

PREAMBLE

Having absolute belief in the Omnipotent God, the first cause, mindful of the fact that no community exists without Laws and Leadership, we the members of the Railway Hall of the University of Mines and Technology (SRID), Essikado, in order to exercise this undoubted right;

Desirous to promote students' welfare, fraternal solidarity and fellowship amongst ourselves and that of the other hall of this University and to foster a closer inter- hall relationship with other Universities in Ghana and elsewhere;

Cognisant of the need to seek and promote a healthy competition between this Hall and other halls of this University;

Wholeheartedly determined to attain the peak of excellence in the Moral, Spiritual, Cultural and Intellectual endeavours;

1.0 ARTICLE ONE: NAME

This body shall be known and called Railway Hall Junior Common Room (hereinafter referred to as RWH – JCR).

2.0 **ARTICLE TWO: SUPREMACY**

For the avoidance of doubt subject to the University regulations and the SRC Constitution, this Constitution shall be the Supreme Law governing the members of the RWH – JCR.

3.0 **ARTICLE THREE: MEMBERSHIP**

Members of the RWH – JCR shall include:

- a. All students of the School of Railway and Infrastructure Development (SRID), Essikado, of the University of Mines and Technology, resident or affiliated to the Railway Hall.
- b. Any person or group of persons awarded honorary membership by the Hall Council.

4.0 **ARTICLE FOUR: AIMS AND OBJECTIVES**

The RWH – JCR shall be governed by the RWH – JCRC. The objectives/ functions of the RWH – JCRC shall be:

- a. To offer a common forum for the discussion of students' problems and generally develop a spirit of solidarity among the members of this Hall and other Institutions of higher learning in this country and elsewhere.
- b. The RWH – JCR/RWH – JCRC shall be the sole representative and/ or liaison of the Hall for making representations to the Students' Representative Council (hereinafter referred to as SRC), the University Administration and/ or any appropriate quarters there shall be the need for on behalf of the members of the RWH – JCR.
- c. The RWH – JCRC shall promote academic, social, cultural and sporting activities of the RWH – JCR.
- d. The RWH – JCRC shall advice the RWH – JCR on matters relating to general welfare of the students of the Hall and foster cordial relations with the Senior Common Room (hereinafter referred to as SCR of the Hall).
- e. To foster a closer, inter – hall relation with other halls of this University and any other Institution/ groups of people elsewhere through sports, academic and cultural programmes.
- f. The RWH – JCRC shall formulate/ prescribe rules and regulations which shall be endorsed by the RWH – JCR in seeking to improve upon the welfare of the RWH – JCR or the conduct of members of the RWH – JCR within the Hall and elsewhere. Such rules and regulations shall be clearly stated.

5.0 ARTICLE FIVE: OFFICERS

The members of the RWH – JCR shall elect from amongst themselves the under listed officers who shall constitute the RWH – JCRC officers:

- a. President and Vice President
- b. Secretary
- c. Financial Secretary
- d. Canteen Chairman
- e. Welfare Chairman
- f. Entertainment Chairman
- g. Editor
- h. Sports Chairman
- i. Representative of affiliate members of RWH

The President, Vice President, Secretary and Financial Secretary shall constitute the RWH – JCRC Executive.

6.0 ARTICLE SIX: FUNCTIONS/ DUTIES OF OFFICERS**6.1 PRESIDENT**

- a. He shall be the leader and chief spokesman of the Hall in all matters coming under the jurisdiction of the RWH – JCR unless otherwise stated.
- b. He shall preside over all meetings of both the RWH – JCR and RWH – JCRC.
- c. He shall be the Chief Executive in which capacity he shall be responsible for coordinating the functions of the RWH – JCRC in consultation with the Hall Council.
- d. He shall countersign all cheques and vouchers chargeable against the accounts of the RWH – JCR.
- e. He shall direct the general affairs of the RWH – JCR on the SRC.
- f. He shall be a member of the SRC.
- g. He shall in consultation with the RWH – JCRC set up committees to investigate anything as seems necessary.
- h. With reference to clause (g) above, a report shall be presented within a period as stated in the terms of reference where it shall be studied and its recommendations implemented.
- i. He shall cause the publication on all notice boards all registered clubs, societies, religious groups, etc that operate in or from the Hall.
- j. He shall in consultation with the other RWH – JCRC Officers and the outgoing Representatives of the affiliated to the Railway Hall.
- k. He together with the Secretary shall attend all Hall Council meetings.

6.2 VICE PRESIDENT

- a. He shall assume the duties of the Hall President as stated in Article 6.1 supra in the case of the latter's absence or inability to act as result of ill health, death, etc.
- b. He shall be in charge of the general supervision of students' activities and coordinate the activities of the various committees of the RWH – JCR.
- c. He shall perform any other administrative function assigned to him by the Hall President.

