

THE
BUGEMA UNIVERSITY
STUDENTS' ASSOCIATION
BUSA
CONSTITUTION
CONSTITUTED 2014

TABLE OF CONTENTS

LIST OF ACRONYMS.....	8
PREAMBLE.....	9
ARTICLE I. ESTABLISHMENT.....	10
ARTICLE II.....	10
ARTICLE III. AIMS AND OBJECTIVES.....	11
ARTICLE IV. LIMITATION AND POWERS.....	12
ARTICLE V. MEMBERSHIP.....	12
ASSOCIATE MEMBERS.....	13
1. RIGHTS AND DUTIES.....	13
ARTICLE VI. STUDENTS' GOVERNMENT.....	14
ARTICLE VII. ORGANS OF STUDENTS' GOVERNMENT.....	15
ARTICLE VIII. ROLES AND DUTIES OF OFFICE BEARERS.....	16
A. EXECUTIVE.....	16
B. CABINET	16
C. PATRON/MATRON.....	17
D. OFFICE BEARERS.....	18
ARTICLE IX. THE GENERAL ASSEMBLY.....	29
ARTICLE X. TENURE OF THE OFFICE.....	30
ARTICLE XI ELECTIONS.....	30
ARTICLE XIII. ELECTORAL COMMISSION.....	30
A. FORMATION OF THE ELECTORAL COMMISSION.....	30
B. DUTIES OF THE ELECTORAL COMMISSION.....	31
C. CONSTITUENCIES/ DEPARTMENTS.....	33
D. TENURE OF OFFICE OF THE ELECTORAL COMMISSIO.....	34
ARTICLE XIII. ELECTORAL PROCEDURES.....	34
A. ELECTION RULES	36
B. TIME OF ELECTIONS.....	38
ARTICLE XIV. HANDOVER AND SWEARING IN.....	38
ARTICLE XV. ELECTION PETITIONS	39
ARTICLE XVI. QUALIFICATIONS OF CANDIDATES FOR OFFICE.....	39

ARTICLE XVII. REMOVAL FROM OFFICE.....	41
ARTICLE XVIII. SUSPENSION AND DISMISSAL.....	42
ARTICLE XIX. REMOVAL FROM OFFICE.....	43
ARTICLE XX. PROCEDURE FOR ADMINISTERING A VOTE OF NO CONFIDENCE.....	44
A. A VOTE OF NO CONFIDENCE BY THE GENERAL ASSEMBLY.....	44
B. A VOTE OF NO CONFIDENCE IN THE SPEAKER.....	45
C. A VOTE OF NO CONFIDENCE IN THE MEMBER OF PARLIAMEN.....	46
D. A VOTE OF NO CONFIDENCE AGAINST THE PARLIAMENT.....	46
ARTICLE XXI. THE TRIBUNAL.....	46
SECTION A. COMPOSITION.....	46
SECTION B. DUTIES.....	47
SECTION C. TERM OF OFFICE.....	48
SECTION D. QUORUM.....	81
ARTICLE XXII. MEETINGS.....	48
SECTION A: GENERAL ASSEMBLY.....	48
SECTION B: EXECUTIVE MEETING	48
SECTION C: CABINET	48
SECTION D: PARLIAMENT	49
SECTION E: QUORUM	49
SECTION F: TIME OF THE MEETINGS.....	49
ARTICLE XXIII. STANDING ORDERS.....	50
SECTION A: QUORUM.....	50
SECTION B: ORDER OF BUSINESS.....	50
SECTION C: SUPER VISION OF STANDING ORDERS.....	51
SECTION D: BREACH OF ORDERS	51
SECTION E: THE SPEAKERS' RULING.....	52
SECTION F: MINUTES.....	53
SECTION H: SPEECHES.....	54
SECTION I: MOTION OF AMENDMENT.....	54

SECTION J: ORDER OF PROCEDURES.....	55
SECTION K: MOTION PROCEDURES.....	56
SECTION L: WITHDRAWAL.	56
SECTION M: CLOSING DEBATE	56
SECTION N: ADJOURNMENT	57
SECTION O: VOTING.....	57
SECTION P: NOTICE OF MOTIONS	58
SECTION Q: RESCINDING RESOLUTION.....	59
SECTION R: OMISSION.....	59
ARTICLE XXIV: LEGISLATIVE ASSEMBLY/PARLIAMENT	59
SECTION A: DUTIES OF THE MP.....	59
SECTION B: RIGHTS OF THE MP.....	60
SECTION C: ELECTION OF THE SPEAKER.....	60
SECTION D: DUTIES OF THE SPEAKER.....	61
SECTION E: THE DEPUTY SPEAKER SHALL.....	61
SECTION F: THE CLERK.....	61
ARTICLE XXIV. FINANCE.....	62
SECTION A: SOURCE OF REVENUE.....	62
SECTION B: COLLECTION OF THE REVENUES.....	62
SECTION C: AUTHORIZATION OF EXPENDITURE.....	63
SECTION D: SUPER VISION OF FINANCE	63
SECTION E AUDITING	65
SECTION F: REMUNERATION COMMITTEES.....	65
SECTION G: DUTIES OF REMUNERATION COMMITTEES.....	65
ARTICLE XXV. AFFILIATED STUDENTS' SOCIETIES	66
SECTION A: CONDITION FOR REGISTRATION.....	66
SECTION B: PROCEDURE FOR REGISTRATION.....	67
SECTION D: ADMINISTRATION.....	67

SECTION E: BUSA IMMOVABLE AND MOVABLE ASSETS WORKING POLICIES.....	68
ARTICLE XXVI. STUDENTS ASSOCIATION PROJECT MANAGEMENT BOARD (SAPMB).....	68
ARTICLE XXVII: CONSTITUTIONAL AMENDMENT	70
SECTION A: PROCEEDINGS.....	70
SECTION B: COMPOSITION OF CONSTITUTION REVIEW COMMISSION.....	71
SECTION C: INTERPRETATION.	72
ARTICLE XXVIII. BREACH OF THE CONSTITUTION	72
ARTICLE XXIX. DISSOLUTION.....	73
ARTICLE XXX. MISCELLANEOUS PROVISIONS	73
ARTICLE: XXXI: HANDING OVER	74
Appendix.....	75
OATH AS TAKEN BY THE ELECTORAL COMMISION.....	75

LIST OF ACRONYMS

BUSA - Bugema University Students' Association

GPA - Grade Point Average

BU - Bugema University

EC - Electoral Commission

MPs - Members of Parliament

SAPMB - Student Association Project Management Board

PREAMBLE

We, the students of Bugema University, in order to unite our effort, in facilitating our growth in the social, mental, spiritual and physical aspects of University life, do hereby pledge ourselves to be governed by the following articles as in this constitution.

ARTICLE I. ESTABLISHMENT

Bugema University Students' Association is hereby established as an incorporated association with perpetual succession. Therefore, this constitution is understood to be limited by the constitution of the republic of Uganda, principles of the Seventh-Day Adventist Church and rules of Bugema University

ARTICLE II

1. Name

The name of the Association shall be Bugema University Students' association, hereafter referred to as BUSA

2. HEADQUARTERS

The headquarters of BUSA shall be at Bugema University's main campus

3. RIGHTS AND DUTIES

- a. The Association has the right to affiliate to any organization representing the rights of students or students' interests.
- b. The Association shall participate in all programs organized by these groups, except during Sabbath i.e., Friday sunset to Saturday sunset.

