

COMPUTER SCIENCE SOCIETY

Kwame Nkrumah University Of Science And Technology.



BACKBONE OF MODERN TECHNOLOGY

OFFICIAL
CONSTITUTION.

E- CONSTITUTION OF THE COMPUTER SCIENCE SOCIETY

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PREAMBLE

Affirming our faith in the Almighty, Omnipotent and Omniscient Creator of the Universe, soliciting his guidance and help in all our endeavors.

Whereas every recognized institution, defined structure or unit reserves the right to govern its self.

Wherefore we join the junior members of The Department of Computer Science exercise such undoubted right.

Determined to raise to the highest level, the moral political, and academic standards;

And seeking to promote the welfare of students in the Spirit of Strong Will to match up modern technological advancement in this global village.

Intent on establishing an accountable student to enrich our heritage and safeguard the exquisite principles of probity, accountability, veracity, impartiality, and scrupulosity.

We do hereby adopt, enact, and give to ourselves this constitution on this day **26th December, 2003** as the fundamental Law of governance of this student unit to the statutes and regulations of the Students Representative Council of This University, the University Act and General University rules and regulations, some of which are enshrined in the **FRESHMAN'S GUIDE**.

SECTION ONE: STRUCTURE OF THE SOCIETY

ARTICLE 1.0: NAME

The body shall be called "THE COMPUTER SCIENCE SOCIETY" of the Department of Computer Science (herein after called CSS).

ARTICLE 2.0: MEMBERSHIP

The membership of this society consists of all students "In statu popullari" of Kwame Nkrumah University of Science and Technology registered in the Department of Computer Science.

ARTICLE 3.0: FUNCTIONS

The CSS Shell:

- I. Be the sole body, making representation on behalf of students at the Department.
- II. Advice on matters relating to the general welfare of students in the Department.
- III. Be responsible for the planning and implementation of major functions of the Society.
- IV. Co-operate with the student societies or association of this and other institutions of higher learning for the advancement of science and information technology.
- V. Work towards the maintenance of good and healthy staff-student relations based on mutual trust and respect.

ARTICLE 4.0: EXECUTIVE COMMITTEE

There shall be established, an Executive Committee comprising

- I. The President
- II. The Vice President
- III. The General Secretary
- IV. The Financial Secretary
- V. The Organising Secretary
- VI. Women's Commissioner

The Vice President shall be an ex-officio and non-voting member of the Executive Committee

SECTION TWO: DUTIES , APPOINTMENT & HONORARIA

ARTICLE 5.0: DUTIES OF OFFICERS

THE PRESIDENT

- I. He shall be the chief spokesperson and leader of the Society.
- II. He shall preside over meetings of the General Assembly and Executive Committee.
- III. He shall counter-sign all cheques issued in the name of the Society
- IV. He or She shall represent the society on higher bodies of students' leadership where such representation is required .

THE VICE PRESIDENT

- I. In the absence of the President or His inability to act, the Vice President shall assume the duties of the President as in Article 5(A)
- II. He shall be an ex-officio member of all ad-hoc committees.
- III. He shall be the Publicity Officer of the Society.

THE GENERAL SECRETARY

- I. He shall be responsible for summoning all meetings of the General Assembly and Executive Committee.
- II. He shall in consultation with the Executive, handle all correspondence of General Assembly and Executive Committee.
- III. He shall perform all secretarial duties of the General Assembly and Executive Committee wherein the General Assembly and Executive Committee refer to the holistic bodies.
- IV. He shall be the Publicity Officer of the society.

THE FINANCIAL SECRETARY

- I. He shall receive all CSS money and shall have custody of the CSS cheques and cashbooks.
- II. He shall be responsible for all the financial accounts and shall keep true records of all the financial transactions and assets of the CSS with supporting evidence in the form of receipts, bills and other such financial documents.
- III. He shall publish the statement of accounts within the first four (4) weeks of every semester on the society's notice board.
- IV. He shall be a signatory to all cheques of the Society.