6.3 SECRETARY

- a. He shall keep accurately and orderly records of all proceedings of the RWH – JCR and RWH – JCRC meetings.
- b. He shall publish a report of the RWH – JCR meetings at most ten days after each meeting for the benefit or information of the RWH – JCR members.
- c. Under the direction of the President, he shall convene all meetings stating agenda, time and place of meetings.
- d. In consultation with the President, he shall be responsible for conducting all correspondence of the RWH – JCR.
- e. He shall publish RWH – JCR committees/ subcommittees within two weeks of their formation.

6.4 FINANCIAL SECRETARY

- a. He shall keep records of the monetary transactions for and on behalf of the RWH – JCR.
- b. He shall together with the President and Dean of Students/Senior Hall tutor be joint signatories to the RWH – JCR accounts, all vouchers issued, etc. in the name of the RWH – JCR. In the absence of the Dean, the Senior Hall Tutor shall be the third signatory to the RWH – JCR account.
- c. He shall draft a budget of the RWH – JCR in consultation with the RWH – JCRC within three weeks of assuming office and shall present it at the first general meeting of the RWH – JCR.
- d. He shall keep accounts of profits and losses accrued on behalf of the RWH – JCR through commercial activities and shall cause it to be published.
- e. He shall publish the accounts of the Hall for the first semester within two weeks after the beginning of the second semester and the end of the academic year accounts at least four weeks to the end of the academic year.
- f. He shall be the Chairman of the Financial Committee.

6.5 CANTEEN CHAIRMAN

- a. He shall liaise between the RWH – JCR and operators of catering services and act as advisor to the latter.
- b. He shall negotiate on behalf of the members of the RWH – JCR on all catering services.

- c. With the help of the Canteen Committee, he shall formulate rules and regulations aimed at improving the catering services of the Hall and the maintenance of all physical structures related to the provision of such services.
- d. He shall receive complaints from both the RWH – JCR and the catering staff and in consultation with his Committee and RWH – JCRC find solutions to them.
- e. He shall ensure that any person (s), clubs or association using the RWH – JCR for commercial/ non - commercial purposes has been duly permitted by him. He should then publish it for the information of the RWH – JCR members.

6.6 **WELFARE OFFICER**

- a. He shall be responsible for all matters relating to the health of members of the RWH – JCR.
- b. He shall be responsible for all matters relating to the general sanitation of the Hall.
- c. He shall be responsible for the maintenance of Hall facilities including those in the Common Room.
- d. He shall see to the general welfare of members of the RWH – JCR.
- e. He shall represent the RWH – JCR on the SRC Welfare Committee.
- f. He shall in consultation with the president appoint a deputy welfare officer from the welfare committee

6.7 **ENTERTAINMENT CHAIRMAN**

- a. He shall be responsible for all activities relating to entertainment in the Hall.
- b. He shall organise and accelerate the provision of entertainment in the Hall and/ or this University or elsewhere for and on behalf of the RWH – JCR.
- c. He shall be responsible for all Hall equipment used for entertainment and shall be accountable for them to the RWH – JCR.
- d. He shall publish a list of all items referred to in Article 6.7 (c) within two weeks on assumption of office.
- e. He shall publish a list of new equipment purchased including their prices.
- f. He shall be directly accountable to the Financial Secretary for publication.
- g. He shall be a member of the SRC Entertainment Committee.
- h. He shall be the chairman of the Hall Week Planning Committee

6.8 **EDITOR**

- a. He shall be the Public Relations Officer of the RWH – JCR.
- b. In consultation with the RWH – JCRC, he shall answer all questions on RWH – JCR publications.
- c. He shall be responsible for the supply and safekeeping of Newspapers, Magazines, Journals, and any other publications for reference by members of the RWH – JCR.
- d. In consultation with the RWH – JCRC, encourage members of the RWH – JCR to desist from any form of unruly behaviour unworthy of praise and emulation through articles and cartoons.

7.1 **JUDICIAL COMMITTEE**6.9 **SPORTS OFFICER**

- a. He shall be a member of the SRC Sports Committee.
- b. He shall be responsible for the appointment of captains for the various disciplines of sports in consultation with the team members.
- c. He shall be responsible for the purchase of sports equipment for the Hall. Such purchases must be published for the information of the RWH – JCR members.
- d. He shall be accountable for all sports equipment of the Hall and shall keep proper records of them.
- e. He shall be directly accountable for the performance of the various teams of the RWH – JCR in all sporting competitions and shall see to the incentive needs of the sportsmen.
- f. He shall recommend outstanding sportsmen for the award of certificates in consultation with the Sports Committee.
- g. He shall preside over all meetings of the RWH – JCR Sports Committee.

6.10 **REPRESENTATIVE OF AFFILIATE MEMBERS**

- a. He shall be the liaison officer between the RWH – JCRC and the affiliate members of the Hall
- b. He shall represent the interest of the affiliate members of the hall at the council level.

