

TABLE OF CONTENTS

CONTENTS	1
DECLARATION...	4
PREAMBLE	5
ARTICLE 1: NAME	6
ARTICLE 2: HEADQUARTERS	6
ARTICLE 3: PURPOSE	6
ARTICLE 4: AIMS OF OBJECTIVES	6
ARTICLE 5: MEMBERSHIP	7
	1.	Full Members	7
	2.	Associate Members	7
	3.	Honorary Members	7
	4.	Life Membership	7
ARTICLE 6: RIGHTS AND OBLICATIONS	7
	1.	Rights of Full Members	7
	2.	Associate, Honorary and Life members	7
	3.	Obligations of all members	7
ARTICLE 7: ORGANS OF GOVERNMENT	8
	1.	General Assembly	8
	2.	Guild Representative Council	8
	3.	Guild Executive	8
	4.	The Care- Taker Government	9
	5.	The Guild Standing Committees	10
	6.	The Makererean Board	12
ARTICLE 8: FUNCTIONS AND POWERS	12
	1.	Students' General Assembly	12
	2.	The Speaker	13
	3.	The Guild Representative Council	13
	4.	The Guild Executive	14
	5.	The Guild Advisor	20

	6.	The Financial Advisor	20
	7.	The Legal Advisor	20
	8.	Games Union	21
„	9	Guild Standing Committee	21
ARTICLE 9:		ELECTIONS	23
	1.	Electoral Commission	23
	2.	Composition and conduction of Electoral Commission					23
	3.	Guild Elections	24
	4.	Guild Presidential and G.R.C. Election Process	...				24
	5.	Guild Presidential and G.R.C. Election Regulations					25
	6.	The Executive and Other Guild Officers			25
	7.	By-Elections	26
	8.	Petition Tribunal	26
	9.	Swearing-In	27
ARTICLE 10:		TERMINATION OF OFFICE	27
	1.	Resignation	27
	2.	Suspension and Dismissal	27
	3.	Vote of No Confidence in the President and Executive					27
	4.	Vote of No Confidence in the Speaker			29
ARTICLE 11:		FINANCE	29
	1.	Collection of Revenue	29
	2.	Source of Revenue	29
	3.	Budgeting	29
	4.	Supervision and Authorization of Finances				...	30
	5.	Auditing	31
ARTICLE 12:		STUDENTS CONSULTATIVE COMMITTEE			31
ARTICLE 13:		SOCIETIES	31
	1.	Registration	31
	2.	Affiliated Societies	32
ARTICLE 14:		MEETINGS	32
	1.	Convening of Meetings	32
	2.	Frequency	32
	3.	Notice of Meetings	32
	4.	Presiding at Meetings	33

	ARTICLE 15: STANDING ORDERS	33
	1. Quorum	33
	2. Order of Business	34
	3. Suspension of Standing Orders	34
	4. Breaches of Order	34
	5. Amended Motion	35
	6. Order of Precedence	35
	7. Right of Reply	35
	8. Procedure	35
	9. Withdrawals	35
	10. Closing Debate	36
	11. Adjournment	36
	12. Voting	36
	13. Notice of Motion	37
	14. Rescinding a Resolution	37
	15. Commission	37
	ARTICLE 16: THE CONSTITUTIONAL CHANGES	37
	1. Changes	37
	2. Interpretation	38
	ARTICLE 17: BREACH OF CONSTITUTION	38
Appendix	1 Swearing-in Citation	38
	(a) The President	38
	(b) The Executive	38
	(c) The G.R.C Members	38
	(d) Electoral Commission	38
„	2 Handing over Citation	39
„	3 Students' Common Room	39
„	4 Electoral Rules and Regulation	39
„	5 Supremacy	39

DECLARATION

Approved and adopted, *Mutatis Mutandis*, by the University Council as per *the Universities and Other Tertiary Institutions Act, 2001* (as amended) as the Constitution of Makerere University Students' Guild on this _____ day, January, in the year two thousand and eleven.

PREAMBLE

WE members of the students' Guild of Makerere University recognising that the management of the University is vested in the University Council Administration as embodied in the *Universities and Other Tertiary Institutions Act, 2001(as amended)*.

AND likewise, the existence of Halls of Residence as the primary units of the social life of the Guild members in statu pupillari, and the students' common Room (SCR) Executive and committees therein, whose main aim is to further the interests of the Guild members at Hall level and in any other proper manner advocated by the general body of the Guild members at Hall level and in any other proper manner advocated by the general body of the Guild, while the individual Hall retain some measure of valid identity.

AND further, in order to encourage worthy traditions of academic life nurtured in academic units namely Department/ Institutes/Schools/Faculties and/or Colleges and to cultivate a genuine and responsible sense of leadership and an efficient students' Government.

AND also in our endeavor to preserve and promote all the desirable aspects of our indigenous culture and striving to establish good will among the Guild on one hand, and the University Administration and or other persons connected with the Guild in whatever manner, on the other.

DO hereby declare, adopt and bind ourselves and our successors by this Amended Constitution as the CONSTITUTION of Makerere Students' Guild on this ____ day of January, the year two thousand and eleven.

ARTICLE 1: NAME

The students' body comprising of full, associate, life and honorary members (as in Article 5) shall be called and known as "The Makerere Students' Guild," hereinafter referred to as 'THE GUILD'.

ARTICLE 2: HEADQUARTERS

The Headquarters of the Guild shall be at Makerere University Main Campus.

ARTICLE 3: PURPOSE

The purpose of the Guild shall be to promote and protect the interests of all its members.

ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the Guild shall be; -

- (a) To establish an efficient students government.
- (b) To work with the University Administration in all matters affecting the guild members, and to promote matters of interest to the University.
- (c) To seek representation and or participation in or on organs of the University Administration.
- (d) In consultation with the University Administration, to negotiate with the Government or other bodies, in matters affecting the Guild and its members.
- (e) To encourage and promote worthy traditions and academic and social life in the University.
- (f) To cultivate worthy qualities among members, to train and prepare them for future service to the community.
- (g) To work in co-operation with other student organisations and establish friendly relations and understanding with other external organisations, when and where it is not to the detriment of the University and the country.

ARTICLE 5: MEMBERSHIP

Section 1: Full Members

Shall be all in *statu pupillari*; that is, Under-graduates, Graduates and those pursuing Diplomas, Certificates or Research and Post-graduate courses, unless they are members of the University Staff.

Section 2: Associate Members

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

Section 3: Honorary Members

Any persons who are not full or associate members of the Guild may be elected by the Guild Representative Council to be honorary members or members of the Guild.

Section 4: Life Membership

Shall be obtained on payment of subscription agreed on by the Guild Representative Council and the person must have been a full member.

ARTICLE 6: RIGHTS AND OBLIGATIONS

Section 1: Rights of Full Members

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

- (a) To participate fully in the proceedings of the General Assembly; -
- (b) To elect and to be elected to any organ or organs of the Guild Government; without prejudice to Article 9, Section (4)(b)(i);
- (c) To be elected, nominated or appointed to be a delegate or representative of the Guild in any of the Guild's undertakings;
- (d) To express his/her opinion in the proper manner.

Section 2: Rights of Associate, Honorary and Life Members.

Every Associate, Honorary and Life member has the right to make use of the Guild facilities with the consent of the Executive.

Section 3: Obligations of all Members

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

ARTICLE 7: ORGANS OF GOVERNMENT

Section 1: General Assembly

- (a) The General Meeting of the Guild shall be called the "GENERAL ASSEMBLY"
- (b) The General Assembly shall be a decision making organ in addition to being an informative and consultative forum provided that decisions, which require action by Council or Government, shall be through the Guild Representative Council.
- (c) Assembly in Faculties/Institutes/Schools/Halls of Residence shall be convened after giving at least 24 hours notice for ordinary meetings and 12 hours notice for emergency meetings to the Head of Department concerned.

