



University of Global Health Equity Student Association Constitution

Preamble:

We, the students of the University of Global Health Equity (UGHE), in order to provide for closer cooperation with the administration and faculty in promoting student welfare and UGHE's mission, and to create a systematic process for participation in the responsibilities of this university, do hereby establish the Constitution of the UGHE MBBS/MGHD Student Association.

This constitution abides by the Rwandan National Laws of education as by Article 45 which regulates the formation of the learners' council in the education institution.

Article I. Name.

Section 1. The official name of the association is ***University of Global Health Equity MBBS/MGHD Student Association (UGHE Student Association)***.

Article II. Membership.

Section 1. Active membership in this Student Association will be given to all enrolled full-time MBBS/MGHD students residing on the UGHE campus.

Section 2. In this constitution, the Student Association will henceforth refer to the governing council of the student body, consisting of all elected or appointed positions.

Section 3. The Student Association will consist of 3 primary student groups: the Executive Council, the Senate, and the Cabinet. A staff advisor appointed by the president of the association, will also serve as a member of the Student Association.

- A. The objectives of the Student Association will be to advance the goals of the university, to act as liaison between the administration and students, to create and maintain the spirit and morale of the university through various activities, to supply leadership for the student body and to act as a catalyst for social growth.

Article III. Executive Council.

Section 1. The Executive Council shall be composed of the officers of the Student Association. These Executive Council positions include the President, Vice President, Secretary, and Treasurer.

Section 2. It shall be the duty of the Executive Council to provide leadership toward the fulfillment of the goals and purposes of the Association as stipulated in this Constitution.

Section 3. The officers of the Executive Council shall hold office for one year and can run for a maximum of two mandates.

Section 4. Officers of the Executive Council.

- A. **President:** It will be the duty of the President to preside over all meetings of the Student Association and to serve as presiding officer of the Executive Council. It shall also be the duty of the President to present a report to the Student Body each semester summarizing Council activities for the past period. It shall be the duty of the President to serve as the Elections Commissioner, unless otherwise decided by the Faculty Advisor(s) and the Student Services Department. The Elections Commissioner will: Enforce campaign regulations, tabulate votes, provide intents-to-file, petitions, and ballots for elections, and see to the operation of voting on Election Days.
- B. **Vice--President:** It will be the duty of the Vice--President to preside over the meetings of the Association in the absence of the President and to serve as a member and Vice--President of the Executive Council. The Vice--President will also oversee standing committees as directed by the President of the Executive Council.
- C. **Secretary:** The duties of the Secretary will be as follows:
 - a. To keep a record of all official proceedings of the Association and the results of the election.
 - b. To display in some appropriate place the minutes of each Executive Council meeting for the benefit of the Association members.
 - c. To serve as Secretary of the Executive Council.
- D. **Treasurer:** The duties of the Treasurer will be as follows:
 - a. To keep a record of all finances of the Association and to pay bills approved by the Executive Council, with payment having been approved by the Faculty Advisor(s) of the Association.

- b. To submit to the Association, no later than the third week of June, a detailed budget for the current year.
- c. To make a financial report to the Association any time they are requested to do so by the Executive Council.
- d. To serve as Treasurer of the Executive Council.
- e. To regulate all transactions pertaining to the Student Association

Section 5. Qualifications of the Executive Council:

The qualifications of the officers to the Executive Council of the Student Association will be as follows:

- A. The President and Vice--President will have completed one year of university work. They must be in good standing with the university's Student Services Office. The President may not succeed himself.
- B. The Secretary and the Treasurer must be in good standing with the university's Student Services Office.

Section 6. Election of Executive Council Officers.

- A. Candidates for Executive Council positions must submit an Intent to File form to the Elections Commissioner one week before the election. The names of those submitting Intents to File shall be presented for approval by the Executive Council and the Student Services Office one week before the election.
- B. A candidate must be nominated by a petition signed by not fewer than 50 students. The petitions must be signed and presented to the Elections Commissioner by the week prior to the election.
- C. Upon approval by the Student Services Office, the names of all candidates will be announced to the Student Body the week of the election.
- D. Electronic ballots on which are listed the names of all candidates for the respective offices will be made available to all eligible voters on the morning of Election Day.
- E. Regular elections of the officers of the Association will be held in April; if deemed necessary it may be moved one week in either direction at the direction of the President by two-thirds vote of the vote holding members of the Student Association.
- F. Voting shall be done by paper ballot. The Elections Commissioner shall be responsible for overseeing the process on Election Day.