7.0 **ARTICLE SEVEN: COMMITTEES AND SUBCOMMITTEES**

The RWH – JCR shall have the power to create standing and/ or adhoc committees to deal with matters in pursuit of its aims. The following committees/ subcommittees shall be established by the RWH – JCRC within two weeks of assumption of office and their tenure shall be coterminous with that of the RWH – JCRC which appointed them.

Section 1.01

I **MEMBERSHIP**

- a. There shall be a Judicial Committee consisting of seven (7) members including the Chairman who shall be appointed by the RWH – JCRC subject to the approval of the RWH – JCR.
- b. There shall be representatives from the following recognised student groups of the Hall namely, Chief Blasters or his representative, Chief Imam of Ghana Muslim Students Association (GMSA) or his representative and the president of Student Christian Council (SCC) or his representative.
- c. There shall be a representative from affiliate members appointed by their chairman
- d. The chairman shall have the prerogative of appointing two other members of the committee

- e. The Chairman of the Committee shall serve on the SRC Judicial Committee.

Section 1.02

II .JURISDICTION

- a. The Committee shall have the jurisdiction in the following matters;
 - i. In every matter relating to the enforcement and interpretation of any provision of this constitution.
 - ii. In matters where it is alleged that a person or body of persons have acted ultra vires or abused the power conferred on him/ her by this Constitution or any other provision for the time being in force.
- b. The Committee shall have the mandate to resolve conflict between the students or group of students of the Hall.
- c. For the smooth running of its functions, the Committee shall have powers to do such things that shall be reasonably necessary including the issuance of prerogative writs or orders such as mandamus, certiorari, interdiction and the creation of subcommittees to deal with specific issues.
- d. All hearings of the Committee shall be public except where the committee finds it appropriate to dissent. However, when the Committee dissents a public hearing, it shall render a full report of the proceedings by way of publication to the members of the RWH – JCR.
- e. The findings under sub – section (ii) clause (a) shall be brought before the members of the RWH – JCR by the Judicial Committee at a meeting convened through the RWH – JCRC and shall supervise a referendum to determine the final action to be taken.
- f. In exercise of its functions, the Committee shall be subject only to the provision of this Constitution, the general University regulations and the SRC Constitution and shall not be subject to the control or direction of the RWH – JCRC, Hall Council or any other body.
- g. The Judicial Committee shall supervise the transfer of power to the new officers.
- h. The decisions of the Committee in all matters shall be by a simple majority and final unless specifically provided in this Constitution.
- i. The Judicial Committee shall appoint the Electoral Commissioner.
- j. The Judicial Committee shall be responsible for vetting nominees for RWH – JCRC offices

Section 1.03

III. VETTING

- a) If all nominees for a portfolio are vetted out, fresh nominations shall be opened and aspirants must tend in their nomination forms to the Electoral Commission chair within 48 hours of the publication of a notice to this effect
- b) If no nominations are tendered in after the expiration of the 48-hours period stipulated in (a) supra, the candidates who were initially vetted out shall be allowed to contest election on probation for the approval of members or otherwise.

- c) If on the other hand new nominees are also vetted out, they shall also benefit the provision of clause (c) supra
- d) However, if the new nominees qualify vetting, only they shall be allowed to contest election and the old nominees shall be duly deemed vetted out.

Section 1.04

IV. TENURE OF OFFICE

- a. A member of the Judicial Committee shall hold office for one academic year after which he can be re – appointed by subsequent administrations.
- b. Any member of the Judicial Committee shall cease to hold office if; i He becomes otherwise incapacitated. ii He becomes a member of any committee or board of the RWH – JCR.

The Chairman of the Judicial Committee shall cease to hold office if he resigns by writing under his hand addressed to the President of the RWH – JCR. However, a member shall resign by writing to the Chairman of the Judicial Committee.

7.2 ELECTORAL COMMISSION

- a. There shall be an Electoral Commission comprising a Chairman and four (4) members, appointed by the Judicial Committee in consultation with the RWH – JCR subject to the approval of the RWH – JCR.
- b. The Electoral Commission shall supervise all RWH – JCR sponsored elections including bye – elections arising from any vacancy in accordance with the provisions of this Constitution.
- c. The Commission shall be responsible for the supervision of proceedings and the publication of provisional results of elections not later than forty – eight (48) hours after the election and final results not later than seven (7) days after the elections.
- d. The Commission shall have the power to make rules/ regulations for the exercise and execution of its functions as far as they are consistent with this Constitution.
- e. The secretary of the EC shall duly publish notice of a vacancy arising from 7.2 (a) supra

7.3 FINANCIAL COMMITTEE

- a. The Committee shall comprise five (5) members including the Financial Secretary who shall be the Chairman.
- b. The members shall jointly be responsible for the issuance of a balance sheet before the end of every semester.
- c. The Committee shall be responsible for organising all forms of fundraising activities of the RWH – JCR.
- d. The Committee shall assist the Financial Secretary in the execution of his duties.