THE ORGANISING SECRETARY

- I. He shall chair the Organizing Committee.
- II. He shall be responsible for organizing all activities of the Society.
- III. He shall be chairman of the Departmental Week Planning Committee (DWPC)

THE WOMEN'S COMMISSIONER

- I. There shall be a Women's Commissioner who shall be voted into office by the women in the Department of Computer Science.
- II. She shall represent the collective interest of the general female membership of Computer Science Society.
- III. She shall seek to encourage the general participation of women in the activities of Computer Science Society.
- IV. She shall construct such programmes that may benefit the general population of the female membership of the general assembly.
- V. She shall channel all grievances, appreciations and comments on women to the Executive Council for address.

ARTICLE 6.0 : OTHER OFFICERS

There shall be other officers which will comprise of

- I. Editor-In-Chief
- II. Judicial Committee Chairman
- III. Electoral Committee Chairman
- IV. Audit Committee Chairman
- V. Research Officer

ARTICLE 7.0 : COMMITTEES

- I. Each Committee shall comprise of not more than five (5) and not less than three (3) members including the Chairman.
- II. Each Committee shall be composed of not more than two (2) members from each year group including the Chairman
- III. Each Chairman shall reserve the right to appoint members of his committee in consultation with the Executive Council.
- IV. Each Committee shall report to the society at a General Assembly meeting to be held for that purpose every semester.
- V. In the event of a tie during voting, all Committee Chairmen shall have a casting vote.
- VI. In the case of Independent Committees, the Chairman's nominees shall be approved by the General Assembly.

ARTICLE 8.0 : DUTIES OF THE COMMITTEES

THE RESEARCH COMMITTEE

- I. It shall plan and be responsible for the Society's participation in any exhibition such as **TRATECH**.
- II. It shall see to the maintenance and operation of the Society's Library
- III. It shall establish and maintain the Society's website
- IV. The Research Officer shall head the committee.

THE ORGANISING COMMITTEE

It shall assist the Organising Secretary in the performance of his duties.

THE EDITORIAL BOARD

- I. It shall be headed by the Editor and exist independent of the Executive Committee
- II. It shall be in charge of all the society's publications such as the **TERMINAL** and **ANNUAL MAGAZINE**.
- III. It shall have access to society's document as far as it does not impede the smooth running of the Society and is required for publication.

THE JUDICIAL COMMITTEE

- I. There shall be establish an independent Judicial Committee chaired by the Judicial Committee Chairman.
- II. It shall have the power to rule on matters on which the constitution is silent or ambiguous. Such ruling shall be binding.
- III. The Judicial Committee chairman shall have the power to co-opt members without voting rights on ad-hoc basis and shall have the power to summon any student or group of students of the society to appear before them to give evidence.
- IV. They shall have Jurisdiction in every matter relating to electoral petitions and all constitutional matters and shall sit within 4 days upon receipt of such petitions.
- V. In proven cases of misdemeanour on the part of a member or the whole Judicial Committee, the General Assembly shall institute disciplinary measures against the members of the committee.
- VI. Except where the committee finds it advisable to dissent, all sittings of the committee shall be in public.
- VII. The Judicial Committee shall have the power to prescribe appropriate punishment against any member of the Executive Committee and removal from office of other officers of CSS shall be brought before the Judicial Committee.

- VIII. The committee shall have jurisdiction in every matter relating to the enforcement or interpretation of any provision of this of this constitution and in every matter where it is alleged that a person or group of persons have acted ultra vires to the powers conferred on them by the constitution.
- IX. For smooth exercise of its function, the committee has the power to do such things, as shall be necessary including the issuing of prerogative writs shall as mandamus, prohibition, injunction and creation of sub-committee to deal with specific issues.

THE ELECTORAL COMMISSION

- I. There shall be established an independent Electoral Commission chaired by the Electoral Commissioner.
- II. The commission shall conduct all CSS elections including by-elections arising from any vacancy in accordance with the relevant provision of this constitution.
- III. The Electoral Commission shall appoint a committee to screen candidates for the various positions.
- IV. The Electoral Commissioner shall be empowered to add any rules and regulations as He or She may find necessary to affect an orderly and impartial election. These regulations shall be brought to the notice of the candidates at least twenty-four (24) before they are deemed effective.