- G. A candidate must receive a majority of the votes cast in order to be elected to a given office. If no candidate receives a majority of the votes cast, a runoff election will be held within one week of the regular election between the two having the largest number of votes. In the event of ties in any election, a special election will be arranged by the Elections Commissioner.
- H. If the Office of the President, Vice--President, the Secretary or the Treasurer becomes vacant, such vacancy will be filled by a special election under the direction of the Elections Commissioner, or the next highest ranked officer if necessary, in a fashion he or she deems appropriate, subject to the approval of the Student Association, and the Student Services Office prior to the announcement of candidacy.

Article IV. The Senate.

Section 1. The Senate of the Student Association must be re--elected every year. The members of the Senate all reserve a vote at Student Association Meetings.

Section 2. It is the goal of the Senate to represent their classes or organizations (club, interest groups) for which their position demands. The members of the Senate include: Senior Male and Female Representative, Junior Male and Female Representative, Sophomore Male and Female Representative, Freshman Male and Female Representative, and any unforeseen Representative positions that future Student Associations deem necessary after unanimous vote by Student Association vote holding members. These unforeseen Representative positions can be added into the bylaws and made active after receiving a unanimous vote until further constitution reconstruction.

Section 3. Members of the Senate are to be assigned to lead a Chair of the Cabinet committees.

Section 4. Qualifications of the Senate Representatives.

- A. The qualifications of the officers to the Senate of the Student Association will be as follows:
 - i. The Senate Class Representatives must possess must be in good standing with the university's Student Services Office. Each class will be represented, with a max of 2 representatives.

Section 5. Election of Senate Representatives.

- A. Candidates for the Senate Representatives of the sophomore, junior, and senior classes, must first submit an Intent to File one week before the election to the Elections Commissioner. The names of those submitting Intents to File forms shall be presented to

the Executive council and the Student Services Office, no later than the week before the election.

- B. Candidates for Representatives of the sophomore, junior, and senior classes must be nominated by a petition signed students from their classes and presented to the Elections Commissioner the week prior to the election.
- C. Upon approval by the Student Services Office, the names of all candidates shall be announced the week of the election.
- D. Electronic ballots on which are listed the names of all candidates for the respective offices shall be made available to eligible voters in the freshman, sophomore, and junior classes on the morning of Election Day.
- E. Each class member may vote for one man and one woman representative from his or her respective class.
- F. A candidate must receive a majority of the votes cast in order to be elected representative. If no candidate receives a majority of the votes cast, a runoff election shall be held within one week of the regular election between the two having the largest number of votes. In the event of ties in any election, a special election shall be arranged by the Elections Commissioner.
- G. Senate representatives for the freshmen class shall be elected at the beginning of the school year, following the procedures as outlined for the representatives of the other classes.
- H. If the office of a representative becomes vacant, such vacancy shall be filled by a special election arranged by the Elections Commissioner in a fashion he or she deems appropriate, subject to the approval of the Executive Council and the Faculty Advisor(s). The candidates must be approved by the Student Association and the Dean of Students prior to announcing their candidacy.

Article V. The Cabinet.

Section 1. The Executive Council may establish up to twelve standing Cabinet committees.

Section 2. Each standing committee Chairperson must be a member of the Executive Council or Senate nominated by the President of the Student Association and must be approved by two-thirds of the voting members of the Executive Council, the Faculty Advisor, and the Student Services Office. Each designated chairperson must then nominate a non--Student

Association student to serve as a Co--Chairperson. This must be approved by the President of the Student Association, Executive Council, and the Faculty Advisor(s).

Section 3. The duties of these committees are to be explained to the Chairperson, Co-Chairperson and/or the committee members by the Vice President, under direction of the President of the Student Association. Files of past activities of these committees are to be made available by the Secretary of the Student Association.

- A. The Chairperson of each committee is to maintain a record of its activities and file them with the Secretary of the Student Association.
- B. Each Chairperson or other designated member of the committee is to make regular reports to the Executive Council and Senate as requested by the President of the Student Association.

Section 4. Other temporary committees may be established for specific purposes and limited periods of time by the President and/or the Executive Council. Chairperson of these temporary committees will be approved by the President.

Article

VI.

Meetings.