7.4 ENTERTAINMENT COMMITTEE

- a. The Entertainment Committee shall consist of ten (10) members including the Entertainment Chairman.
- b. The Entertainment Chairman in consultation with the RWH – JCRC shall appoint members of the Committee.
- c. The Committee shall assist the Entertainment Chairman in the performance of his duties.
- d. They shall be responsible for organising Hall Week celebrations yearly.

7.5 SPORTS CHAIRMAN

- a. The Sports Chairman together with the various sports captains shall constitute the members of the committee.
- b. The Committee shall see to the provision and organisation of outdoor and indoor games for the RWH – JCR.

7.6 CANTEEN COMMITTEE

- a. The Canteen Committee shall consist of five (5) members including the Canteen Chairman who shall be the Chairman of the committee.
- b. The Canteen Chairman subject to the approval of the RWH – JCRC shall appoint the members of the committee.
- c. The members of the committee shall assist the Canteen Chairman in the discharge of his duties.

7.7 EDITORIAL BOARD

- a. There shall be a seven (7) member Editorial Board including the Editor.
- b. The Editor in consultation with the RWH – JCRC shall appoint members of the board.
- c. The members of the Board shall assist the Editor of the Hall in the discharge of his duties.

7.8 WELFARE COMMITTEE

- a. This Committee shall consist of a representative each from the various levels/ floors in the Hall (hereinafter referred to as Level Bosses) and representatives from the accredited hostels
- b. The Level Bosses shall be appointed by the welfare chairman in consultation with the RWH – JCRC.
- c. The Welfare Chairman shall preside over the meetings of the committee.
- d. They shall see to the welfare of all members on their level/ floor in consultation with the Welfare Chairman.

7.9 AUDIT BOARD

- a. There shall be an adhoc Audit Board which shall comprise five (5) members including the Chairman. They shall be appointed by the RWH – JCRC.

- b. The board shall audit the finances of any function organised by any person or group of persons for or on behalf of the RWH – JCRC.
- c. The board shall audit the finances/ accounts of the JRC with the help of the Hall Bursar and shall submit a report alongside a published account.
- d. Any report of the board shall be submitted to the RWH – JCR which shall cause the President to publish the report at least seven (7) days after the RWH – JCR has debated on it.
- e. Failure to publish any one of these accounts with tangible reasons endorsed by the RWH – JCR shall be enough grounds to remove the RWH – JCRC from office.

8.0 **ARTICLE EIGHT: ELECTIONS**

- a. RWH – JCR elections shall be held not later than ninth weeks into the second semester.
- b. All RWH – JCRC officers shall be elected by secret ballot by members of the RWH – JCR. The tenure of office shall commence immediately after handing over.

8.1 **ELIGIBILITY**

- a. Any student of this University and member of the Railway Hall is qualified to stand and contest elections for any RWH – JCR position provided that;
i He is a resident or affiliate member of the Railway Hall.
ii He is not in his first or final year at the time of the elections.
- b. Any member of the Hall who wishes to contest an election shall submit himself to the Judicial Committee for thorough vetting and the Judicial Committee shall be required to give a full report on all candidates vetted at a reasonable time before the Election Day.

8.2 **NOMINATION**

- a. Each candidate standing for election shall have at least four (4) supporting members of the RWH – JCR whose official names, hostels of residence, contacts and signatures shall appear on the nomination forms of the candidate in question. The person thus nominated shall certify on the nomination form with his signature.
- b. Each nomination form shall specify the capacity which the candidate wishes to contest and the candidate shall be eligible for the post only.
- c. The Electoral Commissioner shall put on the notice board a list of candidates who have filed in their nomination of the various posts and it shall remain there until voting commences.
- d. If a post is vacant after the close of the nomination period, the nomination period shall be extended by twenty-four (24) hours and the RWH – JCR shall be duly notified. If there is still a vacancy after the twenty-four (24) hour extension, the election shall proceed and the elected RWH – JCRC shall within seven (7) days of their election appoint the required officers concerned to be approved at a specially convened RWH – JCR meeting by at least fifty (50) percent of the RWH – JCR members present and voting.