Section 2: The Guild Representative Council

There shall be a Council of the Guild known as "GUILD REPRESENTATIVE COUNCIL" hereinafter referred to as the G.R.C. It shall comprise: -

- (a) The President
- (b) Chairpersons of Halls.
- (c) *Representatives from Schools/Institutes*
- (d) *Hall Representatives*
- (e) The Chief Editor of the Makererean
- (f) The Guild Advisor
- (g) The Legal Advisor
- (h) The Chairperson of the Games Union
- (i) *4 Representatives (2 female and 2 male) of persons with disabilities*
- (j) *The speaker*
- (k) *The Deputy Speaker*

Section 3: Guild Executive

Shall be composed of the following; -

- (a) The President
- (b) The Vice-President
- (c) The Prime Minister
- (d) The Deputy Prime Minister
- (e) The Deputy Minister for Campus Affairs
- (f) The Minister for National and Pan-African Affairs
- (g) The Minister for Internal Affairs
- (h) The Minister for Finance

- (i) The Minister for Social Affairs
- (j) The Minister for Information
- (k) The Minister for Off-Campus Affairs
- (l) The Minister for Health
- (m) The Minister for Justice and Constitutional Affairs
- (n) The Minister of Academic Affairs
- (o) The Minister for Production
- (p) The Minister for Culture and Mobilisation
- (q) The Minister for Women Affairs
- (r) The Minister for Transport
- (s) The Minister for Employment
- (t) The Minister of Students' with Disabilities
- (u) The Minister for Security
- (v) The Minister for Information and Computer Technology
- (w) The Minister of Ethics and Integrity
- (x) The Minister without Portfolio
- (y) The Minister for Private Students Affairs
- (z) The Minister for Postgraduate
- (aa) The Minister for Gender
- (bb) Any other Minister as shall be approved by at least 2/3 of the total membership of the G.R.C, the General Assembly and the University Council.

Section 4: The Care-Taker Government/Constitutional Tribunal

- (a) There shall be a Care-Taker Government which shall assume office in the absence of the Guild President and the executive and shall undertake responsibilities, financial and or otherwise, on the behalf of the Guild and shall be composed of; -
 - (i) The *Dean of Students* as Chairperson
 - (ii) *The Guild Advisor*
 - (iii) The Legal Advisor
 - (iv) Chairpersons of Halls of Residence
 - (v) The speaker

- (b) There shall be a Constitutional Tribunal to which, in the event of any organ of the Guild failing to act as stipulated in this constitution, any member of the Guild may lodge a petition supported by at least 50 (fifty) members of the Guild . The constitutional tribunal shall be composed of; -

- (i) The Legal Advisor as Chairperson
- (ii) The Speaker
- (iii) *The Guild Advisor*
- (iv) Three members of the G.R.C elected by the G.R.C
- (v) The Minister of Justice and Constitutional Affairs.

Section 5: The Guild Standing Committees

There shall be the following standing Committees appointed by the respective ministers subject to approval by the G.R.C and responsible to the G.R.C.

a) Committee for Property, Business and Establishments.

Shall consist of the General Secretary as Chairperson, the Minister for Finance and 3 (three) other members elected by the G.R.C.

b) Committee for Students' Affairs

Shall consist of the Minister for Campus Affairs as Chairperson and 3 (three) other members elected by the G.R.C.

c) Committee for National and Pan-African Affairs

Shall consist of the Minister for National and Pan-African Affairs, Presidents or Chairpersons of affiliate Associations (which shall not be academic associations) and 5 (five) members of the G.R.C.

d) Committee for International Affairs

Shall consist of the Minister for International Affairs as Chairperson and 3 (three) other members elected by the G.R.C

(e) Committee for Finance

Shall consist of the Minister for Finance as Chairperson and **5 (five) other members elected by the G.R.C**

(f) Committee for Social Affairs

Shall consist of the Minister for Social Affairs as Chairperson and Entertainment secretaries from different Halls of Residence as members.

(g) The Guild Disciplinary Committee

Shall consist of the President of the Guild as Chairperson, the Vice President, the Chairpersons of halls of Residence and the President of the Makerere Law Society. The Legal Advisor shall attend as a non-voting member.

(h) Committee for Health

Shall consist of the Minister for health as Chairperson, the Health Secretaries for the Halls of Residence, 3 (three) members elected by the G.R.C and the Director of the University Hospital, who shall be a non- voting member.

l) Committee for Justice and Constitutional Affairs

Shall consist of the Minister for Justice and Constitutional Affairs as Chairperson and 3 (three) other members elected by the G.R.C.

J) Committee for Academic Affairs

Shall consist of the Minister for Academic Affairs as Chairperson *and 5 (five) other members elected by the G.R.C*

k) Committee for Production

Shall consist of the Minister for Production as Chairperson and 5 other members elected by the GRC.

l) Committee for Off- Campus Student's Affairs.

Shall consist of the Minister for Off Campus Affairs as Chairperson . and 5 other members elected by the G.R.C.

m) Committee for Culture and Mobilisation

Shall consist of the Minister for Culture and Mobilisation as Chairperson and *5 other members elected by the GRC*

n) Committee for Women- Affairs

Shall consist of the Minister for Women Affairs as Chairperson *and 5 other women members elected by the GRC*

o) Committee for Transport

Shall consist of the Minister for Transport as Chairperson and 5 other members elected by the GRC

p) Committee for Students with Disabilities.

Shall consist of the Minister for Students with Disabilities as Chairperson, and 5 other members elected by the GRC.

- q) **Committee for Information and Computer Technology**
Shall consist the Minister for ICT as Chairperson, and 3 other members.
- Committee for Ethics and Integrity**
shall consist the Minister for ICT as Chairperson, and 3 other members.
- r) **Committee for Private Students Affairs**
 Shall consist the Minister for Private Students Affairs as Chairperson, and 3 other members.
- s) **Committee for Postgraduate**
 Shall consist the Minister for Postgraduate as Chairperson, and 3 other members.
- t) **Committee for Gender**
 Shall consist the Minister for Gender as Chairperson, and 3 other members
- u) **Committee for Security**
 shall consist the Minister for Security and other 3 members.
- v) Any other ad hoc and or standing Committees as shall be approved by at least 2/3 of the membership of the G.R.C. and University Council.

Section 6: The Makererean Board

There shall be a Makererean Board which shall consist of; -

- (a) The Chief Editor who shall be elected by the G.R.C in its first meeting, from a panel of 4 (four) submitted by the new Minister for Information.
- (b) **Up to 7** members of the Board as the Chief Editor may appoint with the approval of the Minister for Information.
- (c) The Chief Editor shall be responsible to the G.R.C through the Minister for Information.