Section 1. There will be at least one meeting of the Student Association in two semesters of the school year open to any member of student body. The call for meetings must be made publicly at least two days prior to the time of the meeting with the purpose of meeting being stated.

Section 2. The time and number of meetings of the Student Association will be left to the discretion of the Executive Council, providing not less than two regular meetings are held per month. Special meetings may be called by the President. The Faculty Advisor(s) or their representative is to be present at all meetings.

- A. A majority of the voting members of the Student Association will constitute a quorum.
- B. Voting Members of the Student Association will include all members of the Senate, the Vice President, the Secretary, and the Treasurer. The President of the Student Association will not be considered a voting member unless needed, due directly to break a tie in voting results predetermined by the quorum present.
- C. At the beginning of the fall(June-Dec) semester it will be the duty of the Student Association to devote a portion of one meeting to the discussion and learning of parliamentary procedure under the guidance of a representative from a previous year's Student Association, or the faculty advisor.
- D. Meetings shall be used to present information of committees, budget balances, movements/resolutions, and discussion between members. The voting members of the

Student Association must vote on anything pertaining to budget allocation/use of large fund amounts, resolutions offered, and large scale decisions. It is imperative that Senate members represent their classifications and committees they direct as co-chairpersons.

Article VII. Suspension of a member of the Student Association.

Section 1. If a member of the Student Association is deemed guilty of actions unbecoming to a UGHE, they may be suspended by the Faculty Advisor(s) or by a two--thirds vote of the members of the Student Association pending review by the Student Services Office.

Article VIII. Impeachment.

Section 1. The following procedure shall be used in the impeachment of a member of the Student Association.

- A. A member must submit a written complaint to a member of the Executive Council. The complaint must be based on wrongdoing in office, actions unbecoming a student representative, or a serious departure from this constitution.
- B. The highest ranked officer not involved will appoint a committee to determine whether there is any validity to the charge. The committee is to use the highest level discretion possible.
- C. If the complaint is valid, the committee will present all pertinent facts at a hearing presided over by the highest ranked officer not involved at the next regularly scheduled Student Association meeting.
- D. A vote will be taken at that meeting, with a two--thirds majority of voting members being necessary to impeach this person.

Section 2. All precautions should be taken throughout this procedure to ensure that the personal reputation and character of the individual involved is not damaged.

Article IX: Amendment to the Constitution.

Section 1. Upon the recommendation of the Student Association, the Student Services Office must approve any proposed amendment before it is presented to the Student Body at a special election.

Section 2. A two--thirds affirmative vote of the Student Association members in a special election will be necessary for the adoption of an amendment, provided there is a quorum present at the meeting.

Article X. Filing of Ratified Copy.

Section 1. For this constitution of the Student Association to be valid or for any amendment of Bylaw to be valid, it must be filed in the office of Student Services. With the filing of this constitution or amendment or by-law, a statement must be filed stating the date and manner of approval of such constitution, amendment or bylaw and signed by the officers of the Executive Council and the Faculty Advisor(s).

Article XI. Bylaws.

Section 1. The Executive Council will maintain a system of Bylaws governing election rules and Council procedure not already covered by the Constitution. All Bylaws must be approved by the Faculty Advisor(s) and the Student Services Office before they are enacted.

Section 2. Any revision to the Bylaws must be approved by an affirmative vote of two-thirds of the voting members of the Student Association and be approved by the Faculty Advisor and the Student Services Office.

Bylaws of the Student Association

(September 29, 2022)

(Edited September 29, 2022)

Section 1. The Standing Committees of the Student Association are:

- A. **Academic Affairs Committee**--Works at improving study conditions, encourages academic excellence, and manages various aspects of the academic program. Interacts with leadership as student representatives for faculty committees.
- B. **Public Relations Committee**--Publicizes all programs and functions of the SA
- C. **Food Services Committee**--Reviews and processes all suggestions and complaints regarding food services and relays this information to the proper personnel.
- D. **Alumni Committee**--Works with the Alumni office to serve as a liaison between students and alumni, as well as to assist in the planning and preparation of events called be above stated office.
- E. **Special Projects Committee**--Their purpose is to organize and facilitate special projects as they arise.