8.3 **ELECTORAL PROCEDURE**

- a. All elections shall be by secret ballot.
- b. Printed ballot papers with the list of candidates contesting for the respective posts shall be made available to all voters (i.e. to all members of the RWH – JCR) and each voter shall be entitled to one ballot paper.
- c. Except for unopposed candidate(s), all candidates require a simple majority to win the post in question.
- d. Candidate(s) who stand unopposed shall require at least fifty (50) percent plus one (1) of the votes cast to win the post thereof.
- e. Subject to the approval of the Judicial Committee, the Electoral Commissioner shall be empowered to add any rules that he deems necessary to ensure the smooth running of the election.
- f. In the event of a tie, fresh elections shall be held for the candidates involved.
- g. Where irregularities are detected in any polling station during voting, voting in that polling station shall be declared null and void by the Electoral Commissioner and fresh elections shall be conducted at a later date to be determined by the Electoral Commissioner.
- h. Voting shall be from 7:00 hrs to 13:00 hrs GMT. Results shall be declared immediately after counting.
- i. The old officers shall hand over to the new officers seven (7) days after the declaration of results.

8.4 **DISQUALIFICATION**

A candidate shall be disqualified for an election held under this Constitution;

- a. Where he has been declared by the findings of the Judicial Committee to be incompetent to hold office in the Hall or the University as a whole.
- b. If he has been voted out of any student office in the University for a Stated Misconduct.
- c. Where he has been found guilty of embezzlement, misappropriation of students' funds and/ or has willfully behaved in a manner as can be described as detrimental to his Hall or University as a whole by the findings of a Judicial Committee or accredited University Body
- d. When he contravenes any of the procedures as stated in Article Eight (8), Section 8.2 and Clause a – d.

8.5 **BYE – ELECTION**

- a. Without prejudice to this Constitution, relevant bye – elections shall be held to fill vacancies created by virtue of any provision provided that office(s) in Article Five (5) is/ are vacant and the provision of Article Eight (8) shall apply.
- b. The bye – election shall be held two (2) weeks after the creation of such vacancy/ vacancies.
- c. No member of the RWH – JCRC shall be eligible to contest a bye – election without first resigning from his post.

9.0 ARTICLE NINE: TENURE OF OFFICE

All Officers and Chairmen elected/ appointed under this Constitution shall hold office for one academic year after which they can seek re – election.

10.0 ARTICLE 10: VACATION/ RESIGNATION FROM OF OFFICE

- a. Any Officer of the Hall except the President, Secretary and Financial Secretary may resign his post voluntarily. Any such resignation shall be communicated to the President or Secretary and the entire RWH – JCR in writing seven (7) days before the date of such resignation.
- b. In the event of the President and/ or Secretary and/ or Financial Secretary resigning, the RWH – JCRC shall make his/ their intentions known to the RWH – JCR at a meeting convened for that purpose.
- c. In the event of En – bloc resignation of the RWH – JCRC. A notice shall be given to the RWH – JCR and the Chairman of the Judicial Committee in writing seven (7) days before the date of such resignations stating their reasons at a special RWH – JCR meeting convened for that purpose.
- d. In the event of the RWH – JCR being informed of the RWH – JCRC’s intention, the Judicial Committee shall act as officers of the Hall in the various capacities until fresh elections are held.

11.0 ARTICLE ELEVEN: SUSPENSION AND REMOVAL FROM OFFICE

- a. Any member of the RWH – JCR may petition in writing stating reasons and addressing a copy to the Judicial Committee and the affected party/ parties for the commencement of the impeachment proceedings against any Officer, Chairman or Member of a committee, subcommittee, or board as provided in this constitution provided that such petition is signed by at least fifty (50) members of the RWH – JCR.
- b. Any member may be removed from office by the RWH – JCR for insufficient or negligent discharge of his/ her duties or acting in a manner detrimental to the interest of the members of the RWH – JCR or for a proven misconduct by not less than fifty (50) percent of the entire membership of the RWH – JCR. Such an Officer however shall have the right to appeal to the Judicial Committee within seven (7) days after being served with the notice to that effect.
- c. The office of any Officer/ Executive who abdicates his/ her office for more than six (6) weeks without explanation will be considered vacant. An interim Executive shall be appointed to act pending fresh elections.
- d. The Secretary shall convene an emergency meeting of the RWH – JCR within seven (7) days on receiving a petition for the removal of any member(s) of the RWH – JCRC of this Hall or members of any committee, subcommittee or board from office

from any member(s) of the RWH – JCR supported by at least fifty (50) members of the RWH – JCR.

- e. Copies of the petition shall be sent to the respective member(s) or Officer(s) three (3) days before such an emergency meeting. Such a member(s) or Officer(s) shall be allowed to defend himself/ themselves at the meeting by oral or written statements.
- f. The RWH – JCR shall vote by secret ballot at the special/ emergency RWH – JCR meeting convened for that purpose on the merits of the case.
- g. Where a majority vote endorses the petition, all affected member(s) or Officer(s) shall be removed from office(s) or post(s).
- h. The RWH – JCRC Officer(s) shall automatically cease to be a member(s) of the RWH – JCRC when a vote of no confidence is passed on him by the RWH – JCR.
- i. Any such Officer(s) shall lose all benefits and/ or honours given or to be given him and shall in addition be subjected to any disciplinary action prescribed by the RWH – JCR.