ARTICLE 8: FUNCTIONS AND POWERS

Section 1: Students' General Assembly

- (a) *The Students' General Assembly shall be the supreme decision making body of the Students' Guild.*
- (b) A General Assembly shall be held after giving at least **24** hours notice for an Ordinary Assembly and **12** hours for an Emergency Assembly, to the Vice Chancellor. Business for such an Assembly shall always have been earlier discussed by the Guild Government.
- (c) *The General Assembly shall be composed of all members of the Students' Guild, presided over by the Guild Speaker.*

- (d) *The General Assembly shall convene at least once every term of office (academic year) of a directly elected government.*
- (e) *All members of the Guild shall be under duty to attend in person all meetings lawfully convened by the Guild government and to meaningfully contribute within the limits of their abilities and powers.*
- (f) *The General Assembly shall convene to resolve contentious issues arising from the Guild Administration and to receive reports from the Guild government in line with Article 7(1)(b).*

Section 2: The Speaker

The speaker shall:

- (a) *Call and preside over meetings of the G.R.C and the General Assembly.*
- (b) *Keep a roll of attendance of G.R.C meetings*
- (c) *Have the power to punish late coming, absenteeism, misconduct and/or use of improper language during meetings in accordance with the Constitution.*
- (d) *Dissolve the G.R.C and the Executive at least one week before the presidential and G.R.C nominations.*
- (e) *Hold office until the end of the first G.R.C meeting following the elections.*
- (f) *Be a member of the care taker government.*
- (g) *Be a member of the Petition tribunal.*
- (h) *Be responsible for proposing five names from which the Clerk and Deputy Clerk to the Speaker will be appointed by the G.R.C.*

Section 3: Guild Representative Council

The Guild Representative Council shall:

- (a) Elect officers as provided for in this Constitution and shall have power to remove the same by a simple majority vote.
- (b) Be the legislature of the Guild.
- (c) Sanction and approve the policies of the Executive.
- (d) Be competent to pass a vote of no confidence in the President and the Executive subject to the provisions of Article 10, Section 3.
- (e) Deliberate on all matters that affect the members of the Guild and resolve measures to be taken by the guild.
- (f) Elect Guild delegates, representatives and observers to conferences.
- (g) Elect Standing Committees and *Ad hoc* Committees.

Section 4: The Guild Executive

(a) The executive committee

There shall be an Executive Committee of the Guild hereinafter referred to as "The Executive". Its composition shall be as per Article 7, Section 3 and it shall collectively:

- (i) Be responsible to the G.R.C
- (ii) Be responsible for the day to day running of the affairs of the Guild.
- (iii) Carry out the decisions of the G.R.C and the students Guild.
- (iv) Initiate policy or policies and carry it or them out after the approval of the G.R.C
- (v) Have powers to deal with emergency matters, but shall report to and seek approval of the G.R.C at its next meeting.

(b) THE PRESIDENT

There shall be a president of the Guild government of Makerere University students' guild, who shall:

- (i) Be the Executive head of the Guild
- (ii) Be the Head of the Executive.
- (iii) Be Ex-officio member of the G.R.C
- (iv) Form the Executive as specified in Article 7 Section 3.
- (v) Preside over meetings of the Executive
- (vi) Have a casting vote as well as an original vote during Executive meetings.
- (vii) Be an ex-officio member of all Guild Committees.
- (viii) In the event of temporary absence of a member of the Executive, delegate the duties of the absentee to another member of the Executive, save when the absentee is the Minister for Finance, when the president himself shall be in charge.
- (ix) Delegate powers to any other member of the Executive whenever the Vice-president cannot deputize.
- (x) Be co-signatory to all Guild Financial transactions.
- (xi) In the Executive:
 - (i) Have the power to reshuffle the Executive
 - (ii) Have the power to remove any member(s) of the Executive from Office and replace him/her/them according to Article 9 (6) and Article 10(2)(a).
- (xii) Have the following emergency powers; -
 - (a) To call emergency meetings of the Executive.

- (b) In consultation with the Dean of Students and the Guild Legal Advisor, take emergency decisions on behalf of the Guild in extra ordinary circumstances but seek approval as specified in Article 8 (3)(e) and (11)(4)(o).
- (xiii) To appoint students' representatives to the various University Committees.
- (xiv) Be one of the students' representatives on the University council.
- (xv) Have the duty to abide by, uphold and safeguard this constitution and the rules and regulations of the University and to promote the welfare of the students and protect the integrity of the University.

(c)THE VICE-PRESIDENT

There shall be a Vice President of the Guild government of the Makerere University students' Guild, who shall be of opposite sex to the Guild President and shall :

- (i) Deputize for the President and act as president when the president is absent.
- (ii) Be one of the students' representatives on the University Council, Students' Affairs Consultative Committee and staff – Students Liaison Committee.
- (iii) Perform any other duties as he or she may be assigned by the Guild President.

(d)THE ACTING PRESIDENT

- (i) In the event of the President and or the Vice-President having not delegated his/her or their powers to any member of the Executive to act as president, the remaining members of the Executive shall appoint one from among themselves to act as President, provided such acting President shall act for a maximum of fifteen weeks.
- (ii) On expiration of the fifteen weeks, new presidential elections shall be held in accordance with Article 9.
- (iii) In the event of death of the President, or physical or mental incapacity of the same, serious enough to impair the proper execution of his or her duties as President, the Vice-President shall act for a maximum period of 15 (fifteen) weeks and thereafter elections for the President shall be held.

(e)THE PRIME MINISTER

There shall be a Prime Minister who shall; -

- (i) Be the Secretary to the Guild Executive
- (ii) Keep a register of and be responsible for all Guild Property.
- (iii) Be Chairperson of the Property Business and Establishment Committee.
- (iv) In consultation with the President, call meetings, prepare and circulate agenda for the Executive.

- (v) Be in charge of the day-to-day running of the Guild.
- (vi) *Perform any other duties that he /she may be assigned by the Guild President.*

(f) DEPUTY PRIME MINISTER

There shall be a Deputy Prime Minister who shall: -

- (i) deputise the Prime Minister
- (ii) be the secretary to all the Guild Ad-hoc Committees.
- (iii) *perform any other duties that he /she may be assigned by the Prime Minister.*

(g)THE MINISTER FOR CAMPUS AFFAIRS

There shall be a Guild Minister for Campus Affairs who shall: -

- (i) Be Chairperson of the students Welfare Committee
- (ii) Be a member of the Student/Staff Consultative Committee
- (iii) Sit on various policy making bodies and committees on behalf of the Vice-president if the Vice-president is unable to attend.
- (iv) Be responsible for the day to day operation of the amenities and facilities on Campus.
- (v) Contact the University Administration from time to time with regard to the welfare of students in *statu pupillari*.
- (vi) Contact any other body or bodies on the campus that may have interest in the students welfare.
- (vii) *Perform any other duties that he /she may be assigned by the Guild President.*

(h)THE MINISTER FOR NATIONAL AND PAN AFRICAN AFFAIRS

There shall be a Guild Minister for National and Pan-African Affairs who shall: -

- (i) Be Chairperson of the National and Pan-African Affairs Committee.
- (ii) Be responsible for matters National, Regional and or Africa.
- (iii) Make contact with other student Organizations in Africa.
- (iv) *Perform any other duties that he /she may be assigned by the Guild President.*

(i)THE MINISTER FOR INTERNATIONAL AFFAIRS

There shall be a Guild Minister for International Affairs who shall: -

- (i) Be Chairperson of the International Affairs Committee

- (ii) Be responsible for International Affairs outside Africa.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President.*

(j)THE MINISTER FOR FINANCE

There shall be a Guild Minister for Finance who shall: -

- (i) Be Chairperson of the Committee for Finance.
- (ii) Look after the financial matters of the Guild.
- (iii) Be co-signatory to all Guild Financial transactions.
- (iv) Take initiative of raising Guild funds with the approval of Executive.
- (v) Seek advice on Guild financial affairs from the G.R.C, the Finance Committee, Financial Advisor and University Administration and act accordingly.
- (vi) *Perform any other duties that he /she may be assigned by the Guild President.*

(k)THE MINISTER OF SOCIAL AFFAIRS

There shall be a Guild Minister of Social Affairs who shall: -

- (i) Be Chairperson of the Committee for Entertainment
- (ii) Co-ordinate booking for Socials and entertainments that fall within the jurisdiction of the Guild on the Campus.
- (iii) Organise all entertainment for or under any Ministry or organ of the Guild and shall give financial account thereof at the end of each calendar year to the Minister for Finance.
- (iv) Be responsible for the Guild band and the Film Board and their Finances.
- (v) *Perform any other duties that he /she may be assigned by the Guild President.*

(l) THE MINISTER FOR INFORMATION.