- F. **First Year Experience Committee**-Made up of students focused on creating events and activities geared towards creating bonds and friendships for those experiencing their first year at the university this includes freshman students.
- G. **Student Life Committee** –The goal of the Student Life Committee is to provide availability to listen and communicate student’s concerns or ideas with the Student Association President, as well as the Student Services Office; to generate and provide opportunities to build student spirit and morale; to build student involvement on campus; to voice and promote campus policy changes, when necessary, by direction of the Student Association President, acting as a liaison between the students and the Office of Student Services.
- H. **Athletic Committee** – Purpose is to work with the Athletic Director and coaches of the various sports to help promote school spirit and increase student attendance and participation.
- I. **Community Engagement committee**- Will be responsible for advancing institutional goals of students applying course content to community-based activities. This shall give students experiential opportunities to learn in real world contexts and develop skills of community engagement, while allowing community partners opportunities to address significant needs.
- J. **Culture, Diversity, and Inclusion committee** -- responsible for promoting equity, diversity and inclusion on campus. The committee shall identify action items to expand, implement and assess the University’s commitment to equity and inclusion that bring all activities and events that bring all students, irrespective of their cultural backgrounds, together.

Section 2. Cluster Representatives

- A. The offices of Dorm Representative in the Student Association shall practice within the Senate as voting members of the Student Association. These positions must be deemed necessary by the practicing Student Association following a unanimous vote of members.
- B. Candidates for Representatives of each cluster level must first submit an Intent to File to the Elections Commissioner one week before the election. The names of those submitting Intents to File shall be presented to the Executive Council and the Student Services Office a week before the election.
- C. Each cluster-level resident may vote for one person to represent his or her level as a voting member of the Student Association.
- D. A candidate must receive a majority of the votes cast in order to be elected representative. If no candidate receives a majority of the votes cast, a runoff election shall be held within one week of the regular election between the two having the largest number of votes. In

the event of ties in any election, a special election shall be arranged by the Elections Commissioner.

- E. Student Association Dorm Representatives shall be elected at the beginning of the school year, following the procedures as outlined for the class officer election.
- F. If the office of a representative becomes vacant, such vacancy shall be filled by a special election under the Elections Commissioner in a fashion he or she deems appropriate, subject to the approval of the Executive Council and the Faculty Advisor(s). The candidates must be approved by the Student Association and the Dean of Students prior to announcing their candidacy.

Section 3. Elections Bylaws.

A. Elections Commissioner

- i. The President of the Student Association will serve as the Elections Commissioner. The Elections Commissioner must first be approved by the Student Services Office and Faculty Advisor. If the Student Association deems the President to have violated their non-partisan role during the election process by a 2/3 vote by voting members of the Student Association, the president shall resign his role to the next highest ranked officer uninvolved.
- ii. It will be the responsibility of the Elections Commissioner to submit the eligible names to the appropriate Student Services Office for approval.
- iii. It will be the duty of the Elections Commissioner to see that all requirements of the following election rules are met.

B. Applicability

- i. The rules will apply only to campus offices.
- ii. Campus offices include the offices of the Senate representatives and officers of the Executive Council. Other elections under supervision of the Executive Council of the Student Association will be conducted in a manner prescribed by the Executive Council and the Elections Commissioner.

C. Poll Regulations

- i. Voting for these offices will be done via ballots that are made available to all eligible students on Election Day.

- ii. No election official will wear tags or caps or any such article showing support of any candidate.
- iii. No election official will advise or express a preference to any voter.
- iv. No undue pressure should be put on any student to cast a ballot for one candidate or the other by accompanying them to vote.
- v. The polls will open on Election Day and will remain open 24 hours unless circumstances necessitate led to a change.

D. Voting

- i. Voting will be by electronic ballot, and each ballot shall be traceable to the student that cast it in order to keep an accurate record of the voter turnout.
- ii. After marking his or her ballot to indicate clearly his or her preference, each voter will submit his or her ballot via an electronic means.

E. Vote Counting

- i. Votes will be tabulated via an electronic means that coincides with the ballot process.
- ii. Candidates will not be allowed to see a running tally of the votes cast.
- iii. Final judgment on any questionable ballot, unless the election is contested, shall be rendered by the Elections Commissioner, the Executive Council, and the Faculty Advisor(s).
- iv. No ballot, valid or invalid, will be disposed of until the period of time for contesting the election will have been terminated.
- v. A historical record will be kept and saved of the ballots counted in order to provide documentation in the event of an unforeseen future problem.