12.0 **ARTICLE TWELVE: FINANCE**

- a. Each resident student of the Hall shall pay RWH – JCR dues each academic year which shall be determined and approved from time to time by the RWH – JCR at the last RWH – JCR meeting preceding the academic year.
- b. All affiliate members shall be required to pay 25% of such dues in Article 12.0 Clause (a) supra.
- c. Any student(s) of the Hall who fails to pay his/ her RWH – JCR dues per Article 12.0 Clauses (a) and (b) supra shall be given three (3) weeks grace period at the beginning of the second semester to pay double the amount or barring that, be expelled completely from the Hall.
- d. The RWH – JCRC shall decide the mechanism through which the said dues can effectively be collected.
- e. The disbursement of RWH – JCR funds shall be limited to; i The provision of such functions as the RWH – JCR may approve ii Administrative expenditure
- f. The signatories to the disbursement of RWH – JCR funds shall the President, Financial Secretary and the Hall Bursar/ Senior Hall Tutor/Dean of Students.
- g. The RWH – JCR shall open a Current Account with a recognized bank where all monies of the RWH – JCR shall be deposited.

13.0 **ARTICLE THIRTEEN: RWH – JCR/ RWH – JCRC GENERAL AND EMERGENCY MEETINGS**

- a. There shall be at least two (2) general meetings in a semester.
- b. The RWH – JCRC shall present a policy document to the RWH – JCR at the first general meeting.
- c. Notwithstanding any provision of this Constitution, the President may convene a general meeting at any time and for the purpose that to him shall be deemed fit.

- d. Notwithstanding any provision of this Constitution, an emergency general meeting of the RWH – JCR meeting shall be convened by at least five (5) members of the RWH – JCRC under the following conditions;
 - i That five (5) members of the RWH – JCRC and/ or fifty (50) members of the RWH – JCR shall duly append their signatures to this summon.
 - ii They must have sent prior notice to the RWH – JCR through the President with an agenda attached stating their intention to summon such a meeting
 - iii The President shall comply with such a request seventy – two (72) hours on receipt of the notice requesting for the meeting.
- e. It shall be an offence for any member of the RWH – JCRC to absent himself from or leave any meeting without prior permission from the President.

13.1 **NOTICES FOR GENERAL MEETINGS**

- a. A general meeting shall be deemed to have been duly convened with at least forty – eight (48) hour notice specifying date, place and agenda for the meeting.
- b. In the case of an emergency meeting, the forty – eight (48) hour notice maybe ignored and no other matter may be discussed except those for which the meeting is convened.

13.2 **RWH – JCRC MEETINGS**

- a. The RWH – JCRC shall be called into sessions at the express request of the President or any other four (4) members of the RWH – JCRC submitted to the Secretary at least twenty – four (24) hours before the day of the meeting.
- b. The RWH – JCRC shall be called into emergency sessions whenever necessary in accordance with Article 13.2 Clause (a).
- c. Each committee/ subcommittee shall meet as frequently as might be deemed necessary.

13.3 **QUORUM**

- a. The quorum for a general meeting of the RWH – JCR shall be duly constituted by ten (10) percent of the members of the RWH – JCR and two (2) of whom shall be RWH – JCRC Officers present at the start of the meeting.
- b. In cases of emergency meetings, the presence of the President and Secretary shall be enough to begin the meeting if a quorum is not obtained.
- c. If at any general meeting a quorum is not obtained, the meeting shall be adjourned and shall be called again within forty – eight (48) hours to discuss the very business for which there was no quorum.
- d. If there is no quorum for two consecutive meetings, a third meeting shall be convened after twenty – four (24) hours of the last two meetings and shall proceed in the absence of the quorum notwithstanding any provisions of this Constitution.
- e. Notwithstanding any provision(s) of this Constitution, any decision(s) taken shall be binding on every member of the Hall.

14.0 ARTICLE FOURTEEN: CLUBS, SOCIETIES, RELIGIOUS GROUPS AND BUSINESSES

- a. All Clubs, Societies, Religious Groups, Businesses, etc. that operate in or from the Hall shall register with the Hall Secretary.
- b. All unregistered categories under this Article shall not be recognized by the Hall and as such their activities in/ from the Hall shall be illegal.
- c. All categories stated under this Article shall make available copies of their programme of activities for the semester.

15.0 ARTICLE FIFTEEN: HONORARIA

- a. Members of the RWH – JCRC and/ or the RWH – JCR shall have the option to stay in the Hall during vacation provided the Senior Hall Tutor has granted permission.
- b. Vacation residence fees and cost of meals of the RWH – JCRC and/ or the RWH – JCR members approved by the RWH – JCRC to stay in its name shall be borne out of the RWH – JCR funds subject to the approval of the Hall Tutor.
- c. Certificate of office, performance and/ or prizes shall be presented to the following category of people;
 - i. Members of the RWH – JCRC
 - ii. Chairmen and members of committees and subcommittees as stated in Article seven (7).
 - iii. Persons who have in a distant way contributed to the welfare of the Hall and/ or as may be determined by the RWH – JCRC/ RWH – JCR. Such people could be members of the RWH – JCR, workers, honorary Hall members or philanthropists.