There shall be a Guild Minister of Information who shall: -

- (i) Be Chairperson of the Committee for Information
- (ii) Be responsible for the Guild Official news and the production of official publications.
- (iii) Either edit the official publications or appoint an editor or editors from amongst members of the Committee for Information.
- (iv) In conjunction with the University Administration arrange for the editing of the *Makererean* and other official publications.
- (v) *Perform any other duties that he /she may be assigned by the Guild President.*

(m)THE MINISTER FOR OFF-CAMPUS STUDENTS AFFAIRS

There shall be a Guild Minister for Off-Campus Students Affairs who shall: -

- (i) Be Chairperson of the Off-Campus Students Committee.
- (ii) Be responsible for all matters concerning Off-Campus students.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President.*

(n)THE MINISTER FOR HEALTH

There shall be a Guild Minister for Health who shall: -

- (i) Be Chairperson of the Committee of Health.
- (ii) Be responsible for the health welfare of students
- (iii) Liaise with the University Hospital on matters concerning health.
- (iv) *Perform any other duties that he /she may be assigned by the Guild President.*

(O)THE MINISTER FOR JUSTICE AND CONSTITUTIONAL AFFAIRS

There shall be a Guild Minister for Justice and Constitutional Affairs who shall: -

- (i) Be Chairperson of the Justice and Constitutional Affairs Committee
- (ii) Be Secretary of the Constitutional Tribunal,
- (iii) Be responsible for the registration and coordination of the affiliated associations of the Guild
- (iv) *Perform any other duties that he /she may be assigned by the Guild President.*

(P)THE MINISTER FOR ACADEMIC AFFAIRS

There shall be a Guild Minister for Academic Affairs who shall: -

- (i) Be Chairperson of Academic Affairs Committee.
- (ii) Be responsible for the academic welfare of the students.
- (iii) Liaise with the Academic Registrar's office and faculty representatives in respect of students academic affairs
- (iv) *Perform any other duties that he /she may be assigned by the Guild President.*

(Q)THE MINISTER FOR PRODUCTION

There shall be a Guild Minister for Production who shall: -

- (i) Be the Chairperson of the Production Committee.
- (ii) Be responsible for production ventures carried out by the Guild
- (iii) *Perform any other duties that he /she may be assigned by the Guild President.*

(R)THE MINISTER FOR CULTURE AND MOBILISATION

There shall be Minister for Culture and Mobilisation who shall: -

- (i) Be Chairperson of the Culture and Mobilisation Committee.
- (ii) Be responsible for cultural and mobilisation activities of students.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President.*

(S)THE MINISTER FOR WOMEN AFFAIRS

There shall be Minister for Women Affairs who shall: -

- (i) Be Chairperson of the Women Affairs Committee.
- (ii) Be responsible for all matters concerning the welfare of female students.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President*

(T)THE MINISTER FOR TRANSPORT

There shall be a Guild Minister for Transport who shall: -

- (i) Be the Chairperson of the Transport Committee.
- (ii) Be responsible for coordinating all transport and traffic arrangements in the university.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President*

(U)THE MINISTER FOR STUDENTS WITH DISABILITIES

There shall a Guild Minister for Students with Disabilities who shall: -

- (i) Be the Chairperson of the Students with Disabilities Committee.
- (ii) Be responsible for all matters concerning welfare of students with disabilities.
- (iii) *Perform any other duties that he /she may be assigned by the Guild President*

(V) THE MINISTER FOR SECURITY

There shall be a Minister for Security who shall

- (i) be the Chairperson of the Security Committee
- (ii) liaise with the administration on security and other related matters.
- (iv) perform any other duties he/she may be assigned by the Guild President.

Section 5: The Guild Advisor

There shall be a General Advisor to the Guild who shall: -

- (a) Be elected by the G.R.C at its first meeting from a list of 3 names submitted by the Guild General Secretary.
- (b) Be a non-voting member of the Committee for Finance.
- (c) Be a member of the Care-Taker Government.
- (d) an Advisor to the Guild on all matters excluding legal and financial matters.
- (e) Be in office until the end of the first meeting of the G.R.C following the next General Elections.
- (f) Be a non-voting ex-officio member of the G.R.C.
- (g) Be a member of the Senior University Staff.
- (h) Be a member of the Petition Tribunal.

Section 6: The Financial Advisor

There shall be a financial advisor to the Guild who shall be the University Bursar and shall:

- (a) Be an Advisor to the Guild on matters concerning finance.
- (b) Be a co-signatory to all guild accounts

Section 7: The Legal Advisor.

The Legal Advisor shall: -

- (a) Be chosen from amongst the professionally qualified lawyers on the academic staff of Makerere University.
- (b) Be elected by the G.R.C. in its first meeting from a list of 3 names submitted by the Minister of Justice and Constitutional Affairs.
- (c) Be a non-voting member of the Disciplinary Committee.
- (d) Be a member of the Care-Taker Government.
- (e) Be a member of the petition Tribunal.
- (f) Advise the Guild on legal matters.
- (g) Be in office until the end of the first G.R.C meeting following the Next General elections.
- (h) Be a member of the Constitution Interpretation *Ad hoc* Committee (Article 16 (2) (b)).
- (i) Be a non-voting member of the Committee on the Justice and Constitutional Affairs.

Section 8: The Games Union.

- (a) *There shall be a Sports and Games Union responsible for Games and Sports and shall be under the general supervision of the Head of the Sports and Recreation Unit. Its organization and functions shall be as specified in its Constitution whose aims and aspirations shall be in line with those of the Guild constitution.*
- (b) The Chairman of the Games Union shall be a member of the G.R.C and shall have a right to vote.
- (c) The Chairman of the Sports and Games Union shall present a Report to the G.R.C at the beginning of his /her term of office.

Section 9: The Guild Standing Committees

(a) Committee for Property, Business and Establishment

The Committee for Property, Business and Establishment shall: -

- (i) Be responsible for the security and maintenance of all the property of the Guild and any business and establishments undertaken by the Guild.
- (ii) Be responsible for the recruitment of the earning staff of the Guild and shall formulate and review the terms of employment.
- (iii) Work in close collaboration with the Committee for Finance, particularly in seeking ways and means to ensure economy and efficiency in the Guild machinery.
- (iv) Appoint heads of Commercial undertakings and where necessary set up committees to assist them.

(b) Committee for Campus Affairs.

The Committee for Campus Affairs shall look after the students' welfare.

(c) Committee for Off-Campus Students' Affairs

The Committee for Off-Campus Students' Affairs shall look after the Off-Campus students' affairs

(d) Committee for National and Pan-African Affairs

The Committee for National and Pain-African Affairs shall establish and foster relationships with students' organaisations in Africa.

(e) Committee for International Affairs

The Committee for International Affairs shall establish and foster relationships with students' organisations outside Africa.

(f) Committee for Finance

The Committee for Finance shall watch over the finances and do such other work as the G.R.C may deem fitting within the scope of the Committee.

(g) Committee for Information

The Committee for Information shall publish Guild publications and do such financial duties as the G.R.C may determine from time to time.

(h) Committee for Entertainment

The Committee for Entertainment shall arrange and supervise all entertainments for the Guild.

(i) Committee for Justice and Constitutional Affairs

The Committee shall deal with constitutional matters of the Guild and its affiliated associations.

(j) Committee for Academic Affairs

The Committee shall deal with students' academic affairs and welfare.