F. Contesting Elections

- i. Any candidate who questions or doubts the returns given by the tabulating committee or who feels that the election was fraudulent will submit their complaint in writing to the Student Association President within twenty four hours after the results are posted.

- ii. If any candidate contests an election, the Student Association President will call the Executive Council and Senate into special session to resolve the matter.

G. Violations

- i. Any Candidate who violated any of the campaign regulations is subject to discipline by the Student Services Office upon recommendation by the Student Association.

H. Campaign Regulations

- i. The Elections Commissioner will determine appropriate areas for posters and various campaign supplies every year prior to the campaigning period. This report will include locations on campus where it is allowed, as well as regulations concerning the materials they can be posted in and on.
- ii. Candidates cannot be held responsible for their supporters'. violating a previously stated regulation without their knowledge. If a problem arises, both the party that caused the problem and the candidate should be made aware of the issue by the Elections Commissioner.
- iii. The Elections Commissioner reserves the responsibility to state and clarify campaign regulations unstated within this constitution. They reserve the responsibility to set a cap on candidate funds, determine the appropriateness of poster content, and regulate other unforeseeable needed guidelines concerning the campaign process, all at the discretion of the Student Association.

I. Miscellaneous

- i. A Presidential candidate who has submitted their intent to file form and has completed the petitions requirement before elections will be required to present their platform to the student body in person or email.
 - 1. Presidential candidates will be personally presented in an assembly prior to the election with the presentation of all other candidates running for offices in the election cycle.
- ii. **Withdrawals**
 - 1. Withdrawals will be made in writing and given to the Elections Commissioner before the polls close on Election Day.

2. Withdrawals terminate a candidate's eligibility for that particular race.
 - iii. Any question not resolved by these bylaws will be decided on by the Elections Commissioner under the supervision of the Executive Council.
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Membership:

The UGHE Student Association will have different membership statuses for students

The membership of the Student Association will consist of all registered students. A registered student shall be defined as an active student. All members are subject to the policies of the University and the Student Association. Membership of the Student Association shall not be restricted due to race, sex, religion, color, national or ethnic origin, age, disability, gender identity or sexual orientation. Members will not be required to pay a fee

❖ **Student Membership Role:**

- To represent UGHE in different school events and activities
- To submit feedback, complaints, and ideas to the Student Council
- To contribute to the activities and improvement of the Student Association
- To submit recommendations for consideration to UGHE leadership through the Council
- To contribute to the evaluations and improvement of the Student Association

❖ **Conditions of Student Membership**

- Both MBBS/MGHD & MGHD students are given automatic membership
- Full-time students who are not based on campus are still eligible to be in the association and can serve on the Student Council
- Executive Education Program students are not eligible
- Membership will be revoked if a student is not in good respect of UGHE's code of conduct

❖ **Benefits of Student Membership**

- To vote, nominate and be voted as a member of Student Council
- To represent UGHE in different school events and activities
- To receive guidance and support for innovative ideas that benefit the Student Association and UGHE community
- To have a role in decision making of the Student Association

Affiliate Membership

❖ **Affiliate Membership Role**

- UGHE Faculty and staff are eligible to be part of this association, upon their will and/or invitation by a student representative serving on the Student Association Council. Their appointment in supporting the association will be at the discretion of the Student's Association Council
- Connect students with UGHE community and partners in various projects
- Advise the Student Association Council
- Provide mentorship to the members of the Student Association and Council members

❖ **Benefits of Affiliate Membership**

- To advise and partner with students on different projects in alignment with UGHE values and mission

- To contribute to the improvement of the Student Association
- To have a role in decision making of the student association

STUDENT ASSOCIATION COUNCIL

The Student Association Council will be the governing body of the Student Association.

The Student Association Council does not discriminate in membership selection, officer election or other appointments, or practices of organizational activities based on race, color, national origin, military status, gender, religion, age, sexual orientation, political preference, or disability.