- c. The Association has the right, duties and prerogative to oversee the activities of all nationality Association's cultural, education and sports clubs
- d. BUSA has the right of Assembly
- e. BUSA has the right to transact and run business within and out of the campus
- f. BUSA has the right to open, own property-movable and immovable
- g. BUSA has the right to operate and manage accounts and finances
Dean/Patron of BUSA, President and Minister for Finance as the signatories and the Secretary General

ARTICLE III: AIMS AND OBJECTIVES

3.1 To protect and negotiate for students' rights as provided for in the University's student handbook and the BUSA constitution bill of rights and honoring the constitution of the republic of Uganda

3.2 To serve as a training ground for leadership development within the students' community by participating in decision making processes at appropriate levels and facilitate the establishment of an environment where students develop physically, socially, intellectually, spiritually, psychologically and culturally.

3.3 To provide an effective channel of communication between the students' body, the University Administration and faculty.

3.4 To serve as a channel for interacting with other universities in intellectual, cultural, social and spiritual spheres.

3.5 To foster students' participation in national building activities of the country.

3.6 To render possible services to the students through development projects so as to bring services closer to the students

ARTICLE IV: LIMITATION AND POWERS

This constitution should be subordinate to the constitution of the government of Uganda and the ideals of Bugema University as translated in the university constitution.

ARTICLE V: MEMBERSHIP

Every student currently registered at Bugema University shall automatically become a member of BUSA. University students shall be defined as those who:

a. Are currently pursuing any program at this University certificate, diploma, undergraduate, in-service and postgraduate courses including those at satellite campuses/constituents.

b. Pay subscription fee per semester.

ASSOCIATE MEMBERS

- a. All alumni shall become automatic members of BUSA
- b. Shall be silent members without voting powers
- c. Shall not be elected into BUSA office

1. RIGHTS AND DUTIES OF MEMBERS

Subject to the provision of this constitution, all members shall have the following rights and duties:

- I. The right to stand for elections to any elective office declared vacant by EC
- II. The right to take part in all activities and enjoy all the facilities of BUSA without segregation or hindrance, unless the student government considers it contrary to any ARTICLE of this constitution
- III. The duty to promote aims and objectives of BUSA as provided for in this constitution
- IV. The duty to promote aims and objective of BUSA as provided for in this constitution (ARTICLE III)
- V. All duties lawfully required of members including the payment of subscription fees.

VI. The members who qualify under the ARTICLE (V) subsection) shall not have the voting powers during general election but shall enjoy privileges as associate members.

ARTICLE VI: STUDENT GOVERNMENT

1. President
2. Vice President
3. Governor
4. Secretary General
5. Minister of Finance
6. Minister for Culture, Social and Religious Affairs
7. Minister for Education and Sports
8. Minister for Justice and Constitutional Affairs/ Office of the Attorney General
9. Minister for Information and Publicity
10. Minister for Health and Catering
11. Minister for Environment and Labor
12. Members of Parliament (MPs)

ARTICLE VII: ORGANS OF STUDENTS' GOVERNMENT

a. The Executive

The Executive shall consist of:

1. President
2. Vice President
3. Governor
4. Secretary General

Note: The hierarchy in command is as above

The President and Secretary General shall be directly elected by the General Assembly. The Vice President and Ministers shall be direct appointees of the President.

BUSA will have one president from the main campus who shall be the representative of all campuses under Bugema University. All other campuses under Bugema university main campus shall have elected governors who shall be the leaders of the respective campuses.

b. The Cabinet

The Cabinet shall consist of the Executive and the Ministers

c. The Parliament

The Parliament shall consist of MPs from all departments, Speaker, Deputy Speaker, Cabinet and the Executive

ARTICLE VIII: ROLES AND DUTIES OF OFFICE BEARERS

a. EXECUTIVE

Shall be:

- I. Be accountable to the Parliament.
- II. Deal with emergency matters pertaining to the well-being of BUSA.
- III. With consultation consider and prepare items to be placed in the Cabinet meeting agenda.
- IV. Assign duties to Ministers as deemed necessary.
- V. Supervise and coordinate duties of the Ministers.
- VI. Be the link between students and the Administration.
- VII. Call or convene meetings for the Cabinet and General Assembly.

b. CABINET

Shall be:

- I. Be accountable to the Parliament.
- II. Execute the decisions of the parliament.
- III. Coordinate, organize and run the affairs of BUSA on a daily basis

IV. Deal with emergency matters pertaining to the well-being of the students (BUSA).

V. Initiate policies toward the welfare of BUSA and carry out decisions with the approval of Parliament

VI. Carry out such duties as may be assigned by the Parliament

VII. Approve the annual budget before it is presented to the General Assembly

VIII. Consider and prepare items to be placed on the agenda of all general or special meetings of the Association as the case may be

IX. Shall do any other duty assigned by the President

c. THE PATRON/MATRON

I. Shall be nominated by the President and then approved by the University Parliament.

II. Shall be an associate member.

III. Shall serve for one term, but be eligible for reappointment at the expiry of the term.

IV. Shall not serve for more than two terms consecutively.

V. In case of incompetence or breaching of the constitution, the Parliament shall inform the University Administration. then remove and replace according to section (1) of this ARTICLE

VI. His/her role shall be advisory to the Cabinet, Parliament and The General Assembly.

VII. Shall arbitrate when informed by the president misunderstanding which the Executive Committee members cannot resolve.

VIII. In a case where the students become defiant, shall report the matter to the Dean of Students or prompt an appropriate action.

IX. Answerable to the Dean of Students.

X. Help BUSA in achieving their objectives

XI. Contribute to the students' well being

d. OFFICE BEARERS

1. President/Governor

Shall:

- I. Be responsible for directing the Association and the Parliament in accordance with the aims and objectives of the Association.

- II. Call and chair all the Executive meetings, Cabinet and all
- III. General Assembly meetings of the Student's Association
- IV. Sign all minutes of meetings after their adoption
- V. Be a mandatory signatory to the BUSA main campus fund account

(President)

- VI. Shall have power to approve all transactions of BUSA main campus
- VII. Serve as an ex-official of all students' Association committee and sub-committees
- VIII. In case of poor performance by a Minister (s), the President shall reshuffle and if deemed appropriate by Parliament, he may drop and appoint another Minister, through the approval of the Parliament
- IX. Be the chief executive officer of BUSA.
- X. Represent the Association in the Administration Board and the University Council, Senate Education Board
- XI. Shall appoint the Vice President and all ministers who will be subject to approval by the Parliament
- XII. Reserve the right to vote in case of a tie of votes in the Cabinet

XII. Shall take on any other duty as deemed appropriate by the Parliament

2. Vice President/Deputy Governor

Shall:

- I. Deputize the president in his/her duties
- II. Shall be a member of the parliamentary standing committees and other committees that may come up in the parliament
- III. Assume the duties and responsibilities of the president in his/her absence
- IV. Be the manager of all assets and projects of BUSA main campus
- V. Do any other duties as assigned by the President, the Executive committee and the Cabinet
- VI. Be answerable to the President
- VII. Chair General Assembly meetings in the absence of the president.

