Council shall
 - i) Be drawn up by the Students subject to the approval of the Academic Board, and
 - ii) Conform to this Act, the Statutes of the College of Education and any other rules, regulations, directives and edicts duly issued by the College of Education.

In view of the above, the Student body of St. Louis College of Education believes that there is the need to create positive feeling within the student body in the College, and through representative team work, compromise and voting, students will be afforded the opportunity to learn how democracy works and to apply it to everyday college life. Thus, this belief betters the college by giving the students a preferred place to learn lifetime skills of being leaders and followers in an organized and structured team with unified purpose and goal under a common constitution in the spirit of the motto of the college which says "it is the will of God that all may be one".

ARTICLE 1 : NAME

The name of the body shall be Students' Representative Council of St. Louis College of Education.

ARTICLE 2 : AIMS AND OBJECTIVES

The Students' Representative Council is the top-most student representative body of the College and the link between the students and administration, tutors and parents.

The objectives of the SRC shall be:

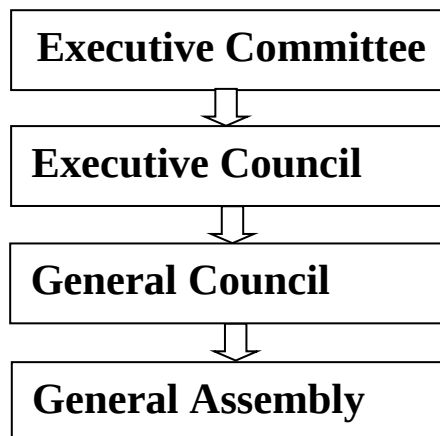
1. To organize and promote the general students' activities of the college and to encourage the participation of the entire student body in those activities.
2. To promote in all ways, the best interest of the College, and to give the entire student body indirect representation in the determination of its best interest.
3. To promote co-operation among the students and between the students and the staff of the College.
4. To co-ordinate fund raising activities within the student body and to distribute such funds to the student body and others.

5. To act as a voice for the student body and to link the students with the administration and staff for official purpose while at the same time representing students' feelings, opinions and interests.

ARTICLE 3 : MEMBERSHIP

Membership of the Students' Representative Council (SRC) shall comprise enrolled students of St. Louis College of Education.

ARTICLE 4 : ORGANOGRAM



The **Executive Committee** shall comprise President, Vice President, General Secretary, Financial Secretary, Organizing Secretary and Public Relations Officer.

The **Executive Council** shall comprise all the Executive Committee members and all other elected leaders as well as appointed leaders.

The **General Council** shall comprise all the members of the Executive Council and all Lecture Hall / Course Representative.

The **General Assembly** shall comprise all the members of the Executive Committee, the Executive Council, General Council and the entire student body.

ARTICLE 5 : MEETINGS / FUNCTIONS OF COMMITTEES

• Executive Committee Meeting

The Executive Committee shall meet three (3) times in a semester: 50% of members including the President form a Quorum.

Functions

- i. It is the highest decision making body of the SRC.
- ii. It regulates the operations of the SRC members

- iii. It serves as advisory body to the President and provides oversight responsibility and coordination of the development and the implementation of strategic initiatives as well as other efforts and projects designed to advance the goals of the student body.

- **The Executive Council**

The Executive Council shall meet three (3) times in a semester: 50% of members including the President form a Quorum.

Functions

- i) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the College.
- ii) Presenting the views of students to the appropriate bodies for consideration.
- iii) Establishing links and maintaining cordial relationships with students of other Colleges and other tertiary institutions within and outside Ghana.
- iv) Nominating students' representatives to serve on appropriate College Committees.
- v) Promoting cordial relationship among all sections of the College Community and maintaining good relationship with past students of the College.
- vi) Publishing records of students' activities.
- vii) Appealing to the Principal of the College, through the Students' Affairs Officer and ultimately to the Council, whose decision shall be final.

- **The General Council**

The General Council shall meet three (3) times in a semester: 50% of members including the President form a Quorum.