THE AUDIT COMMITTEE

- I. There shall be established an independent audit committee chaired by the Audit Committee Chairman.
- II. It shall complete the auditing of the accounts of the Society 3 week after the end of each CSS week and three (3) weeks to the handing over.
- III. The audited account shall be presented to the Executive Committee three (3) days before it is published and ten days before the General Assembly debates on it.

IV. The Committee shall take inventory and care of the property of the society.

ARTICLE 9.0 : APPOINTMENT

1. Within twenty-one (21) days of assuming office an electoral council comprising Class Presidents and their assistants and the elected executives, chaired by the President, shall appoint the following officers:

- I. Editor-In-Chief
- II. Research Committee Chairman
- III. Judicial Committee Chairman
- IV. Electoral Commissioner
- V. Audit Committee Chairman

2. The quorum for 9(1) above shall be 2/3, of the total number.

3. Each of the chairpersons of the committee as provided for in Article 7.0(3) shall reserve the right to constitute members of his committee.

4. The executive Committee shall approve or otherwise the President's nomination for the position of Vice President.

ARTICLE 10.0 : HONORARIA

Individuals or groups of persons who contribute immensely to the progress of the society may be made honorary members of CSS and shall bear the title "ICONS OF CSS."

Such an honour as in article 10(i) shall be conferred by the General Assembly upon the recommendation of the Executive Committee.

SECTION THREE: MEETINGS , APPOINTMENT OF OFFICERS

ARTICLE 11.0 : GNEERAL ASSEMBLY

- I. There shall established a General Assembly, which shall consist of members of CSS, chaired by the President.
- II. The General Assembly shall be the highest decision-making body of the society.
- III. The Executive Council shall present to the General Assembly the dues for each semester by the end of the previous semester for approval.

ARTICLE 12.0 : MEETINGS

GENERAL ASSEMBLY MEETING

- I. The President in consultation with the General Secretary shall hold at least two (2) General Assembly meetings per semester.
- II. Notices for General Assembly meetings with the Agenda shall be published at least forty-eight (48) hours before the effective date of meeting.
- III. A simple majority shall be needed to take decision at meetings except in the case of a tie, the Chairman shall have a casting vote.
- IV. A total of 50 CSS members shall form a quorum to committee meetings

SPECIAL GNERAL ASSEMBLY MEETING

- I. The President or any thirty (30) members with not less than five (5) from each year group of CSS may request the General Secretary to summon a special General Assembly
- II. Meeting provided at least a twenty-four (24) hour notice with an agenda is given.

EXECUTIVE COMMITTEE MEETINGS

- I. Any two members of the Executive Committee may request the General Secretary to summon a special meeting of the executive committee given a twenty-four (24) hour notice.
- II. In the event of a tie at an executive meeting, the president shall have a casting vote.

ARTICLE 13.0 : RESIGNATION OF OFFICERS

- I. Any executive of officer who wishes to resign should submit his resignation letter to the President, fourteen (14) days before his intended resignation.
- II. If the President wishes to resign, he must tender in his resignation letter to the Judicial Committee chairman, copied to the head of department.
- III. Any such resignation of any executive or officer shall be communicated to the General Assembly within seven (7) days in writing.
- IV. In the case of vacant position through resignation, the electoral commissioner shall conduct a by-election within fourteen (14) days of the resignation of an executive.
- V. In the case of the resignation of other Officers, the executive committee shall appoint a replacement within 14 days.

ARTICLE 14.0 : REMOVAL FROM OFFICE

- I. Any elected executive is liable for impeachment on the following grounds:
 - a. Incompetence
 - b. Ineffectiveness
 - c. Negligence
- II. Involvement in such acts seeks to bring society's name or his office into disrepute.
- III. Any other appointed officer may be removed from office from inefficient or negligent discharge of his duties such as acting in a manner

prejudicial to the interest of the society by not less than 50% of the General Assembly therein gathered and voting at a meeting called for that purpose.

- IV. Such a procedure as in article 14 (ii) shall be commenced by a proposal from the executive or any member of the society supported by at least 50 members of the society.

ARTICLE 15.0 : CONDUCT OF ELECTIONS

The following regulations shall apply to all CSS sponsored elections.