3. General Secretary Shall:

- I. Be charged to prepare and keep the minutes of all the Executive, Cabinet, General Assembly and any other meetings

- II. Be a custodian of all records of BUSA main campus
- III. Preside over the meetings in the absence of the President/Governor and the Vice President/Deputy Governor
- IV. Prepare regular and permanent records for filing in the BUSA office
- V. Prepare and present the agenda for the Executive meetings and the General Assembly meetings.
- VI. Be a Co-Signatory to the BUSA fund account
- VII. Be answerable to the parliament.

3. Minister for Finance

Shall be in charge of:

- I. Maintaining the BUSA books of account, prepare and present a report for receipts and disbursement to the parliament and prepare a financial statement at the end of each semester
- II. Be responsible for the preparation of the budget after adequate consultation with the key stakeholders of the Association and shall present this budget to the students' General Assembly convened for that purpose after the approval of parliament.

- III. Collect the subscription fee from all members each semester during registration
- IV. Devise ways of raising funds for BUSA
- IV. Present audited financial statements at the end of each semester to the students' government and General Assembly
- V. Shall audit the electoral commission as well as the Constitution Review Commission
- VI. Shall present to the General Assembly the draft of the budget for recommendation after approval by the parliament
- VIII. Be answerable to the President
- IX. Do any other duty as assigned by the President

4. Minister for Religious Affairs

Shall:

- I. Be responsible for religious affairs of BUSA
- II. Work closely with the University chaplain to enhance the spiritual welfare of BUSA
- III. Where possible, avail religious literature to the students
- IV. Be in-charge of evangelism, both in-reach and out-reach programs

- V. Chair the religious committee meetings
- VI. Be answerable to the President
- VII. Do any other duty as assigned by the President

6. Minister for Culture and Social Services

- I. Be responsible for all entertainment activities and encourage promotion of cultural activities in the University
- II. Be responsible for the establishment of social clubs like music, drama,
- III. Prepare and keep a social and cultural activities calendar
- IV. Organize commercial entertainment in order to generate some income for the BUSA fund account
- V. Promote social unity and equity among the students
- VI. Chair the social committee meetings
- VII. Be answerable to the President
- VIII. Do any other duty as assigned by the President

IX. Minister for Justice and Constitutional Affairs

Shall:

- I. Assist the president in maintaining law and order in the Cabinet and the General Assembly
- II. Be the chief interpreter of the constitution to the general assembly
- III. Be chief legal advisor to the BUSA government and executive.
- IV. Be Chairperson of the tribunal
- V. Be answerable to the president
- VI. Do any other duty as assigned by the president

X. Minister for Health and Catering/Environment

Shall:

- I. Promote medical services
- II. Promote catering services
- III. Promote sanitary services
- IV. Sit in the health committee
- V. Sit in the catering committee
- VI. Organize health campaigns to enlighten students on health issues

VII. Do any other duty as assigned by the President

VIII. Be answerable to the President

XI. Minister for Education/ Sports

Shall:

I. Chair the education subcommittees

II. Coordinate all activities of academic clubs in the campus and facilitate academic interaction with other institutions

III. Represent the students in the university academic standards committee

IV. Be answerable to the President

V. Do any other duty as assigned by the President and the Parliament

VI. Be responsible for all kinds of games and sports in the University

VII. Promote friendly activities pertaining to sports with other institutions

VIII. Ensure maintenance of the sports facilities

IX. Initiate policies to uplift the standards of sports in the University

X. Be the students' representative in all sports activities to various

Bodies

XI. Chair the sports committee

XII. Do any other duty as assigned by the President and the

Parliament

XIII. Be answerable to the President

XIII. Minister for Information and Publicity

Shall:

I. Represent BUSA in the University Publicity committee

II. Spokesperson for the Association in the interest of BUSA

III. Edit all official publication on behalf of BUSA

IV. Handle students' mail

V. Be the chairperson of the editorial Board of the students'

yearbook and letters

VI. Coordinate with the mass media to publicize the activities of BUSA

in consultation with the University marketing officer/ public relation officer

VII. Help the president to appoint a qualified editor for qualitative

publication

VIII. Do any other duty as assigned by the President and Parliament

IX. Be answerable to the President

XIII. Minister for Labor

I. Shall negotiate for fair remuneration for work programmed students

II. Shall liaise with the coordinator for work programmed students to ensure a clean environment at the campus

III. Shall chair the labor committee

IV. Shall come up with a calendar of event and activities pertaining to his/her office

V. Shall represent the rights and interests of work programmed students in the Administration's labor committee

VI. Shall do any other duties as assigned by the President

OFFICE OF THE INTERNAL AUDITOR

Duties

- a. Be financial advisor of BUSA
- b. Shall inspect BUSA books of account at any time
- c. Shall report to the Speaker's office on monthly basis

d. Shall approve all expenditures of BUSA government in consultation with Patron and Dean of Student

e. PARLIAMENT

Shall be composed of elected MPs

- I. Shall act as the legislative council of the students' body.
- II. Shall assume leadership of BUSA, should the Executive be voted out.
- III. Shall be responsible for the students' welfare; promote aims and objectives of BUSA
- IV. Shall endeavor to reconcile the objectives and aspiration of the University Administration with those of the students.
- V. Shall discuss on behalf of all students and whatever is passed therein which does not require discussion by the general student body shall be binding unless challenged by two thirds of the General Assembly. Such objections shall be in written manner and duly signed by 2/3 of the General Assembly.
- VI. Shall have the powers to vote out the Executive/any member of the Executive using conditions laid in this constitution pertaining to removal from office.

- VII. Shall approve the budget each semester, after presentations and recommendations from the General Assembly.
- VIII. Shall control and maintain the property and assets of BUSA
- IX. Shall approve annual/semester estimates of the BUSA income and expenditure for submission to the students' assembly.

In regard to the conduct and Administration of the affairs of the BUSA:

- I. Shall have the power to formulate by-laws and regulations and to take action in accordance with parameters of this constitution.
- II. Shall be answerable to the General Assembly.
- III. Subject to the provisions of this policy, the parliament/student's representative council shall discuss, amend and make policies.
- IV. Any other similar duties that may arise
- V. Organize semester auditing by the external auditor
- VI. Number of MPs shall be elected through secret ballot

ARTICLE IX: THE GENERAL ASSEMBLY

Shall comprise of all members as stipulated in article V of this constitution

When seated, shall be the final decision maker of BUSA. Shall have the right to hear and give recommendations of the budget before approval by the parliament.

o Shall pass a vote of no confidence on the President and the Parliament in case of incompetence or violation of the constitution of the Association.

ARTICLE X: TENURE OF OFFICE

The term of office for all the office bearers shall be one academic year from the month of March marking the end of the previous Government in place and beginning of the new government. No person shall, however, serve in the same office for a period of more than two continuous terms.

ARTICLE XI: ELECTIONS

There shall be general elections during the last Tuesday of March of the 2nd semester in every campus.

ARTICLE XII: ELECTORAL COMMISSION

A. FORMATION OF THE ELECTORAL COMMISSION

I. The Cabinet shall appoint nine Electoral Commissioners who shall be presented to the Parliament.

- II. Nine commissioners shall sit and elect their chairperson, secretary and treasurer under the supervision of the outgoing Minister of Justice and Constitutional Affairs.
- III. No incumbent officer of the BUSA shall be a member of this commission.
- IV. The chairperson shall be the returning officer.
- V. Any member of this commission shall not vie for any elective office unless he/she relinquishes his/her position.
- VI. The Electoral Commission shall be formed in the first semester of the academic year.