Functions

- i) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the College.
- ii) Presenting the views of students to the appropriate bodies for consideration.
- iii) Establishing links and maintaining cordial relationships with students of other Colleges and other tertiary institutions within and outside Ghana.
- iv) Nominating students' representatives to serve on appropriate College Committees.
- v) Promoting cordial relationship among all sections of the College Community and maintaining good relationship with past students of the College.
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- vii) Appealing to the Principal of the College, through the Students' Affairs Officer and ultimately to the Council, whose decision shall be final.

- **General Assembly**

The General Assembly shall meet once in a semester: 50% of members including the President form a Quorum.

ARTICLE 6 : DUTIES OF THE EXECUTIVE COUNCIL MEMBERS

1. President

- Is the Chief Executive Officer of the SRC.
- Is the mediator and general chairperson at all meetings.
- Together with the Principal and the Financial Secretary, act as signatory to the financial transactions of the SRC in accordance with the SRC Finance and Administrative Policy.
- Is responsible for creating and distributing agendas before each full Council Meeting.
- Represents the Students as a member of the College Council.
- Deals with disciplinary issues of any member of the Council in discussion with the members of the Executive Council and decide on appropriate actions.
- Meets with Stakeholders regularly to convey the voice and opinions of students and the council.
- Update members of council on issues discussed and raised during meetings with stakeholders.
- Is a signatory to the SRC's accounts.

2. Vice-President

- Deputizes in the absence of the President.
- Develops and coordinates policies of the SRC.
- Chairperson of the SRC Disciplinary Committee
- Liaises with other external student bodies.
- Responsible for all academic matters affecting students in the College.

3. General Secretary

- Draws up the agenda of the SRC Meetings in consultations with the President and circulates the agenda appropriately.
- Takes the minutes of all SRC Meetings and circulates them promptly and appropriately.
- Collects all SRC mails and be responsible for the SRC Notice Board.
- Types all SRC proposals and letters which then must be passed on to the President for approval.
- Is in-charge of SRC documentations and correspondence.
- Keeps organized files of all agendas and minutes of all meetings.
- Responsible for collecting and documenting activity summaries for all events planned.

4. Financial Secretary

- Takes charge of SRC's financial matters by keeping a clear and orderly ledger of all financial transactions.
- Must be aware at all times of where money is or will be placed during and after fundraising activities.
- Is a signatory to the SRC's account.
- Presents a financial report at every SRC Meeting.
- Ensures that, the SRC remains in a positive financial situation.
- Keeps account and publishes a financial account by the end of each academic year.
- Shall together with the SRC President see to the day-to-day management of an SRC shop (if any).

5. Organizing Secretary

- Coordinates all students' activities within the College.
- Keeps a record of the activities of the College during the semester.
- Arranges venues for all functions in consultation with Chapel Overseers, Music Presenters and Entertainment Overseers in the college.
- Liaises with the PRO to promote events and programs in the College.
- Organizes facilities for meetings and any other functions of the SRC.

6. Public Relations Officer

- Is responsible for all forms of publicity including announcements as well as making publicity posters.
- Is responsible for notifying students of updates, events details and for other purposes.
- Is responsible for drawing a large number of the student body to participate in events.
- Acts as a liaison between the SRC and Stakeholders.
- Accompanies the President to all meetings with stakeholders.

(The duties of all the other members of the Executive Council, are aligned to the specific job description of the department)

ARTICLE 7 : FINANCIAL PROVISIONS

The annual budget of the SRC shall be determined in relation to the total college student numbers. All funds raised by the Students' Representative Council and SRC – organized activities will enter the SRC Account. These funds shall be used for funding SRC activities aimed towards improving students' life.

- The SRC shall be financed through contributions from students as endowment fund. The amount shall be determined at a meeting called for that purpose.
- All students shall pay chargeable endowment fund into the SRC account.
- It shall be obligatory for all students to honor such obligation.