- I. A simple majority is required to win an election
- II. All members of the Executive shall be elected by the ballot box.
- III. The Electoral Commissioner shall publicise the calendar for elections at least seven (7) clear days before the effective day for opening nominations.
- IV. Nomination forms for each candidate seeking an office shall require the endorsement of ten (10) members of the CSS.
- V. The Screening Committee shall submit its report to the Electoral Commissioner immediately after the screening process, and shall publish the report within 24 hours upon receipt.
- VI. Candidates who stand unopposed shall require at least 50% of the votes cast to win the post thereof.
- VII. Every member of the society shall have the right to cast a vote for each office being contested for.
- VIII. Voting shall be conducted from 0900 GMT to 1600GMT.
- IX. Counting of ballots shall be opened to the General membership of the CSS shall begin immediately after the close of polls.
- X. In the event of a tie, fresh elections shall be held for the candidates involved.
- XI. Any candidate who shall be guilty of an election malpractice shall be asked to withdraw from the elections by the Electoral Commissioner.

ARTICLE 16.0 : DISQUALIFICATION OF A CANDIDATE FROM CONTESTING AN ELECTION

- I. A candidate on Probation shall not be allowed to contest an Election
- II. A Candidate who has been punished by the University shall not be allowed to contest an Election
- III. A candidate who has been repeated by the University's Academic Board shall not be allowed to contest an Election except where the candidate repeated voluntarily.

SECTION FOUR: FINANCE AND SIGNATORIES

ARTICLE 17.0 : FINANCE

This regards the issue of finance for running the society, the following shall hold:

- I. All members of the society shall be required to pay dues at the beginning of each semester towards the running of the society.
- II. The amount to be paid as dues shall be determined by the General Assembly upon a proposal from the Executive Committee.
- III. The Executive Committee shall seek additional forms of revenue generation for the Society.

ARTICLE 18.0 : SIGNATORIES

- I. The President, the Financial Secretary and the Head of Department shall be then sole signatories to the bank accounts of the society.
- II. Every cheque of the society must bear the signature of the President and at least one other person specified in (i) supra.

SECTION FIVE: HANDING OVER, AMENDMENT & INTERPRETATION

ARTICLE 19.0 : HANDING OVER

- I. All officers leaving office on expiration of their term of office should hand over all documents and property of the society to the in-coming officers.
- II. Handing over should be done at the least three weeks before the end of the semester.
- III. The handing over shall be supervised by the Judicial Committee Chairman and can only be done when the General Assembly has debated and accepted the audited report.

ARTICLE 20.0 : AMENDMENT

- I. Any notice for the Revision or Amendment of any provision of this constitution shall be made to the Judicial Committee and published to the members of the Society.
- II. Notice for the Revision or Amendment of any provision of the constitution may be made by the executive or by any member(s) of the Society in writing and submitted to the Judicial Committee.
- III. Any such notice in the case of ordinary members should be supported by at least thirty (30) members with at least five from each year group whose signatories shall be appended there to.
- IV. The Judicial Committee shall sit and publish its report within 12 days of the receipt of any valid notice of amendment or revision.
- V. In the case of a total Revision, a Constitutional Review Committee shall be set up by the Judicial Committee Chairman within fourteen days upon receipt of any valid notice of Revision to collate the views of members.

- VI. Fourteen days after the publication of the report in the case of an amendment or total revision, a special General Assembly meeting shall be convened to debate and approve or disapprove by a simple majority.

ARTICLE 21.0 : INTERPRETATION

- I. "He", "Him", "His" as used in the constitution shall refer to any member, male or female of this society.
- II. "Department," as used in this constitution shall refer to Department of Computer Science of the Kwame Nkrumah University of Science and Technology, Kumasi.
- III. "Society" as used in this constitution shall refer to the Computer Science Society.