B. DUTIES OF THE ELECTORAL COMMISSION

- I. The commission shall be independent from the University Administration and BUSA officials during its operations but audited by the finance minister.
- II. Shall be responsible for all elections and by elections during the academic year.
- III. Shall invite elections observers from within and out the campus borders.

- IV. Shall have powers to disqualify any candidate or agents that infringe on the election rules.
- V. Shall have powers to set up rules to govern elections
- VI. Shall define the boundaries of departments/constituencies.
- VII. Shall keep records and names of all voters per constituency and general list of all students for voting purposes.
- VIII. Shall update the voters' register per semester whenever there is need.
- IX. Shall keep used and the unused ballot papers before swearing in for petition purposes.
- X. Shall print the ballot papers, process them and keep them in safe custody before to ensure the smooth voting exercise.
- XI. Shall declare election results within 24 hours after elections.
- XII. Shall coordinate the whole process of swearing-in in consultation with the University Administration.
- XIII. Shall receive all election petitions after the election process is over.
- XIV. Shall nullify the election results where evidence of election irregularities is satisfactory.
- XV. Shall perform any other duty required of their position.

- XVI. Should ensure that the election application fee is realistic.
- XVII. Should submit the election financial report to the finance minister for checkup after every election.

C. CONSTITUENCIES/DEPARTMENTS

1. Theology (1)
2. Religious studies (1)
3. Languages (1)
4. Arts and Humanities (1)
5. Information Technology (1)
6. Social Work and Social Administration (1)
7. Development Studies (1).
8. Science Department (1)
9. Management (1)
10. Accounting Finance (1)
11. Disabled (1)
12. In-Service
Uganda (1), Kenya (1) and Pastors (1)
13. Graduate school (Kampala, Arua compasses)

Ratio 1:20

Note: Any department having more than 200 students gets another MP according to the stated ratio.

D. TENURE OF OFFICE OF THE ELECTORAL COMMISSION

- I. Shall serve for one academic year but any member of the commission may be re-appointed for not more than two terms.
- II. Shall be formed / dissolved at the commencement of the first semester to give adequate preparation time by the in-coming commission.
- III. The chairperson of the Electoral Commission shall recommend the name (s) of unproductive commissioners to the Minister for Justice and Constitutional Affairs for removal and placement thereof.
- IV. Shall give civic education to the voters before elections i.e., educate them on vote and teach them their rights pertaining to the elections exercise.

ARTICLE XIII: ELECTIONS PROCEDURES

a. The Electoral Commission shall:

- I. Pronounce any vacant post (s) to be contested in accordance with the elections calendar.

- II. Receive the applications from prospective candidate (s) together with other requirements laid down by the Electoral Commission.
- III. Present the names of the prospective candidates to the University Administration and shall be posted on to the notice boards to mark the commencement of the campaigns.
- IV. Shall ensure that campaigns are conducted during daytime, and shall be climaxed by open campaigns for all candidates at a duly called General Assembly.
- V. Methods of voting shall be by casting a secret ballot.
- VI. Presidential, Secretary General and Parliamentary elections shall take place on the same day in all campuses.
- VII. An updated register shall be used to verify the valid voters before receiving ballot papers in all campuses.
- VIII. Presidential candidates shall have two agents at each polling station whose names shall be known to the returning officer two days before the polling day.
- IX. All other parliamentary candidates shall have two agents within the polling stations.

- X. The agents, commissioners, and or polling clerks shall III allowed to move in and out of the polling returning officer's permission.
- XI. The clerks and the agents shall not campaign around or in the polling stations.
- XII. Counting shall be done at the voting venue and results announced immediately.
- XIII. Presidential candidates shall be given a special day to present their applications, and may be accompanied by at most twenty (20) supporters.
- XIV. The candidates with the majority votes shall be declared winner and thereafter, sign a result notification, before the Electoral Commission and observers together with the loser(s)/agent (s).

E. ELECTION RULES:

- I. No candidate shall withdraw from the race within 4 days to the election date. Any withdrawal will lead to a fine of 300,000UGX lead to a fine as shall be decided by the Electoral Commission.
- II. All in-service students both teachers and pastors shall not vote during the general elections but shall elect their representative

who serves as a member of parliament during a day of their convenience.

- III. A campaigning candidate or individuals caught in the act of instigating any form of violence will be disqualified from the voting exercise, and will be considered for further disciplinary action.
- IV. Any other voter may be disqualified if found intimidating, creating or carrying wrong identification for the purpose of voting or misleading a voter.
- V. Candidates shall be disqualified if found to be inducing voters or involved in tribal or segregative campaigns.
- VI. The ballot boxes shall not be put or placed beyond a radius of 4m from the polling station desk and shall be openly displayed.
- VII. The returning officer or his appointee shall be in charge of counting of the votes. Counting shall start not later than thirty minutes after the end of the voting.
- VIII. The whole voting process shall commence at 7.00am and must close at 5.00pm.

C. TIME OF ELECTIONS

The whole elections shall be held on the last Tuesday of the month of March the second semester of every academic year in all campuses.

ARTICLE XIV: HANDOVER AND SWEARING IN

- I. The swearing in the handing over of the President, the Secretary General and the members of parliament will be within 24 hours after the results have been announced.
- II. The President- elect must then appoint a Cabinet within five working days after swearing in.
- III. The chairperson of the Electoral Commission or chief guest arrangement shall swear in the President elect.
- IV. The President shall swear in the Secretary General and Members Parliament. All will swear to abide by this constitution.
- V. After the public handover at the swearing in ceremony, the new leaders shall be expected to release reports of certification for the constitution of the assets and files handed over to them.
- IV. After the President's recommendations, parliament shall approve the cabinet within 48hours.
- VI. The first session of parliament shall be called by the President and shall sit within the first 48 hours after being sworn in.

VII. Cabinet shall be sworn in within 24 hours after approval.

ARTICLE XV: ELECTION PETITIONS

- a. All the election petitions shall be lodged with the EC chairperson, provided that they shall be put in writing and copied to the Dean of Students and the patron/matron of BUSA and the defendant shall state the reason (s) for the intended petition.
- b. Upon receipt of petition (s) the EC chairperson shall follow the procedure laid down by the Electoral Commission.

ARTICLE XVI: QUALIFICATION OF CANDIDATES FOR OFFICE

- a. All contestants for the Presidency and General Secretary shall be Seventh Day Adventist church members in good standing.
- b. All contestants must have studied for at least one year in Bugema University.
- c. Contestants for any office shall have a minimum cumulative G.P.A of 3.50 from the previous two consecutive semesters at the time of application.
- d. Must include photocopies of all grade slips of the previous academic year at the time of application
- e. Contestants shall be full time students of the University.

- f. Shall be of sound social moral status.
- g. Meet a non-refundable fee as stipulated by the EC.
- h. All the clauses above shall apply to candidates contesting for contestable and appointive positions (Ministers)
- i. Contestants for M.P in Departments (Constituencies) must be:
 - a. Elected from their respective departments.
 - b. Fully registered with their departments.
 - c. Must be 2nd or 3rd year students.
 - d. Must be running for a full term in office.
- j. Appointee for Minister for Religious Affairs must be members of the SDA church.
- k. Appointee for Minister for Finance must be competent with a good background in accounting and with no record of fraud (previous)
- l. Appointee for Minister for Sports has shown active involvement in the sporting activities.
- m. Appointee for Minister for Labor must be on work programme.
- n. Appointee for Minister for Labor must be on work programme.