I. Objectives of the Student Association Council

- ❖ To represent students' interests and to advocate and promote their welfare
- ❖ To initiate, develop and sustain forums that would implement activities that promote cultural, intellectual, recreational, social, and artistic talents of the students
- ❖ To promote and support students' innovation in collaboration with the academic and administrative staff
- ❖ To facilitate and encourage the creation and sustainability of students' social groups and interest groups on campus
- ❖ To ensure effective communication between students' bodies and the academic and administrative authorities of the university
- ❖ To develop and strengthen community engagement programs in collaboration with the university community
- ❖ To initiate, develop and sustain cooperation with local, national, and international learning institutions with a focus on established partners
- ❖ Sustain a healthy, cohesive, and inclusive campus life and student body culture on campus
- ❖ To support UGHE students to compete at a national and international level in extracurricular and research activities
- ❖ Contribute to the development and modification of the school's policies
- ❖ Voluntary support Student Services with orientation and mentorship of incoming students

II. Student Association Council Membership

1. The governing body of the Student Association shall be the Student Association Council, hereafter referred to as the Council.
2. The Council shall consist of 8 elected members, the secretary will be chosen by the council from the campaigning secretaries, and the other members of the different committees will be chosen according to need but will not exceed three members per committee. The Head of the class representative committee will be voted among the class representatives in the period of elections.

3. Eligibility

All members of the Council must fulfill the following requirements:

- € The Council will be composed of 7 MBBS/MGHD students and one MGHD student representative
- € All members of the council should be able to adhere to the council's commitments
- € All members of the council must be in good academic and disciplinary standing

4. Elected Officers

The elected officers of the Executive Branch will be the Student Association President, Vice President, and the head of each of the standing committees except for the head of the class representatives committee. The head of the class representative committee will be voted among the class representatives during the elections period. The committee will elect the secretary from the campaigning secretaries, and the other officers under different standing committees shall be appointed by the Head of the Standing Committee.

5. Multiple Offices or Terms

No officer will hold more than one Student Association office concurrently. Any officer may serve two terms if re-elected.

6. Training of Successor

All officers will be responsible for training their successors at no cost to the Student Association.

III. Executive Branch

A. Types of Memberships, Duties and Power of officers

A. Student Council President

1. Chief Executive

The President will be the Chief Executive of the Student Association and shall execute the provisions of this Constitution and any other regulations of the Student Council.

2. Chairperson

The President will serve as the chairperson of the Student Council. They shall be responsible for calling meetings and creating agendas.

3. Appointments

The President may appoint any task forces as they see fit.

4. Budget

The President, along with the Student Services Department will prepare and submit an annual Student Association budget for the consideration of the Student Council.

5. Expenditures

The executive board will be constituted by the President, secretary, vice president and the officers. The Executive Board with the help of the Finance Officer shall oversee all Student Association expenditures.

7. Veto

The President will have full veto power over all laws passed by the Student Council. Should the President fail to notify the Student Council with a written explanation of their veto within seven calendar days after the law has been passed, the law will be considered passed. The Council then has ten calendar days to attempt to override the veto. The Council can override the veto by the majority votes of the members present and in a meeting or special session.

B. Student Council Vice President

1. President's Office

The Vice President shall fill the office of President in the event the President is absent, or the office becomes vacant. The Vice-President shall chair meetings during which the president is an advocate of a resolution.

2. Assignments

The Vice President shall carry out any duties deemed necessary by the President.

3. Committees

The Vice President shall oversee continued contact between university standing committees, students, and the Student Association Council. The Vice President shall supervise the activities of all standing committees of the Student Association Council.

N.B: The executive board led by the president can suggest and advocate for the constitution modification in case it is found necessary.

C. Secretary General

The Student Council shall appoint a secretary subject to the approval of the Student Council, to perform administrative duties for the Student Council i.e. meeting minutes.

Duties:

- Organize and communicate the schedule of all meetings
- Take an active role in the preparations of all the meetings
- Attend all meetings organized by the Student Council
- Take accurate notes at all meetings and report the notes to the council
- Distributing notes of all meetings to the council and the school's leadership (student services)

- Retain all original copies of the meeting notes
- Type all required letters of the president and the vice president
- Keep all records of the Student Council
- Keep records of the contact information of people with which the Student Council works with and those the council wishes to work with
- Have an accurate and detailed understanding of the school's policies

Duties and Powers of the Student Council

A. Duties

1. Student Activities

The Council shall regulate all activities of the Student Association. This includes the establishment of student societies and the laws to aid in planning, supervision, and coordination of said societies.

2. Standing Committees

- a. The Council will create standing committees that will aid in the implementation of the duties of the Student Association. These committees must be formed by the first meeting of the year.
- b. The Standing committees of the Council include:

1. Finance Committee

The Finance Committee shall record all financial transactions for the Council and will aid the President in drafting the annual budget. In addition, the Finance Committee will monitor the spending of all student societies to make sure policy is being followed. The Finance Committee will work to inform the students about funding issues directly affecting the quality and accessibility of their education and residential life.