- It shall be the duty of the financial secretary to bring to the notice of the SRC defaulting students.
- The SRC shall operate savings account with any bank.
- Signatories of the SRC Account shall be the Principal, the President and the Financial Secretary.
- The Executive Committee shall control the finances of the SRC and shall keep books of account and proper records.
- The Financial Secretary shall at the first meeting of the academic year make known to the students the financial position of the SRC.
- The SRC shall donate towards any cause which it may consider to be in the interest of students and national interest.
- The SRC account shall be reconciled and audited by the College at least once per year.
- The financial affairs of the SRC shall be conducted in accordance with the College's guidelines at all times.
- The SRC may allocate resources to its sub-committees or groups, clubs and societies within the College.
- The financial secretary of the SRC shall be responsible for ensuring that, the allocation of such resources is carried out fairly and in accordance with the agreed procedure.
- Funds may not be allocated to groups of staff or people outside the College.

ARTICLE 8 : AFFILIATION WITH EXTERNAL ORGANIZATIONS.

If the SRC wishes to become affiliated to any external organization, that affiliation shall be considered on an agenda and approved by formal resolution by at least two meetings of the SRC General Council held not less than four weeks apart and the General student body shall be informed through the Secretary and the Public Relation Officer of the fact of that affiliation.

The St. Louis College SRC shall cooperate with Teacher Trainees Association of Ghana (TTAG), Conference of Principals (PRINCOF), Ghana National Association of Teachers (GNAT), National Association of Graduate Teachers (NAGRAT), Coalition of Concerned Teachers (CCT) and all other associate educational bodies and Non-Governmental Organizations (NGO).

ARTICLE 9 : ELECTIONS

Eligibility

- Any student in the college is eligible to run for a position in the Student's Representative Council (SRC) Executive Council's annual Elections subject to good academic performance.
- Students will be considered ineligible only if they have been previously sanctioned by the College's Disciplinary Committee.

- The positions of SRC President and Chapel Overseers shall be contested for only by students who are practicing Catholics.
- Any student who contests for the position of the SRC President shall choose her own running mate who may belong to any denomination.

Nominations

- Nomination forms will be made available before general elections by the College's Electoral Committee. There shall be vetting by the Electoral Committee of prospective candidates for all the positions in SRC Executive Council.
- Once nominated, nominees will have a certain period of time to campaign before the elections.
- Through their campaigns, nominees are highly encouraged to promote themselves and convince their peers to vote them. Nominees are requested to make realistic promises.
- Any form of threat and or bribery is strictly prohibited. If any student is found guilty of giving threats or bribes to her fellow students, the Principal of the College will cancel the nomination of that student.
- Candidates shall have the opportunity to present their manifestoes as an assembly of the entire student body. In their manifestos, the candidate shall justify why they should be chosen for the position they are contesting.

Voting

- Each student in the College has the right to cast one vote to elect a candidate for each of the positions in the SRC Executive Council. Students are urged to elect candidates who are responsible, hardworking and who will serve their interest in the SRC. The positions in the SRC Executive Council that shall be filled by candidates who are appointed shall be done by the College's Electoral Committee in consultation with the Administration.
- The results of the election shall be published when the counting is over.

ARTICLE 10 : SRC WEEK CELEBRATION

- There shall be a week set aside in the second semester in each Academic Year for SRC Week Celebrations.
- During the SRC Week, academic work and all statutory College activities shall proceed normally.
- Program of activities during the SRC Week, shall be planned by the Executive Council of the Students' Representative Council at the end of the first semester.
- The activities shall be discussed with the administration for approval.
- A theme for the SRC Week Celebration shall be selected by the Executive Committee and approved by the General Council and submitted to the administration for its perusal.
- The SRC shall raise funds during the week of celebration.

ARTICLE 11 : DISCIPLINE

All students shall adhere to the code of discipline as stated in the Students' Handbook of the College and the Harmonised Statutes for Colleges of Education.

ARTICLE 12 : LAWS AND REGULATIONS

Laws and regulations of the SRC shall be in accordance with Harmonised Statutes for Colleges of Education and Students' Handbook.

ARTICLE 13 : REVIEW

This Constitution is subject to review as and when necessary by 50% of the student body.

Date of Adoption.

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Principal -----

SRC President-----