ARTICLE XVII: REMOVAL FROM OFFICE

- a. In case of resignation of the President,
 - I. He/she shall present a written notice to the Vice President one week in advance, who in turn shall present the same letter to the student's parliament within 48 hours.
 - II. The Vice-President shall then assume the office and the duties of the President for forty (40) days within which a new President shall be elected and sworn in.
 - III. In case the President resigns with little time to election, the Vice President shall hold the office of the President until the next general elections are held.
- b. Any minister who wishes to resign shall present a written notice to the president one (1) week in advance and the cabinet shall consider the reasons for withdrawal.
- c. In the event of the resignation, or removal from office of the president and at least five members of the cabinet body, the student parliament shall assume responsibility of the affairs of BUSA
- d. In case this is in the 2nd semester, this shall be until the general elections, and if not in the 2"d semester, this interim government shall hold office for not longer than four weeks as they prepare for the general elections.

- e. Whenever there arises an occasion for the resignation of the cabinet, the president shall tender a collective resignation to the parliament through the BUSA Deputy Speaker
- f. . Any member of parliament wishing to resign for the same reasons in (b) shall duly do it.

ARTICLE XVIII: SUSPENSION AND DISMISSAL

- a. The President shall have the powers to suspend a member of the cabinet. The duration of the suspension shall be to the discretion of the President, but shall not exceed 14 days.
- b. The Speaker shall have the powers to suspend a member who fails to attend Parliament meetings for four consecutive meetings, misbehaves in Parliament, and any disturbance acts. The suspension period shall not exceed two successive meetings. If the Parliament feels that a member merits dismissal, the case shall be referred to the constituency to which the member is answerable. This constituency shall be expected to give a ruling within two weeks.
 - I. If they support dismissal, fresh elections for that constituency shall be staged. In case of the absence of a ruling after two weeks, the MP shall be deemed withdrawn.

II. If the MP and his/her constituency are stubborn and fail to give a valid ruling, the Parliament shall give a vote of no confidence on the MP.

ARTICLE XIX: REMOVAL FROM OFFICE

- a. Any criminal or social offence shall lead to forfeiture of office and this may require no warning.
 - I. Any officer that fails to attend two consecutive meetings without valid reason will automatically forfeit his office, on failing for the 3rd time.
 - II. The President shall explain to the Parliament a removal or reshuffle with evidence.
- b. Any member of parliament who fails to perform his duties as expected of his department, the constituency will follow a procedure of vote of no confidence as stipulated in the article (xxiv)
- c. A president or minister who proves incompetent shall receive a vote of no confidence
- d. Any official of the BUSA who takes up any administrative office with the Administration shall be advised to resign.

ARTICLE XX: PROCEDURE FOR ADMINISTERING A VOTE OF NO CONFIDENCE

In case of the President and/or the Cabinet, a vote of no confidence may originate from the students' Parliament or the General Assembly.

a. A VOTE OF NO CONFIDENCE BY THE GENERAL ASSEMBLY

- I. A vote of no confidence in the President and/or the Cabinet by the General Assembly shall require a petition signed by at least 14 of the students to the Speaker, The Speaker shall display the list of signatories on the notice board within 48 hours of the receipt of the petition.
- II. After 24hours of the display, a notice will be given of a General Assembly to take place within 7 days to hear the petition and the President's or Cabinet's defense.
- III. The quorum of this meeting shall be 75% of BUSA membership, of which 3/5 of the votes will carry the motion. If no quorum is realized, the vote of no confidence shall be by secret ballot.
- IV. The accused may appeal to the tribunal within four (4) days and on the fifth day, a handover shall be expected.
- V. A vote of no confidence on the President affects his/her entire Cabinet; competent ministers may be appointed in the interim

government, as handover shall be expected within forty days. It requires no legal representation, but the conflicting parties must appear in person.

b. VOTE OF NO CONFIDENCE IN THE SPEAKER'

- I. A vote of no confidence shall be moved after a petition duly signed by at least 2/3 of the members of the house.
- II. The petition shall be presented to the Deputy Speaker, who shall publish the petition and chair a meeting of the house to discuss the petition within four (4) days of receipt.
- III. The quorum shall be 3/5 of the parliament and the motion shall be carried if at least 2/3 of members of parliament present vote for it in a secret ballot.

c. VOTE OF NO CONFIDENCE IN A MEMBER OF PARLIAMENT

Any member of the department shall be entitled to move a vote of no confidence in any member of parliament. The culprit (s) shall be warned twice in writing, such a warning letter shall include allegations against the individual or organ and be handed over to the Speaker and signed by three fifth of the members of that organ. The accused shall be expected to respond in writing to the Speaker within seven days.

It shall require three fifth of the voters for the vote of no confidence to be taken.

d. VOTE OF NO CONFIDENCE AGAINST PARLIAMENT

A vote of no confidence against the president affects his /her entire Cabinet. A competent minister maybe appointed by the interim government, as handing over shall be expected within forty days. Elections according to the constitution shall be effected under the interim government forty days. government, as handing over shall

ARTICLE XXI: THE TRIBUNAL

SECTION A: COMPOSITION

There shall be a tribunal consisting of six categories: -

- I. Minister for justice and constitution as its chairperson.
- II. The Speaker as its vice chairperson n
- III. The President, the patron and the Dean of Students,
- IV. Two members of Parliament appointed by the students'

parliament

- V. Three members from the General Assembly appointed by the Minister for Justice and Constitutional Affairs and approved by Parliament.

SECTION B: DUTIES

- a. It shall be the BUSA disciplinary committee to instill discipline among the students. Its decisions shall be binding. One may, however, appeal to the student affairs committee (SAC) which has the prerogative to recall any case for further scrutiny.
- b. It shall be the organ that arbitrates, solves disputes and handles indiscipline cases of students before any such cases forwarded to the SAC for hearing and appropriate action taken.
- c. It shall deal with misunderstandings or misconducts that break the Bugema University rules and the BUSA constitutions before the matter is forwarded to the SAC.
- d. When the names of either the President, Vice President, Secretary General or a Minister are involved then, the Patron shall be the chairperson to eliminate a conflict of interest.
- e. It shall have powers to give punishment (s) as provided in the students' handbook and the BUSA constitution.
- f. It shall provide counseling services.

SECTION C: TERM OF OFFICE

- I. The tribunal shall stay in office for the length of one year and be formed two weeks after coming into power of the Cabinet.
- II. No members shall stay in the tribunal for more than two terms.

SECTION D: QUORUM

The quorum shall be at least 5 categories including the chairperson.

ARTICLE XXII: MEETINGS

SECTION A: GENERAL ASSEMBLY

The time of meeting for the General Assembly shall be at the beginning of each semester, and any other may be convened when need arises.

- I. Such meetings shall be called by the Secretary General in collaboration with the President and the Speaker to the Parliament.

SECTION B: EXECUTIVE MEETINGS

- I. To meet at least once a month.
- II. The Secretary General shall, in collaboration with the President, convene the meetings.

SECTION C: CABINET

- I. Shall meet at least once a month.

II. The President shall chair the meeting.

III. As it shall be convenient.

SECTION D: PARLIAMENT

I. Members of Parliament shall be elected from departments.

II. Shall be expected to meet at least once every three weeks.

III. Non-members of the parliament may attend parliament meetings only on accepted special request or invitation but shall not contribute to motions or have the voting powers.