APPENDIX: STANDING ORDERS & AMENDMENT

MOTIONS

- I. All motions should be submitted in writing and must be handed over to the Chairman immediately and must be heard at all times.
- II. No motion or amendment shall be opened for discussion until it has been seconded, but the proposer shall have the right to speak on the motion for 2 minutes in order to find a seconder.
- III. No motion shall be discussed until it concerns an approved subject on the Agenda except with the permission of the House.
- IV. A motion shall only be opened for discussion or amendment after the proposer and seconder have been given the opportunity to speak in support of the motion.
- V. No motion or amendment which has been accepted by the Chair shall be withdrawn without the consent of the house. Neither shall any addendum be made to a motion once accepted without such consent.
- VI. The mover of an original motion shall have the right to reply at the close of the debate.
- VII. No further discussion of the question shall be allowed once the question has been put before the chair.
- VIII. Discussion of the motion (including amendment) may be curtailed in time by a procedural motion from the floor or by the chairman with the approval of the meeting.
- IX. The chairman shall limit debate on all such procedural motions provided the mover and one speaker against the motion shall in all cases have the right to speak if wishing to do so.

AMENDMENT

- I. No amendment shall be moved, which by the chairman's ruling rescinds, negates or destroys the original motion.
- II. No other amendment shall be moved until the first amendment has been disposed off, but notice of further amendments may be given.

- III. If an amendment is rejected, other amendments may be moved on the original motion.
- IV. If an amendment is carried, the motion as amended shall become the motion, and shall be the question about which any further discussion may be made, upon which the final vote may be taken.
- V. An amendment like a motion, must be moved, seconded and discussed in accordance with the procedure for motion outlined in the relevant articles.
- VI. When several amendments are presented successively, on any item, the amendment first tabled and supported will be voted upon first. However, discussion and subsequent amendments will be opened before a vote is taken on the first amendment.

ORDER OF PRECEDENCE

The Chairman shall allow the following procedural motion to be put when there is already a proposition on the table in the following order of Precedence:

- I. That the motion be now moved
- II. That the motion not now be moved
- III. A motion to postpone or adjourn, the matter to a later specified meeting.
- IV. Next business
- V. A motion to refer the matter to a committee for investigation and a report.
- VI. A motion to adjourn the meeting to a later specified date
- VII. Motions provided by the clauses: I, ii, iii, and vi shall receive a 2/3 majority of votes cast.
- VIII. If the motion 'That the motion be now put' has been seconded no further discussion of the original question shall be allowed but a member may give notice of his desire to speak further on the original question under discussion and shall be so allowed to speak before the original question is put to vote.

INTERVENTIONS

In addition to discussion on a motion, the Chairman shall allow the following points in order of precedence:

- A. Point of order
- B. Point of information
- C. Point of correction
- D. Point of clarification

A point of order must be heard at all times and the Chairman shall give his ruling before the issue is further discussed. Point of order shall deal with the conduct of the procedure of the debate. The membership to the point of order shall prove one or more of the following:

- I. That the speaker is deviating from the scope of motion under discussion
- II. That he is using improper language
- III. That he is infringing upon the constitution or standing orders.

A point of information shall consist of a question asked of the last speaker and must be strictly related to the subject under immediate discussion.

CONDUCT OF MEETINGS

- I. A speaker shall direct his speech strictly to the motion or amendment under discussion.
- II. If no definite motion or amendment is before the meeting, the speaker shall direct his speech strictly to the point on the agenda under discussion.
- III. Every member shall address himself solely to the Chair.
- IV. No member shall be allowed to speak more than once on a motion; as long as a member who has not spoken on that motion desires the floor.
- V. The chairman shall interpret the standing orders. He shall be free to take part in all discussions.
- VI. Any of the standing orders may, in case of urgency or after due notice, be suspended or changed at any meeting so far as it regards business at a particular meeting, provided there is 2/3 majority in favour.

- VII. When a motion is tabled, two persons should be allowed to speak for or speak against.

BREACH OF ORDER

- I. A member shall be guilty of Breach of order when He :
 - a. Uses offensive words or objectionable language
 - b. Disturbs the orderly conduct of the meeting
 - c. Disobeys a lawful order from the Chair.
- II. A member declared by the Chair in consultation with the executive present, to be of disorderly conduct, shall if he refuses to withdraw or apologise, be asked to leave the meeting.
- III. Failing to comply with this order, he shall be liable to a reasonable fine to be determined by the Chair.