(k) Committee for Production

The Committee shall concern with production ventures of the Guild.

(l) Committee for Culture and Mobilization

The Committee shall concern with cultural and mobilization activities of students.

(m) Committee for Women Affairs

The Committee shall deal with the welfare of female students.

(n) Committee for Transport

The Committee shall look after the transport needs and concerns of students.

(o) Committee for Students with Disabilities

The Committee shall deal with the welfare of students with disabilities.

(P) Guild Disciplinary Committee

(i) Shall deal with guild members whose behavior and actions shall be deemed injurious to the good name of the Guild, and also with those who break any rules of the Guild.

(ii) Shall deal with those who mishandle Guild Finances. If the measures require to deal with such people are outside the powers or jurisdiction of the Guild, the guild shall request the University Administration to adopt appropriate measures on its behalf.

ARTICLE 9: ELECTIONS

Section 1: The Electoral Commission

- (a) *There shall be an Electoral Commission elected by the G.R.C within the first 14 days of the second semester, which shall be responsible for supervising all the Guild elections in the University. A member to the Electoral Commission shall be a person of integrity, with no criminal record or conviction by any court of law. The outgoing Guild President, the Speaker, the Ministers and the members of the **G.R.C.** shall not be eligible for election to the Electoral Commission.*
- (b) *In the event of there being no outgoing G.R.C the Care-taker Government shall appoint the Electoral Commission.*

Section 2: Composition and Conduct of Electoral Commission

- (a) *The Chairperson, whose duties shall be:*
 - (i) *To coordinate all the commission work and that of his or her officers;*
 - (ii) *To preside over all meetings of the commission;*
 - (iii) *To ensure that regular, free and fair elections are held;*
 - (iv) *To Supervise and oversee the duties of the commissioners and other members of the commission*
- (b) *The Vice Chairperson, whose duties shall be:*
 - (i) *To assist the Chairperson on all matters of the Commission;*
 - (ii) *To act as the Chairperson wherever the Chairperson is absent;*
 - (iii) *To perform any other duties that may be assigned by the commission chairperson*
- (c) *The Secretary to the Commission, whose duties shall be:*
 - (i) *To take and keep minutes of the commission;*
 - (ii) *To manage and keep a proper registry of all votes;*
 - (iii) *To handle all correspondences of the commission; and*
 - (iv) *To perform any other duties that may be assigned by commission Chairperson*
- (d) *The Commissioner for Finance, whose duties shall be:*
 - (i) *To receive and manage all commission finances;*
 - (ii) *To keep proper records of the commission's account books; and*
 - (iii) *To give a financial report of the commission.*
 - (iv) *To perform any other duties assigned by the Chairperson*

- (e) *The Commissioner for Public Relations, whose duties shall be*
 - (i) *to disseminate information about elections.*
 - (ii) *to liaise with the media on behalf of the Commission.*
 - (iii) *To perform any other duties that may be assigned by the Commission Chairperson.*
- (f) *Such a number of commissioners that the G.R.C may deem necessary to supervise guild elections at all the polling stations.*
- (e) *The Guild Electoral Commission shall budget for resources for the commission to enable it perform its functions effectively subject to approval by the Care-taker Government.*
- (f) *The members of the Electoral Commission shall be sworn-in by the Dean of Students before the commencement of their duties.*
- (g) *The Care-taker Government may remove a commissioner from office on the following grounds;*
 - (i) *Inability to perform his or her duties arising out of physical or mental incapacity;*
 - (ii) *Indiscipline or Misconduct; or*
 - (iii) *Incompetence.*

Section 3: Guild Elections

- (a) All guild elections shall be secret ballot, simple majority system, on the principle of one person, one vote.
- (b) Whenever there is a tie, in any Guild election, elections are repeated until a candidate obtains a simple majority.
- (c) A student who has been convicted by a Court of Law for an offence involving moral turpitude shall not be eligible for nomination to Guild Offices.

Section 4: Guild Presidential and G.R.C Election Process

- (a) The Guild Presidential and G.R.C elections shall take place on different days determined by the Electoral Commission but within the first **fifty days** of the second semester.
- (b) (i) No member of the Guild who has not been a full member of the Guild for at least two consecutive full semesters on normal progress shall be eligible to stand for election to the Presidency of the Guild where normal progress shall be determined by the senate from time to time.
 - (ii) The elections shall be conducted at Polling Stations under the supervision of the Electoral Commission, viz. Guild Presidential Elections at *Schools /Institutes and the GRCs at their respective constituencies*
 - (iii) The Chairman of the Electoral commission in consultation with the Chairman of the caretaker government shall; -

- a) Announce the Nomination day
 - b) Call for nominations of Guild presidential candidates at least 14 (fourteen) days before polling day.
- (iv) Nominations for Guild presidential elections signed by candidates, proposed and Seconded by 100 members of the electorate shall be submitted in writing to the Chairperson of the Electoral Commission on Nomination Day.
 - (v) Guild Presidential Candidates may have at most 2 (two) election agents at each polling station. The names of all agents must be known to the Returning Officer at least one day before the polling day.
 - (vi) No candidate will be allowed to withdraw from the candidacy to Presidency within 12 (twelve) hours of the General Assembly as provided below.
 - (vii) *Every Institute/School shall return two members of the G.R.C elected by members of that Institute/School.*
 - (viii) *Every Hall of Residence shall return one resident member of the G.R.C. to every 300 resident members and an extra member for a fraction not less than a half thereof voted for by the resident members of that hall. By virtue of their positions, Hall Chairpersons shall be members of the G.R.C.*
 - (ix) The Chairperson of the Electoral Commission shall announce and cause to be published the results of the Elections not later than one hour after receiving the results from all the polling stations.

Section 5: Guild Presidential and G.R.C. Election Regulations

- (a) All Guild Presidential candidates shall address student gatherings at the main campus, Kabanyolo and Galloway and also have a minimum of three presidential debates before the polling day. The dates and periods of these addresses shall be determined and published by the Electoral Commission.
- b) *All G.R.C.s will be elected within 5 days of the elections of the Guild President and under the supervision of the Electoral Commission.*
- (c) *Other electoral rules and regulations as provided for in Appendix 4 shall be strictly adhered to.*

Section 6: The Executive and Other Guild Officers

- (a) The Guild President elect shall form his/her Executive from among the members of the G.R.C.
- (b) The Guild President elect shall make known his/her choice to the Guild Members before he/she is sworn-in.

- (c) The Speaker shall be elected in the first G.R.C meeting from amongst the members of the Guild and shall assume his/her duties immediately after the meeting.
- (d) The Deputy Speaker shall be elected in the first G.R.C meeting from amongst the members of the G.R.C.
- (e) Members to the various committees shall be elected in the second G.R.C meeting as per the guide lines in this Constitution.
- (f) The G.R.C shall elect a Guild Advisor and a Legal Advisor from three people nominated for each office in their first meeting.
- (g) The president shall approach the persons elected as in (f) for acceptance of their respective offices.

Section 7: By- Elections

- (a) Shall take place whenever an office or seat falls vacant.
- (b) Shall take place within 14 days of the office or seat falling vacant.
- (c) Shall follow the same procedures as provided for that particular office or seat falling vacant.