SECTION E: QUORUM

I. The Cabinet shall require 60% of its members.

II. The parliament shall require 75% of its members

III. The General Assembly shall require 70% of its members

IV. No meeting: Executive, Cabinet, Parliament or General Assembly, shall be convened without the knowledge of the Dean of Students.

SECTION F: TIME OF THE MEETINGS

I. Four days' notice will be given for the normal meetings of the parliament.

II. Three days' notice will be given for the Executive meetings.

- III. Three days' notice will be given for Cabinet meetings.
- IV. Four days' notice will be given for General meetings.
- V. Items on the agenda, unless or otherwise, shall be duly spelt out
- VI. Emergency meetings may be called when the need arises.

ARTICLE XXIII: STANDING ORDERS

SECTION A: QUORUM

- a. If the quorum of any meeting is not realized, another meeting with the same agenda shall be called. However, pending the arrival of others, thirty minutes shall be given and a call to adjourn the meeting will be made by the members and supported by the majority currently present.
- b. If the quorum is not realized after two call offs, the next quorum shall be debatable, in any meeting should attention be called at any time after the commencement of business and to the fact that quorum has not been realized, the person presiding over the meeting shall record the names of those present and adjourn the meeting. In case this is a General Assembly, only the count and no name shall be taken.

SECTION B: ORDER OF BUSINESS

- a. The agenda shall be read by the Speaker at the beginning of each meeting.

- b. All matters there on the agenda must provide for question time not exceeding 20 minutes after matters arising from the minutes.
- c. No late coming shall be permissible in any organ of the student government.
- d. Disciplinary punishment shall be given to any who does not complete or attend a meeting without permission satisfied by the house.

SECTION C: SUPERVISION OF STANDING ORDERS

a. A motion for the supervision of the standing order may be exempted in the event of any matter of urgency.

- I. Exemption shall be by the majority of the members present 70% of those members currently in that meeting.
- II. The member moving such exemption shall state clearly the nature of urgency, the standing order affected, and the length of time such exemption should last. This should be within 30 minutes. The time may be extended should the meeting deem fit.

SECTION D: BREACH OF ORDER

a. A member is guilty of breach of order if he/she:

- I. Uses non parliamentary language and refuses to withdraw or after unsatisfactory apology
 - II. Disobeys a lawful order from the chair
 - III. Conducts himself in a manner unbecoming or a respectable member.
- b. Any member who commits a breach of order may upon being declared by the presiding (Speaker) officer be guilty of misconduct be punished by:
- I. Being ordered out of the session
 - II. Being suspended from attending session for a fixed period of time, or until a satisfactory apology is received
 - III. Being sent to the tribunal if serious steps against the culprit are to be taken
 - IV. Where possible the presiding officer may first warn the member

SECTION E: THE SPEAKER'S RULING

- a. If the Speaker rises to order a member to any purpose connected with the proceedings, the member acted upon will therefore resume his seat and no other members shall rise until the Speaker resumes his seat
- b. The Speaker shall work to maintain order of members in meetings, to allow an organized order of business.

- c. The Speaker shall rule out of order all matters that do not pertain to the question before the meeting, or to the business of the meeting.
- d. The Speaker's ruling on any question shall be final unless successfully challenged by two thirds of the members present voting contrary to the ruling.

SECTION F: MINUTES

- a. Where possible the previous agenda and minutes shall be circulated to the members at least two days before the next meeting.
- b. The Speaker shall allow for the matter arising and thereafter, assign the minutes after confirmation by all members.
- c. Unless for special revisit in the past motions, questions shall only be allowed for information, but no debate on the policies outlined in the minutes.
- d. Minutes of the General Assembly shall be displayed on the general notice board before the next General Assembly, where possible.
- e. Minutes of the parliament, Executive, Cabinet and General Assembly meetings shall be submitted when required to the University Dean of Students. If urgent, this shall be coordinated by the General Secretary as soon as possible.

SECTION H: SPEECHES

- a. A member shall speak once on a motion on the floor, except by special grant or points of order, information, guidance etc. and where such is granted through the Speaker, one must immediately raise where the alleged breach has occurred.
- b. A member may speak again on amendments.
- c. A member may formally second a motion or amendment and reserve his speech until a later period in the debate.

SECTION I: MOTION AND AMENDMENT

- a. If the first formation is a motion, then all succeeding formulations shall be called amendments to motions.
- b. Every motion or amendment must be moved and seconded by members physically present in the meeting.
- c. A Member may start with a speech and end with a motion or amendment.
- d. No other motion shall be accepted by the Speaker when there is still a motion being debated.
- e. Any uncovered amendment in the motion being debated.

- f. Any uncovered amendment in the motion may be moved, provided it is consistent with the business.
- g. If the motion or amendment is taken, it shall become a resolution of the meeting, and hence, called as an Act of Parliament.
- h. The mover of the motion may have the right to open the debate and to reply at the close of the debate.
- i. Motions shall be of affirmative character, and commence with the words, (I move the)
- j. An addendum to the motion shall be treated as an amendment

SECTION J: ORDER OF PROCEDURE

During the meetings, the following point may be accepted by the Speaker:

- a. When members raise their hands to speak, the first hand to catch the attention of the Speaker's eye shall be given priority.
- b. Every member other than the Speaker shall speak while standing unless by special approval by the member or in Executive meetings. All shall address the chair as "Mr. Speaker" or "Sir/Madam Speaker" "Mr. Chairperson," "Mr. President," as the case may be.
- c. Point of order (but not against the presiding officer)
- d. Point of or information (when a member is giving information)
- e. Point of inquiry (When a member is seeking information)

- f. Point of guidance
- g. Point of supplementation
- h. Point of privilege (to redirect the motion)
- i. Point of defense
- j. Motion

SECTION K: MOTION PROCEDURES

- a. No motion shall be put to the vote unless a motion that the question be put has been moved, seconded and carried.
- b. No further discussion shall be allowed once a question has been declared/carried by the chair.
- c. No member of parliament shall move out when a Speaker on the floor is still deliberating on the point.

SECTION L: WITHDRAWAL

Once the chair has accepted a motion or amendment, it shall not be withdrawn without the consent of two-thirds of the members present.

SECTION M: CLOSING DEBATE

- a. The motion that: "no vote should be taken on this question" "we proceed to the next business" "The question should be put off" etc. shall be

moved and if not a ruling by the Speaker shall need a seconding on the same subject at any time during the debate if any.

- b. If the motion like the above is defeated, the mover of the original motion shall have the right to reply before the question is put.
- c. The Speaker shall declare the meeting adjourned if the debate, or time is over, and call to adjourn has been moved.
- d. If a motion of adjournment in the above is defeated, 15 minutes shall elapse, before the Speaker can accept if, unless he/she convinced that the circumstances have materially altered in the meantime.

SECTION N: ADJOURNMENT

- a. May be moved by a member who has not spoken on the motion
- b. Once the motion of adjournment is defeated, it shall be raised again, except in accordance with its appropriate time.
- c. The Speaker shall put off the meeting, if the members present (besides the Speaker) are less than the quorum of the meeting to be conducted.