16.0 ARTICLE SIXTEEN: COMPLAINTS

- a. A member of the RWH – JCR shall have the right to petition against any member(s) of the Hall for creating unsafe and/ or uncongenial atmosphere or indecorous environment under the following procedures;
 - i. The petitioner(s) shall write a petition to the Hall President with full details and copies shall be sent to the member(s) involved.
 - ii. The member or petitioner and at least five (5) other members of the floor and/ or within the vicinity shall append their signatures.
- b. The President shall be obliged to set up machinery to investigate the matter within twenty – four (24) hours on receipt of the petition.
- c. The report shall be published within seven (7) days after the President has received the petition(s).
- d. Measures in line with the recommendation(s) of the investigating machinery and/ or as may be decided by the RWH – JCR or the RWH – JCRC shall be implemented by the RWH – JCRC.
- e. Notwithstanding any provision of this Constitution, any decision(s) taken shall be binding on every member of the Hall.

17.0 ARTICLE SEVEENTEEEN: AMENDMENTS

- a. Any part(s), section(s), or Article(s) of this Constitution shall be subject to alteration(s) hereinafter referred to as Amendment(s).
- b. For the purposes of any amendment(s) in part(s) or section(s) of this Constitution, a written notice on such proposed amendment(s) shall be published for the perusal of the members of the RWH– JCR at least ten (10) days before the amendment(s) are discussed.
- c. Any proposed amendment(s) of this Constitution shall be delivered to the Secretary at least fourteen (14) days before the day of the meeting at which such proposed amendment(s) is to be discussed. The Secretary shall then notify members of the RWH – JCR accordingly.
- d. Any member of the RWH – JCR may call for amendment(s) to this Constitution and such a member shall bring a notice duly signed by fifty (50) members of the RWH – JCR as agreeing to call for amendment(s).
- e. Amendment(s) can only be carried by two – thirds (2/3) members of the RWH – JCR present at the meeting and voting by secret ballot.
- f. Notwithstanding any provision in this Constitution, this Constitution shall not be suspended under any circumstances.

18.0 ARTICLE EIGHTEEN: INTERPRETATIONS

- a. The Judicial Committee shall have the power to interpret the rules and provisions of this Constitution and shall rule on matters which the Constitution is silent or ambiguous.
- b. All such interpretations or rulings shall be expressed in precise terms and published in an annex to the Constitution. Such interpretations shall become a precedent and shall be binding on the RWH – JCR until amended and/ or annulled by a resolution at a RWH – JCR meeting in accordance with Article 17.
- c. In the construction of this Constitution, unless there is anything contrary in the subject or context thereto, the several words hereinafter mentioned or referred to shall have the meaning including;
 - i. “He”, “His” and “Him” shall refer to any person male or female.
 - ii. “RWH – JCR” means Railway Hall – Junior Common Room of the University of Mines and Technology (SRID), Essikado.
 - iii. “RWH – JCRC” means the Railway Hall - Junior Common Room Council of the University of Mines and Technology (SRID), Essikado.

- iv. "SRC" means the Students' Representative Council of the University of Mines and Technology (SRID), Essikado.
- v. "Hall" refers to the Railway Hall of the University of Mines and Technology (SRID), Essikado.
- vi. "Chairman" shall refer to any male or female chairing a committee.

APPENDIX A

I. MISCELLANEOUS

- a. The entire RWH – JCRC shall be accountable to the RWH – JCR and shall individually or collectively be responsible to the RWH – JCR.
- b. The RWH – JCRC shall hold office for one (1) academic year and shall hand over to the incoming members of the RWH – JCRC seven (7) days after the declaration of election results.
- c. The RWH – JCRC shall orientate all freshmen who are members of the RWH – JCR within two (2) weeks after the beginning of the academic year.
- d. All outgoing members of the RWH – JCRC shall duly hand over an inventory of all items/ equipment taken over and/ or acquired during their tenure of office to their respective successors four (4) days before handover ceremony.
- e. The new RWH – JCRC on assuming office shall publish an inventory of all items taken over from the out – going RWH – JCRC members at least three (3) days before the handover ceremony.
- f. The new RWH – JCRC on assuming office shall draw up a programme for the academic year within two (2) weeks on assumption of office by the new RWH – JCRC and they must be consulted regularly on matters concerning the Hall.
- g. The RWH – JCRC shall provide every freshman of the Hall a copy of the Hall Constitution at the expense of the freshman on arrival in the Hall.