Section 8: President and G.R.C Election Petition Tribunal

- (a) There shall be a Petition Tribunal consisting of the Guild Advisor, Legal Advisor, the Speaker, the two Chaplains and Imam, one hall Chairperson appointed by the Hall Chairpersons and a member of the University Council appointed by the Chairperson of the Council, and in his/her absence, by the Deputy Chairperson who shall be the Chairperson of the Committee. The Tribunal shall have a quorum of at least 5 (five) of its members including the Chairperson.
- (b) A candidate or any member of the Guild may lodge a petition to the Tribunal whenever he/she thinks that there has been a contravention of any election procedure during the elections.
- (c) The petition must be lodged within 3 (three) days after the elections, and must be signed by at least 200 members of the guild.
- (d) The Chairperson of the Tribunal shall notify, within 24 hours, the members of the Guild that a petition has been lodged.
- (e) The Tribunal shall sit to make a ruling on the petition within four days thereafter.
- (f) The hearing of the petition shall be in camera and the ruling shall be announced within 24 hours after the hearing.

- (g) No candidate or any member of the Guild shall be allowed to have legal representation when putting his/her case.
- (h) The Tribunal's ruling shall be final.

Section 9: Swearing-in

- (a) The President-elect, the Executive and members of the G.R.C shall be sworn-in, in that order, by the Vice Chancellor.
- (b) The ceremony shall take place in public at least 24 hours before the first G.R.C meeting.
- (c) The president elect shall notify members of the Guild of the Ceremony at least 3 (three) days before it takes place.
- (d) All those taking the oath shall swear to abide by the Constitution (Citation – Appendix 1).

ARTICLE 10: TERMINATION OF OFFICE

Section 1: Resignation

- (a) Whenever there is an occasion for the resignation of the Executive to be tendered, the President shall tender the resignation of the same collectively to the G.R.C. through the Speaker.
- (b) In case a member of the Executive wishes to resign, he shall tender his resignation in writing to the President giving at least 7 (seven) days notice.
- (c) In case a member of the G.R.C or one of the Guild Committee wishes to resign, he shall tender resignation in writing to the Speaker.

Section 2: Suspension and Dismissal

- (a) The president shall have power to suspend or dismiss a member of the Executive. The duration of suspension shall be at the discretion of the President and shall not exceed 30 (thirty) days.
- (b) The Speaker shall have power to suspend a member who fails to attend 2 (two) consecutive G.R.C meetings without satisfactory reasons. The period of suspension shall not exceed 2 (two) successive meetings.
- (c) If the G.R.C feels that a member merits dismissal, the case shall be referred to the members of the Hall of Residence to which the member is a representative to the G.R.C which members shall give the ruling from the members of the Hall; the member shall be deemed withdrawn.

Section 3: Vote of No Confidence in the Guild President and the Executive

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

IN AND BY THE G.R.C

- (a) Any member of the G.R.C shall be entitled to move a vote of no confidence in the President and the Executive.
- (b) A 7 (seven) days notice accompanied by the formulated motion shall be given by the mover to the Speaker who shall then cause it to be published within 24 hours, and convene a meeting of the G.R.C to be held on the 7th (seventh) day from the receipt of the motion.
- (c) For the motion of no confidence to be carried, it shall require at least two-thirds of the total membership of the G.R.C by secret ballot.
- (d) In the event of the motion of no confidence being carried as provided in Article 10 Section 3 (a) above, the Executive shall be expected to resign within 3 (three) days.
- (e) Should the Executive refuse to resign within the 3 (three) days provided in Article 10 Section 3 (d) above, it must make a written appeal within the 3 (three) days, to the Speaker who shall make arrangements for the motion of no confidence to be voted by the Guild as provided in Article 10 Section 3.
- (f) Should the Executive not resign within the days as provided in (d) of this Section; and further fail to make a written appeal to the Speaker within 3 (three) days as proved in (e) of this section then, the Executive shall automatically be deemed out of office and thereafter the Care-Taker Government will assume office.
- (g) If the Guild endorses the vote of no confidence by 2/3 majority in a secret ballot, or in the event of the President and Executive being out of office as provided in (e) and (f) of this section, new elections for the president shall be held within 14 (fourteen) days.
- (h) If the vote of no confidence of the G.R.C is rejected by the Guild in secret ballot, all hall representatives other than members of the Executive and Ex-officio of the G.R.C shall resign and new elections shall take place within fourteen (14) days.

IN AND BY THE GUILD

- (a) A vote of no confidence in the President and the Executive by the Guild shall require a petition signed by at least a 1/5 (one fifth) of the members of the guild, to the Speaker.
- (b) The Speaker shall cause the list of the signatories to be displayed on Hall Notice Boards within 48 hours of receipt of the petition.
- (c) After 24 hours' display of the signatories, Speaker shall give notice of a General Assembly meeting to take place within 7 days to hear the petition and the President's defence.
- (d) The quorum for such a meeting shall be 1/4 (a quarter) of the whole Guild membership. If no quorum is realised, the vote no confidence shall be deemed lost.
- (e) There shall be no voting taken at this meeting.
- (f) After the meeting of the General Assembly, the Speaker shall conduct a secret ballot on the motion of no confidence within 48 hours.
- (g) The vote of no confidence shall be carried out if at least 2/3 (two thirds) majority of the members of the Guild vote for it in the secret ballot.

- (h) In the event of the vote of no confidence being carried as provided in (g) of this section, the President and the Executive shall instantaneously vacate their offices, and new elections of Presidency shall be held within 14 days.

Section 4: Vote of No Confidence in the Speaker or/and Deputy Speaker

- (a) A Vote of no confidence in the Speaker or/and the Deputy Speaker shall be moved after a petition duly signed by at least 25 (twenty- five) percent of all G.R.C members.
- (b) The petition shall be presented to the Chairperson of the care- taker Government who shall publish the petition and chair the meeting to discuss the motion within 14 days.
- (c) The quorum shall be at least 3/5 (three fifth) of the G.R.C members.
- (d) The motion of no confidence shall be carried if at least 2/3 (two- thirds) of the members present vote for it in a secret ballot.

ARTICLE 11: FINANCE

Section 1: Collection of Revenue

- (a) The subscriptions of members in *statu pupillari* shall be determined and collected in a manner prescribed by the University Council upon registration and shall be transferred to the Guild Account before any expenditure is made.
- (b) Grants, donations or any legal entitlements shall be made to the Minister for Finance and declared to the Dean of Students.

Section 2: Source of Revenue

The source of Revenue shall be: -

- a) Subscription from members of the Guild.
- b) Fundraising activities of the Guild;
- c) Grants, donations, bequests and trusts;
- d) Interests and profit from the Guild property and capital;
- e) Any legal entitlement to the Guild;
- f) Registration of affiliate associations and;
- g) Any other source or means approved by the G.R.C.

Section 3: Budgeting

- (a) *The Minister of Finance with the Finance Committee shall prepare and lay before the G.R.C during the third G.R.C Session estimates of all revenue and expenditure,*

including those of the Makererean as would have been presented by its Chief Editor, (the Budget) for the whole year the Government is in office for approval.