SECTION O: VOTING

- a. For this case and session, voting shall be by:
 - I. Secret ballot

- II. Show of hands or otherwise as appropriately chosen by the Speaker
 - III. If by show of hands, the Speaker shall appoint members to count those in favor, against and the non-voters.
- b. The Speakers shall only vote as the last resort, after a recount of votes in a tie, for which his vote shall be final.
 - c. In special committees, names of those voting for shall be recorded alongside the minutes

SECTION P: NOTICE OF MOTIONS

- a. Notices of motion shall be sent in writing up to (2) days before the date of the meeting in which they are to be discussed, to the Secretary General in the case of Cabinet and the Deputy Speaker in the case of parliament, except for emergency meetings.
- b. Such motions shall be placed in the agenda in the order in which they were received. The order can however be altered depending on the urgency or importance.
- c. Motions presented prematurely may be tabled pending future study.

SECTION Q: RESCINDING RESOLUTION

- a. Unless the minority is not less than 30% no resolution shall be rescinded or amended at the same meeting in which it is passed.
- b. Where an amendment is decided, notice to rescind a resolution must be given along with the agenda it is akin to.
- c. The resolutions involving important issues of finance or policy shall not be rescinded on any meeting unless members of that organ in session have been duly notified.
- d. When an annulment is decided, notice to rescind a resolution must be given along with the agenda it is a kin to.

SECTION R: OMISSION

The Cabinet committee meetings of BUSA shall adopt these standing orders for efficiency purposes.

ARTICLE XXIV: THE LEGISLATIVE ASSEMBLY/PARLIAMENT

SECTION A: DUTIES OF THE MP

- I. Shall attend all meetings of the parliament unless in dispose, and has forwarded due notice to the Speaker.

- II. Shall defend the rights of the students before the Cabinet and University Administration.
- III. Shall forward students' views and guidance to the parliament.
- IV. Shall deliberate on all duties concerned with development of the BUSA.
which fall under their areas of jurisdiction.
- V. Shall do any other duties assigned by the President/Speaker as need may arise.

SECTION B: RIGHTS OF THE MP

- 1. Participate fully in all the proceedings of the parliament in a proper manner while adhering to all the provisions of this constitution.
- 2. Openly defend the rights of the students in a proper manner without fear or victimization by the Cabinet or University Administration.

SECTION C: ELECTION OF THE SPEAKER.

- I. The parliament shall elect from within them:
 - a. A Speaker
 - b. A Deputy Speaker

II. Procedure of the election

- a) Mps shall elect from among themselves a speaker through a secret ballot.

b) The elected speaker shall resign as a member of parliament and a bye-election shall be held to replace him as an Mp.

SECTION D: DUTIES OF THE SPEAKER

a. The Speaker shall:

- I. Be the Vice Chairperson of the tribunal
- II. Preside over all parliamentary sessions
- III. Sit with the Executive in the Executive meetings when invited by the president.
- IV. Act as a chairperson in the interim government V. Do any other duty assigned by parliament

SECTION E: THE DEPUTY SPEAKER SHALL:

- I. Deputize the Speaker in his absence or on special delegation.
- II. Call parliament meetings in consultation with the Speaker and the President.
- III. President.
- IV. Do any other duty assigned by the parliament and the Speaker.

THE CLERK

- I. Be the secretary to the parliament
- II. Be the custodian of all minutes and properties of the parliament, until the hand over to the next parliament.

ARTICLE XXV: FINANCE

SECTION A: SOURCE OF REVENUE

1. Semesterly subscriptions from members.
2. Fundraising activities by or from the members
3. The BUSA may accept donations from the University or other legitimate organizations.
4. From projects or any legal entitlement to BUSA
5. Contributions from members, alumni and well wishers
6. Interests and profits from the properties and investments as stipulated in the constitution.

SECTION B: COLLECTION OF THE REVENUES

- a. The Finance Minister and his committee shall collect the subscription fee of members. The minister shall always do his financial collection in co-action with the BUSA President and the Secretary General. All BUSA subscription fees shall be deposited directly to the BUSA bank account.
- b. All financial transactions with or to BUSA shall be made by the Finance Minister and shall be receipted, however small the amount may be.

- c. The parliament shall assess the balance sheet and budgets presented by the Finance Minister.
- d. The auditor or parliament may order for accountability, which shall be forwarded by the minister within 7 days of request.
- e. All revenues shall be deposited in the BUSA account by the Finance Minister, within three days from the day of the receipt.

SECTION C: AUTHORIZATION OF EXPENDITURE

- a. The Finance Minister shall lay before the parliament for scrutiny and approval, estimates of revenue and expenditures for the whole semester after reviewing the budget of the semester.
- b. After approval, the Minister shall only release funds to Ministers whose budgets have been approved by the students' parliament. However, the Executive under the guidance of the President can authorize expenses and approve expenditures due to necessities.
- c. All funds allocated by the University Administration for students' welfare shall be debated by the Cabinet in collaboration with the Dean of Students and parliament and the Executive shall agree upon expenditure.

SECTION D: SUPERVISION OF FINANCES

- a. All funds shall be banked in the BUSA bank account.

- b. The Finance Minister shall be required to keep the books of accounts, indicating the income and expenditure of BUSA. The accounts shall be up to date.
- c. The Finance Minister shall not keep more than UGX. 300,000 (three hundred thousand Uganda shillings) above that authorized for the emergency fund.
- d. All transactions of BUSA shall be made in its name and receipts shall be duly given to that effect.
- e. The Minister shall prepare a financial statement for the whole year in the second semester before the swearing in of the new government, and present it to the Parliament and the General Assembly.
- f. In case of temporary absence or physical incapacitation of the Minister for Finance, the President shall delegate a competent Minister as pertaining to the said Minister for Finance, subject to approval by Parliament.
- g. If the Minister for Finance is voted out or resigns before the end of his term office, he shall be required to hand over a financial statement to his/her successor after presenting it and being accepted by the students' Parliament.

SECTION E: AUDITING

INTERNAL AUDITOR

The speaker shall advertise for the post of an internal auditor and present to parliament the list of successful candidates for approval.

EXTERNAL AUDITOR

a. The accounts of BUSA shall be audited four weeks before the BUSA General election for General election purposes.

SECTION F: REMUNERATION COMMITTEE

The Remuneration Committee shall be as follows:

1. Minister of Finance : Chairperson
2. Member of parliament (2) :
3. General secretary
4. Patron/Matron : Member

SECTION G: DUTIES OF REMUNERATION COMMITTEES

Scrutinizes salaries and allowances as proposed by the Minister of Finance in consultation with the President before being taken to parliament for approval

- a. The Executive, the Cabinet members and MPs shall receive a monthly allowance.

- b. Ensure those Electoral Commissioners, constitutional amendment review commissioners, members of the tribunal and other committees who are not catered for in section (b) above shall receive a semester allowance.
- c. Ensure that employee(s) receive a monthly salary or wages as the case may be.
- d. The allowance and wages shall be proposed by the Minister of Finance, and then the procedures laid in section (a) above strictly followed before any payments are made. Rates shall be subject to review from time to time.

ARTICLE XXVI: AFFILIATED STUDENTS SOCIETIES

SECTION A: CONDITIONS FOR REGISTRATION

Any society may register with and be affiliated with BUSA upon application, provided that:

1. All its members are members of the BUSA.
2. Its aims and membership are not limited by racial, tribal, religious or segregative identity.
3. Its constitution shall be in line with that of BUSA, the University's rules and the constitution of the Government of Uganda.
4. A copy of its constitution, its registered members, and its application for affiliation shall be sent to BUSA.