II. TRANSITIONAL PROVISIONS

Any person who immediately before the coming in force of this Constitution or held office shall be deemed to have been duly appointed or elected as far as is consistent with the provision of this Constitution until expiration of his tenure of office. The existing Judicial Committee of the SRC notwithstanding any provision in this Constitution shall appoint Interim Officers to hold offices until new officers are elected.

APPENDIX B STANDING ORDERS FOR MEETINGS

I. VOTING

- a. Voting shall be by full members and each member shall be entitled to one vote.
- b. Voting shall include the right of members to make or second a motion(s).
- c. Voting shall be carried out by a single majority except where stated otherwise in this Constitution.
- d. The casting of votes shall be in the following order; i Voting For, Against or Abstaining. ii If the votes For and Against an issue are equal in number, another vote is cast. In the event of a second tie, the Chairman shall then cast his vote. The members Abstaining shall be considered non – voting.
- e. Voting shall be by show of hands or as shall be determined by the Chairman unless otherwise stated in this Constitution.

II. MOTIONS

- a. All full members have the right to file motions.
- b. All motions must be submitted in writing and must be handed over to the Chairman.
- c. No motion or amendment of the same shall be opened for discussion until it has been seconded by a full member of the RWH – JCR or the RWH – JCRC.
- d. No matter shall be discussed unless it concerns an approved subject on the agenda.
- e. A motion shall be opened for discussions or amendments after the proposer and seconder have had the opportunity to speak in support of the motion. The debate must be limited to the immediate pending question by the Chair. The Chairman shall rule out of order any speaker failing to adhere to the subject of discussion.
- f. No motion(s) or amendment(s) which have been accepted by the meeting shall be withdrawn without the consent of the meeting neither shall an addendum be added to a motion once accepted without such consent.

III. AMENDMENTS

- a. An amendment like a motion, must be moved, seconded and discussed in accordance with the procedure for motions outlined above.
- b. No amendment shall be moved which by the Chairman’s ruling rescinds, negates, or destroys the original motion.
- c. The mover and seconder of a substantive motion shall have the right to accept an amendment and if accepted shall be discussed until the amendment under consideration has been disposed of. It is however permissible for notice of further amendment to be given during discussion of the original amendment.
- d. If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall become the motion and shall be the question to which further discussion may be addressed or upon which the final vote is taken.

IV. **ORDER OF PROCEDURE**

- a. The Chairman shall allow the following procedural motions to be put where there is already a proposition on the table in the following order of precedence;
 - i. Motion to withdraw a motion.
 - ii. Motion to recess
 - iii. Motion to reverse the decision of the Chair.
 - iv. Motion that a question or a proposal not be put now.
 - v. Motion to limit or expand a debate to a certain specified period of time.
 - vi. Motion to close a debate.
 - vii. Motion that the motion now be voted on.
- b. If the motion “that a motion now be voted on” has been seconded, no further discussion of the original question shall be allowed but a member may give notice of his desire to speak further on the original question before it is put to a vote.
- c. Should any procedural motion be defeated, twenty (20) minutes shall elapse before the Chair can accept such a motion again unless the Chair is of the opinion that the circumstances have materially altered in the meantime.
- d. If there is a motion to “limit” a debate to a certain specific period of time, the proposer shall be allowed five (5) minutes to sum up before the original motion is put to a vote.

APPENDIX C

I. **APPOINTMENT OF REPRESENTATIVE OF AFFILIATE MEMBERS**

- a) The non-residential committee chairman shall have the mandate of nominating not less than two candidates for the office of representative of affiliate members.
- b) The candidates so nominated shall be affiliate members of the RWH – JCR
- c) The candidates shall then go through elections with other RWH – JCR aspirants for approval and endorsement by members

II. **INTERVENTIONS**

- a. In addition to discussions to an issue, the Chairman shall recognise these requests from the floor by the following order of precedence;
 - i Point of Order
 - ii Point of Correction
 - iii Point of Information
- b. A Point of Order must be heard at all times except during the act of voting. It must deal with the conduct of procedure of the meeting and concerns only such matters as indecorum transgressions of the standing orders, transgression of the Constitution, calling attention to the introduction of a matter not relevant to the question under consideration and the use of improper language.

- c. A Point of Correction shall be a factual presentation seeking to correct a statement made by the last speaker and must be heard at all times except during the act of voting.
- d. A Point of Information is used, when in the course of a meeting a member wishes to seek/ give information from/ to a speaker or Chairman. The Chairman shall have the option to comply with or ignore the request.

MEMBERS OF THE DRAFTED CONSTITUTION ARE AS FOLLOWS:

- Teye-Wayo Albert Chairman
- Akugure Vida Member/Secretary
- Sassah Fredrick Member
- Baayim Konadu Yiadom Member
- Nyarkoh Anthony Member