- (b) *The Guild Representative Council shall pass a Guild Budget before the beginning of each fiscal year, which budget shall reflect the objective of this constitution to promote the general Welfare of all the Students of Makerere University. Such Budget shall conform to the budgetary conventions of the University and shall have separate subheadings for;(i) expenses which inure to the benefit of the student, or some part thereof, directly and (ii) the expenses of the Government and its officers and legislators, including office expenses, emoluments, refreshments, transportation and other incidental expenses of conducting the government which do not directly benefit the wider student body.*
- (c) *The budget so approved as in (b) above shall be submitted to the Financial Advisor to the Guild who will present it to the University Council for ratification.*
- (d) *Copies of the approved and ratified budget shall be made available to all Halls of Residence, all faculties and to the university officials concerned.*

Section 4: Supervision and Authorization of Finances

- (a) The Guild funds shall be kept by the University Bursar.
- (b) The Guild Minister of Finance shall keep up to date books of accounts indicating the income and Expenditure of the Guild through and or by any minister or official or any member of the Guild.
- (c) The minister for finance shall deposit all monies with the bank.
- (d) No Guild official shall keep Guild monies for longer than three 3 days unless specific official authority has been granted by the Dean of Students.
- (e) The authority to withdraw or to authorise withdrawing Guild money shall rest with the minister for finance in conjunction with the Guild president, and the Dean of students.
- (f) The Guild Cheques shall be signed by the Dean of students as the Principal signatory the minister for Finance and Guild President. Where one signatory other than the principal is not available; the financial Advisor shall sign.
- (g) All financial transactions shall be made in the names of the guild.
- (h) The Minister for Finance shall receive and keep any receipt or written evidence certifying any expenditure of the Guild funds.
- (i) All monies received in the name of the Guild shall be receipted by the finance minister.
- (j) The finance minister shall present a signed Balance Sheet for endorsement by the Financial Advisor to be submitted to the G.R.C at the end of their term of office.
- (k) Before any of the Guild incurs any expenditure, the estimates of that expenditure shall be discussed and approved by the *finance committee*, which *finance committee* shall meet and receive an account of such approved expenditure.
- (l) The Minister for Finance shall submit monthly financial reports to the Financial Advisor.

- (m) In the event of temporary absence or physical incapacity of Minister for Finance, the President shall carry on his duties for such a time, as the Minister himself shall be unable to carry out the duties.
- (n) In the event of the Guild Minister for Finance resigning before his term of office comes to an end, the Minister shall handover a signed financial statement to his successor. Such a financial statement must be approved by the *finance committee*.
- (o) The Executive may authorize allocation of funds within the heads of expenditure and must report such expenditure to the following G.R.C. meeting for approval.
- (p) *All transactions of the Guild shall follow the laid down procedures of procurement and disposal of public assets.*

Section 5: Auditing.

- (a) The accounts of the Guild shall be audited *not later than* four weeks before the Guild General Elections by the University Auditor.
- (b) The Audited *accounts* and Balance Sheet shall be approved and signed by the Financial Advisor before being presented to the G.R.C.
- (c) The Audited Accounts and Balance Sheet shall be published after approval by the G.R.C not later than 7 (seven) days before the *Presidential and G.R.C. Elections*.

ARTICLE 12: THE STUDENT CONSULTATIVE COMMITTEES

- (a) There shall be a joint student/staff consultative committee composed of members from both sides, known as "The Student/Staff consultative Committees"
- (b) Their function shall be to hold joint consultative talks on all matters and measures affecting students in *statu pupillari*.
- (c) The Consultative Committee shall meet at the request to their University or the Guild.
- (d) Members representing the Guild on such committees shall be appointed by the Executive except by virtue of office as per this consultation.
- (e) The Vice-Chancellor shall be given copies of the proceedings of the meetings of these Committees if he is not a member.

ARTICLE 13: SOCIETIES

Section 1: Registration

Any registered students' organisation in the University shall be affiliated to the Guild on its Application for affiliation to the Executive, having been approved by the G.R.C and the vice-Chancellor provided that; -

- (a) All its members are members of the Guild;

- (b) Its Constitution is inline with the aims and aspirations of the Guild;
- (c) It has not less than thirty-five (35) members.

Section 2: Affiliated Societies

Any affiliated societies may be eligible for financial assistance on application to the Minister for Finance and on approval by the G.R.C

ARTICLE 14: MEETINGS

Section 1: Convening of Meetings

- (a) All Guild meetings including the General Assembly, G.R.C and Executive shall be held in accordance with the provisions of this Constitution.
- (b) Meetings of the G.R.C. shall be open to all full members of the Guild unless the G.R.C. decides otherwise.
- (c) The Speaker shall be responsible for convening all meetings of the General Assembly and meetings of the G.R.C to debate a motion of no confidence in the Executive as per Article 10, Section 3(a).
- (d) All notices of meetings shall be dated and duly signed including the name, registration number and course of the student calling the meeting.

Section 2: Frequency

- (a) The Executive shall meet as often as there is need, but not less than 4 (four) times during a semester.
- (b) The G.R.C shall meet at least twice a semester
- (c) Committees shall meet as often as there is need.

Section 3: Notice of Meetings other than those convened to Debate Motion of no Confidence.

- (a) The Executive members shall be given at least: -
 - (i) Three (3) days notice for ordinary meetings;
 - (ii) Six (6) hours notice for emergency meetings;
- (b) G.R.C members shall be given at least: -

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

Section 4: Presiding at Meetings

- (a) The Speaker shall preside at the subsequent G.R.C meetings after his election.
- (b) The Speaker shall preside over all General Assembly meetings.
- (c) In the absence of the Speaker, the Deputy Speaker shall deputise.
- (d) In the absence of both the Speaker and the Deputy Speaker, the members present and forming a quorum shall appoint an Acting Speaker from amongst themselves to preside over the G.R.C or General Assembly meeting.
- (e) The election for the Acting Speaker in (d) of this section shall be supervised by the Prime Minister.
- (f) The President shall preside over Executive meetings.

ARTICLE 15: STANDING ORDERS

Section 1: Quorum

- (a) The Executive shall have a quorum of at least 1/3 (a third) of its members.
- (b) The G.R.C shall have a quorum of ½ (half) its members.
- (c) If in any meeting of the G.R.C a quorum is not realised, a subsequent meeting with the same agenda will be legally constituted by 1/3 (a third) of the members.
- (d) A quorum of not less than 1/10 (a tenth) of the members shall be necessary for a meeting of the General Assembly to be conducted except when it is a meeting to listen to a petition for a vote of no confidence in the Executive.
- (e) In any meeting, if quorum is not realised within ¾ (three-quarters) of an hour after the time appointed for the meeting to start, the meeting shall be cancelled.

- (f) In any meeting, should attention be called at any time after the commencement of business to the fact that a quorum is not present, the person presiding over the meeting shall order the names of those present, if less than quorum, to be recorded and shall adjourn the meeting. In case of a General Assembly however, only the count shall be taken and no names shall be recorded.

Section 2: Order of Business

- (a) The Agenda shall be read by the Speaker or whoever is presiding meeting, at the beginning of each meeting.
- (b) All matters thereon shall take precedence over other business.
- (c) Notice of motion to be discussed at a further meeting may be given.
- (d) Every agenda must provide for question time not exceeding 20 (twenty) minutes, after "Matters Arising" from the minutes. Any question may be asked during this time, but no debate of policy or motion shall be allowed.

Section 3: Suspension of Standing Orders

- (a) A motion for the suspension of the Standing Orders may be accepted by the Speaker in the event of any matter of urgency.
- (b) The member moving such a motion must clearly state the nature, urgency of his business, the standing Order or Orders affected and the length of time (not exceeding 30 minutes) the suspension should last. The time may be extended if the meeting so desires.
- (c) No suspension shall take place unless by a 2/3 majority of the members present.

Section 4: Breaches of Order

- (a) A member is guilty of a breach of order if he/she: -
 - (i) Uses unparliamentary language, and refuses to withdraw it or offer a satisfactory apology;
 - (ii) Disobeys a lawful order from the Chair;
 - (iii) Conducts self in a manner unbecoming of a G.R.C member
- (b) Any member who commits a breach of order may, on being declared by the Speaker to be guilty of disorderly conduct, be punished by being discontinued from sitting in and participating in the on going meeting.
- (c) Motions shall be of affirmative character and commence either with the word "That".

- (d) Every motion or amendment must be moved and seconded by members physically present in the meeting, and shall be in writing.
- (e) A member may start with a speech and conclude with a motion or an amendment.
- (f) An addendum to the motion shall be treated as an amendment.
- (g) No motion shall be disposed of one by one.