5. The newly affiliated club shall pay a non-refundable fee as stipulated by the parliament.
6. The parliament may require such conditions, as it may deem fit on and after the affiliation.
7. If the students' parliament approves the affiliation of the club, it may be offered monetary assistance where necessary.
8. If any club does not meet the said requirement the affiliation may be denied.

SECTION B: PROCEDURE FOR REGISTRATION

- I. Any of such wishing to affiliate shall apply to the students' parliament through the President.
- II. The parliament shall recommend to the University Administration any outcome for further processing.
- III. BUSA through the President shall later affiliate it after the approval from the University Administration.

SECTION D: ADMINISTRATION

1. Each club, association, shall have an Executive committee, Patron/Matron, and a constitution.

2. The Vice President of BUSA shall monitor the operations of clubs.

Associations on behalf of BUSA.

3. The Executive body of such a club shall be answerable to the parliament, through the Vice President of BUSA or member of the club may be called to attend and explain an item to the student parliament.

SECTION E: BUSA'S IMMOVABLE AND MOVEABLE ASSETS WORKING POLICIES

- I. Hiring of BUSA assets should be done by application to the chairperson through the secretary one week before the date of the planned trip.
- II. All applications should be presented to the BOARD for approval within an appropriate time.
- III. Use of the assets and in case of damages, rules shall be followed as stipulated in the working policy by the board.

ARTICLE XXVII: STUDENTS' ASSOCIATION PROJECT

MANAGEMENT BOARD (SAPMB)

Composition

- a. Vice President (Board Chairperson)
- b. Members

- Finance Minister
- Secretary General
- c. Speaker (Board Secretary)
- d. President (Ex-Officio Member)
- e. Patron/matron and Dean of Students (board advisor). Only called upon when necessary for consultation.
- f. One member of the general assembly from the finance ministry committee and an MP in the Finance Minister's Committee.

The board comprises therefore of 7 (seven) members.

A quorum obtained by presence of any four

The speaker shall be chairperson in absence of the vice-president

a. ROLES OF SAPMB

- I. Coordinate management of BUSA projects
- II. Coming up with documented rules to projects of improvement on existing rules in consultation with other ministries.
- III. Identify necessary staff on merit to work on given positions.
- IV. Be in charge of the Association's moveable assets.

ARTICLE XXVIII: CONSTITUTIONAL AMENDMENT

SECTION A: PROCEEDINGS

Changes in the BUSA constitution shall be initiated in the following manner.

- a. A collection of proposed intended changes shall be compiled by the Minister for Justice and Constitutional affairs and presented to the parliament for approval.
- b. Changes shall only be made when (2/3) two thirds of parliament vote for them, then copies of the proposed changes shall be sent to the members of the constitution amendment committee and put posted in the bulletin seven days before the meeting in which they are to be discussed is convened.
- c. The Minister for Justice and Constitutional Affairs shall present at least 13(thirteen) members who will form the constitution amendment committee for approval by the student parliament. The committee shall elect its own chairperson and secretary. The committee will include the Patron/ representative from Administration.
- d. When (a) above is changed with two third of the votes of the amendment committee shall be forwarded to the constitutional affairs Minister.
- e. The Minister for Justice and Constitutional affairs and chairperson and secretary of the amendment committee shall then present the finished

draft to the students' parliament which shall then pass it with two-third of their votes.

- f. The amendments shall not be effected unless they are approved by the parliament and signed by the President.
- g. In the event of the proposed amendment in the constitution being approved by the parliament, general assembly or the University Administration, the amendment committee reconsideration shall not come in effect until the same is approved by the President.
- h. The parliament quorum of this agenda shall be 50% of the student body before the new amendment is enacted.
- i. The amendment committee shall always consult the populace for proposals.
- j. The Constitution Review Committee shall be independent in its operations but audited by the Finance Minister.
- k. The Constitution will only be amended after every 3 years when necessary.

SECTION B: COMPOSITION OF THE CONSTITUTION REVIEW COMMISSION.

There shall be a review commission of (13) thirteen members.

SECTION C: INTERPRETATION

- a. The power to interpret the constitution is vested in the Minister for Justice and Constitutional Affairs, and his interpretation shall be final, unless challenged by at least two thirds of the members.
- b. In case of any disagreement on any section or clause of this constitution amongst members if the student's parliament or ordinary members and ad hoc committee consisting of the Minister for Justice and Constitutional Affairs, nine members from the general assembly shall be appointed and two others appointed from the Members of Parliament by the Speaker of parliament shall hold consultative meetings between themselves. The Executive, parliament and the students' body, and then finally present their judgment (s). Such judgment(s) shall be final.

ARTICLE XXIX: BREACH OF THE CONSTITUTION

In the event that any person or groups of persons breach this constitution, they shall be subject to disciplinary action by the tribunal. However, if the breach produces commotion among the student, one may face court action in the court of law.

ARTICLE XXX: DISSOLUTION

- a. If BUSA no longer meets its objectives, it may be dissolved by 100% of the majority votes of the current total membership obtained at a parliamentary meeting for that purpose.
- b. The quorum shall be 100% of the total registered students.
- c. On dissolution, the assets of BUSA shall first be applied to the satisfaction of BUSA liabilities and the remainder shall then be divided between members according to their input.
- d. The University Administration shall supervise the auctioning of these properties/ assets.

ARTICLE XXXI: MISCELLANEOUS PROVISIONS

- a. BUSA shall operate an office with a number of employees as may be necessary including an administrator to carry out the day today running of BUSA projects and shall be answerable to the President.
- b. Reimbursement of expenses incurred on official duties may be repaid on requirement and approval by the parliament.
- c. The minutes of every meeting under this constitution shall be certified by the secretary of such a meeting, approved by the same organ in session.

d. The official language of this organ shall be English.

e. All students shall abide by this constitution.

ARTICLE XXXII: HANDING OVER

I _____ the out-going President of the Bugema University Students' Association, hereby affirm that files and all other BUSA properties for which any Executive and I have been in-charge, are correct and up-to-date in each and every portfolio as contained in each and every Executive hand over commitment.

OATH AS TAKEN BY THE PRESIDENT, SPEAKER AND MEMBERS

OF THE EXECUTIVE.

I _____ being sworn in as _____

Solemnly swear to support and defend the constitution of the Bugema University Students' Association. I will bear true faith and allegiance to the same; I take this obligation freely, without any mental reservations and that, I will faithfully discharge the duties of this office of which I am about to enter, so help me God.

OATH TAKEN BY THE MEMBERS OF PARLIAMENT

I _____ and my constituency _____

Solemnly swear that we shall discharge our duties as members of this BUSA

with all honesty, and to the best of our ability, abiding fully by this constitution, may God help us.

Appendix

This constitution shall be a body of laws, regulations, and procedures that shall help to govern the members of the BUSA and help in facilitating the activities of BUSA. Anyone caught doing anything outside the provisions of this constitution, unless authorized by the parliament, shall be subjected to the disciplinary proceedings of the BUSA disciplinary committee, without favor.

OATH AS TAKEN BY THE ELECTORAL COMMISSION

I _____ being sworn in as

Solemnly swear to support and defend the constitution of the Bugema University Students' Association. I will bear true faith and allegiance to the same; I take this obligation freely, without any mental reservations and that, I will faithfully discharge the duties of the Electoral Commission without fear or favor, so help me God.