Duties

- Prepare annual budgets in close collaboration with the council, especially the president and the vice president
- Review budget requests submitted by clubs
- Accurately record all financial transactions of the Student Council
- Make sure the expenses follow the planning of the budget
- Carefully regulating the flow of money
- Give monetary advice to the Student Council and student societies

2. Student Affairs Committee

The Student Affairs Committee shall be responsible for assessing academic concerns of the Student Association. The committee will use this information to help shape the direction of the Student Association Council in promoting academic activities.

Duties

- Organize academic boosting competitions in and outside the institution. These events include inter-class, inter-school and inter-institutions competitions
- The development of new student societies and accountability of other existing societies
- Assist all student societies with questions of policy
- Working closely with the council advisor and the council treasurer while preparing the budget of these activities
- Communicating the schedule and eligibility guidelines of each respective activity in time

3. Community Engagement Committee

The Community Engagement committee shall be responsible for advancing institutional goals of students applying course content to community-based activities. This shall give students experiential opportunities to learn in real world contexts and develop skills of community engagement, while allowing community partners opportunities to address significant needs.

Duties

- Organize and coordinate all events in partnership with the appropriate UGHE department (i.e. Campus Operations, Social Medicine dept, Student Services, etc.) that are meant to promote the students' engagement in the community
- Work together with the treasurer to plan the budgets of individual events whenever needed
- Always inform students about upcoming events
- Take an active role in the execution and progression of the community engagement activities and events
- Seek advice from the student council's advisor while organizing events
- Taking into consideration the needs, ideas, and preferences of the student body while organizing community outreach events

4. Culture, Diversity, and Inclusion committee (Sports, Recreation, and Entertainment)

The Cultural, Diversity, and Inclusion committee is responsible for promoting equity, diversity and inclusion on campus. The committee shall identify action items to expand, implement and assess the University's commitment to equity and inclusion that bring all activities and events that bring all students, irrespective of their cultural backgrounds, together. The committee shall also serve as the intermediate between the Student Association and University administration (i.e. student services) for issues of student rights, campus life, event planning, and all other relevant issues.

Duties

- Organize and promote recreation, sporting, and entertainment events that are meant to promote ambient campus life, student diversity, and inclusion

- Identify areas or ways UGHE can improve on diversity and inclusion within student body
- Work in close relationship with the treasurer in the preparations of the budget for such events
- Communicating the schedule and eligibility guidelines of each respective activity in time
- Participating in all events the committee organized
- Maintain the school morale
- Consulting the student council advisor and the school's policies in everyday activities where necessary

5. Class Representatives Committee

A Class Representative from each cohort every year shall be responsible for representing and communicating the specific concerns of their cohort, to the Head of the committee (voted among them).

6. Relations Committee

The Relations Committee shall serve as the advisory committee to the student council, and be responsible to represent the Student Association to the outside parties.

Duties

- Representing the Student Association to the city, province, and larger regions
- Conducting annual elections for the Student council
- They shall also be the main resource for the President and Vice President regarding the activity reports, and archives in collaboration with the secretary
- The Committee shall be responsible for maintaining and upholding the Student Association Constitution and hold accountable the rest of the Student council

3. Budget

The Council will approve the budget of the Student Association.

4. Office Hours

Members of the council are required to maintain office hours set forth by the President and Vice President.

B. Powers

1. The council will have the authority to decide policy and enact all laws for the Student Association. This includes financial decisions and other authority delegated by the Student Association and/ or by the administration and faculty.
2. The Council shall be responsible for the censure of its own members in all matters of unethical conduct.

c. Meetings

1. Inaugural Address

- a. Once appointed, the first order of business by the Student Council will be to deliver the Inaugural Address with all members of the Student Association in attendance.
- b. Objective: The members of the Student Council led by the President will present the vision and goals of the year.