Section 5: Amended Motion

- (a) The motion successfully amended shall be called the amended motion and further amendments to any portion of the amended motion may be moved provided they are consistent with the business and have been previously rejected.
- (b) After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question and if carried, shall become a resolution of the meeting.

Section 6: Order of Precedence

During any meeting, the following points may be accepted by the speaker in the following order: -

- (a) Point of Order
- (b) Motion
- (c) Point of information (when a member is giving information)
- (d) Point of information (when a member is seeking information)
- (e) Point of Guidance.
- (f) Point of privilege.

Section 7: Right of Reply

- (a) The mover of the motion shall have the right to open the debate and to reply at the close of the debate.
- (b) When an amendment is moved, the mover of the original motion shall be entitled to speak thereon in accordance with section 8 (a) and (b) of this Article, but shall lose the right when the amendment is carried.
- (c) The mover of an amendment shall not be entitled to reply.

Section 8: Procedure

- (a) No motion shall be put to vote unless a motion "That the question be put" has been moved and carried.
- (b) No further discussion shall be allowed once the question has been put from the Chair.

Section 9: Withdrawals

Once a motion or an amendment has been accepted by the Chairman, it shall not be withdraw without the consent of 2/3 (two thirds) of the members present.

Section 10: Closing Debate

- (a) The motion "That no vote be taken on this question", "That we proceed to the next business", that the question be put", may be moved and seconded by members who have not previously spoken on the same subject at any time during the debate.
- (b) No speeches shall be allowed on such motions.
- (c) If the motion "That the question be put" is lost, the mover of the original motion shall have the right to reply in accordance with Section 12(a) of this Article, before the question is put.
- (d) If any of the motions mentioned in (a) of this section or the motion of adjournment is defeated, 15 (fifteen) minutes shall elapse before it can be accepted by the Speaker, unless he is convinced that the circumstances have materially altered in the meantime.

Section 11: Adjournment

- (a) Adjournment of meetings or debates under discussion may be moved only by a member who has not spoken on the question.
- (b) He must confine his remarks to the question only. The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of adjournment which shall not prejudice his right of reply on his own motion.
- (c) Once the motion of adjournment is lost, it shall not be moved again, save in accordance with section 15 (d) of this Article.
- (d) The Speaker shall declare the meeting adjourned if there are present (besides the Speaker) less than the quorum necessary for the meeting to be conducted (Article 15 section 1)

Section 12: Voting

Save as otherwise provided in this Constitution: -

- (a) Voting shall be by show of hands unless otherwise decided.
- (b) Two members appointed by the Speaker shall act as tellers.
- (c) The Speaker shall have no right to vote.
- (d) If there is a recount, and the votes are equally divided, the motion shall be lost.

- (e) In committees, names of those voting for, against and obstacles shall be recorded in the Minutes, whenever a difference of opinion on the proposition occurs.

Section 13: Notice of Motion

- (a) Notice of motions shall be sent to the General Secretary in writing not less than 7 (seven) days before the date of the meeting at which they are to be discussed.
- (b) Such motions shall be on the Agenda in the order in which they were received by the General Secretary.

Section 14: Rescinding a Resolution

- (a) No resolution shall be rescinded or amended in the meeting at which it is passed.
- (b) Notice of its rescindment or amendment must be given along with the Agenda.
- (c) The resolution involving important issues of finance or policy shall not be rescinded at any meeting unless members of the committee concerned have been duly notified.

Section 15: Commission

The Executive committee and other Committees of the Guild are exempt from those standing orders which do not specifically mention them.

ARTICLE 16: THE CONSTITUTIONAL CHANGES

Section 1: Changes

Changes in the Guild Constitution shall be initiated in the following manner: -

- (i) By the students' Guild as provided in the Guild Constitution (a-e) below.
 - (ii) By the University Council in exercise of its powers embodied in the Universities and Other Tertiary Institutions Act, 2001 (as amended).
- (a) Copies of the proposed changes shall be sent to all members of the G.R.C at least seven (7) days before the meeting on which they are to be discussed is convened.
 - (b) Any proposed changes in the Constitution shall first require the approval of the G.R.C by 2/3 majority of all G.R.C members.
 - (c) The changes shall not be effective unless and until approved by the University Council.

- (d) The changes so approved by the University Council shall be communicated by the Vice-Chancellor to the Guild President who shall announce them as part of the Guild Constitution.
- (e) The approved changes shall be embodied in the amended Constitution.

Section 2: Interpretation

- a) The power to interpret the Constitution is vested in the Speaker and his interpretation shall be final and conclusive provided his interpretation is not challenged by at least 2/3 (two-thirds) of the members present at the meeting.
- b) In case of the Speaker's interpretation being successfully challenged, an Ad hoc Committee consisting of the Legal Advisor and four other persons elected by the G.R.C at least 2 of whom shall be members of G.R.C shall retire for 15 minutes and shall give its interpretation, which interpretation shall be final and conclusive.

ARTICLE 17: BREACH OF THE CONSTITUTION

Any person or group of persons breaching the Students' Guild Constitution shall be subject to disciplinary proceedings of the Guild Disciplinary Committee and if necessary of the University Disciplinary Committee.

APPENDIX 1: CITATION/SWEARING –IN

(a) The President

"I Swear that I shall discharge my duties as President of Makerere Students' Guild with all honesty and to the best of my ability, abiding fully by the Constitution. May God help me"

(b) The Executive (Each)

Citation as per Appendix 1 (a), substituting the respective Ministerial post 'President'.

(c) The G.R.C Members (each Hall Separately)

"We members of Hall swear that we shall discharge our duties as members of the Guild Representative Council with all honesty, and to the best of our ability, abiding fully by the Constitution. May God help us.

(d) The Members of The Electoral Commission

I.....Swear that I shall discharge my duties as a member of the electoral commission with all honesty and to the best of my ability, abiding fully by the constitution. May God help me.

APPENDIX 2: HANDING-OVER

The Out-going President

"I hereby affirm that the files and all other Guild property for which my Executive and I have been in-charge, are correct and up to date and every portfolio"

APPENDIX 3: STUDENTS' COMMON ROOM

(a) Halls of Residence

Apart from Societies affiliated to the Guild and financially dependent bodies like the Games Union, there will be existing organisations not instituted by the guild but directly related to it. The organisations or bodies are known as Halls of Residence, which are centers of social life for members of the Guild in statu pupillari. These bodies have organised Governments based on Constitutions formulated by the University Council. These institutions among other things have elected Chairpersons and elected Hall Representatives who are members of the G.R.C. These Halls are under the direct administration of Senior University officials known wardens.

- (a) The powers of the S.C.Rs which are the assemblies of the Halls of Residence are defined by the Constitutions of the Individual Halls.
- (b) The powers to withdraw members of the G.R.C rest with the S.C.Rs.

APPENDIX 4: ELECTORAL RULES AND REGULATIONS

1. *The Electoral Commission shall draw up a program for nominations, campaigns and voting, and every candidate in co-operation with the other members of the Guild shall strictly abide by it.*
2. Any candidate who shall be found guilty of instigating any form of violence, or guilty of any other form of misconduct shall be disqualified by the Electoral Commission in consultation with the *with the Caretaker Government.*
3. Disciplinary action shall be taken by the University Disciplinary Committee against any student who interferes with the smooth running of the Electoral Process or is found guilty of any form of electoral malpractice.
4. There shall be no campaigning at any time beyond 7:00 p.m.

APPENDIX 5: SUPREMACY

The Constitution shall be the Supreme Law governing the Guild and any Law to the contrary shall be null and void, to the extent to which it is contrary to the Constitution.