2. Town Hall

- i. There shall be one annual Town Hall meeting that will be organized by the Students Council and convened by the President of the Council. He/she will indicate the dates, the time, and place for the meetings. These meetings shall discuss:
 1. Annual/mid-year reports from each member of the council and (committees).
 2. Actions of great and general importance to the association as judged by the Student Council.
 3. Feedback, complaints, and/or ideas from members of Student Association

3. The Council shall hold monthly meetings while school is in session.

- a. The subcommittees shall meet bi-monthly.
- b. The Student Council may call a general meeting at its discretion.
- c. The President has the right to convene the Student Association in times of special occasions.

d. Attendance

All members of the Council, or proxy are required to attend all the Council meetings held each semester. The proxy must be a member of the same constituent group as the Council they are representing. In the event that a member has missed three meetings total, or two meetings without a proxy during any semester he/she shall be removed from the Council and replaced, which must be approved by the Executive Board.

e. Removal of an Executive Officer or, member of the Council from Office

1. The Council, by a resolution adopted by majority vote of the Council, may remove any Executive Officer from office.
2. Removal from office shall be based on one or both of the following grounds:
 - 2.1. Committing any act that is illegal, improper, or wrongful in conjunction with any policies set forth by the University, and Student Association Constitution.
 - 2.2. Misrepresentation of the University and the Council in front of any public entity.

3. Formal request for removal of an Executive Officer or member of the council must be made to the Executive Branch of the Council
 - 3.1. The purpose for requests being made to the Executive Branch is to maintain an anonymous status of the originating party.
4. The President must present all resolutions requesting the removal of an Executive officer or member of the Council. The Executive branch must deem the grounds for removal valid.
 - 4.1. If the request is to remove the President from office, the Vice President will take his or her place as the Chair during the proceedings, and the chain of command in order to deem the grounds for removal valid during the initial stage of the proceedings.
 - 4.2. If the request is to remove the Vice President from office, the President will retain his or her status as the ranking Executive Office, the chain of command in order to deem the grounds for removal valid during the initial stage of the proceedings.
 - 4.3. The party to which the charges are being brought against must be informed of the charges at least two days prior to the council meeting so that they may have proper time to prepare a defense. Only then will the resolution for the removal of the Executive Officer or member of the council be made available to the entire Council.
5. Removal of an Executive Officer or member of the council will take effect immediately after the vote has taken place.
 - 5.1. Any vacancies left by the removal of an Executive Officer or Senator will be dealt with according to the procedures outlined in the constitution.

N.B: The constitution demands that in case of any vacancy due to the removal of an officer, the committee will have to nominate a new officer waiting for the next election period to be held.

IV. Elections

A. Term of Office

A. Executive Branch

The Student Association President, Vice President shall hold office beginning immediately after the swearing-in, which shall be held during the month of October.

B. Legislative Branch

The Student Association Council members shall hold office beginning after their respective elections and continue until replaced in accordance with this constitution.

C. Appointed Positions

The appointed members to the Council shall take office immediately, serve the duration of their term until resignation or removal due to the appointment of a predecessor.

B. Nominations

A. Executive Branch

The relations committee shall open nominations for the office of Student Association President, Vice President, and Heads of Standing committees no later than a month preceding the Student Association elections.

B. Legislative Branch

Candidates for the positions of the council shall be elected by their respective cohorts in the class elections, to be qualified for general elections. Class elections have to end two weeks before the general election.

C. Election Day

A. The Election Day of the Student Association President and Vice President of the University shall be in October every year.

B. If an election date falls on a national, state, or school holiday, the council shall move the election.

V. Registered Student Organizations

A. Requirements for Registered Student Organization Status

- a) All registered student societies shall operate by a Constitution approved by the Council and Student Services.
- b) Each society must have two officers, including a total of 10 members. However, in order to be eligible to apply for funds and/or supplemental funding, the society must have an officer equivalent to the position of treasurer.
- c) Each society must designate a permanent faculty or staff advisor.
- d) Registered Student society status is maintained only as long as said society continues to operate under the Constitution approved by the council and student services.
- e) The Student Council must approve substantial constitutional changes in a society constitution. Substantial will be defined as changing roles/purpose of officers, membership, and/or the purpose of the society.
- f) The Student Affairs of the council shall be responsible for maintaining records of which student societies have approved constitutions on file with the council.

B. Student Society Appropriation Process

Only Registered Student Societies are eligible for funding by the Student Association.

VI. Amendment of the Constitution

- ❖ Only the resolution from the general meeting, under the agreement of two-thirds majority ($\frac{2}{3}$), will repeal, amend, or add to the constitution.
- ❖ The resolution must be informed the Student's services before it is signed
- ❖ The changes made will be signed by the council in the general meeting and they are documented in the Student Associations archives.