

UNIVERSITY OF THE SOUTH
PACIFIC STUDENTS'
ASSOCIATION SOLOMON
ISLANDS CAMPUS

USPSA Solomon Islands Campus
CONSTITUTION

(October, 2011)

DEFINITIONS

INTERPRETATIONS

This Part serves to clarify the intended meanings within the provisions of this Constitution so that there is no ambiguity in its interpretation. In this Constitution, unless the context otherwise requires:-

Annual General Meeting (AGM) means the Annual General Meeting of the Association.

Association means the University of the South Pacific Student's Association Solomon Islands Campus established by this Constitution.

By-Laws means any resolutions or By-Laws made by the USPSA Council
And the USPSA Solomon Islands Campus Council

Council refers to the Collective Decision body or the Student's Association
at Solomon Islands Campus

Election means the process of electing Officers and Executive Committee Members of the Association.

Executive Committee means the Governing body of the association that which looks after the daily running of the Association on day to day basis. It consists of the duly elected President, Vice-President, Treasurer and the 3 Standing committee chairpersons.

Ex-Officio Member means a member by virtue of his or her position but without any voting rights

Grant means the lump-sum amount of funds (either in cheque or in cash) that an affiliate of the Association 'actually' receives from USPSA-Solomon Islands per semester.

International Student refers to all the students that are not from the USP member countries.

Member means a financial member of the Association as defined by Article 3 (1) of this Constitution

Minutes refer to the account of the proceedings of any meeting as recorded by the Secretary or in his/her absence, anyone appointed as Acting Secretary.

Officer means any of the President, Vice President, Secretary and Treasurer of the Association

President means the duly elected President of the Association

Prescribed subscription	means the subscription for membership of the Association as set and varied from time to time;
Quorum	refers to the number of members required being present for any meeting of the Association to be officially convened pursuant to this Constitution.
Regulations	means any regulations made by the Council pursuant to its powers under the Constitution
Returning Officer	means the person appointed by the USPSA under Article 18 of this Constitution, who is charged with the responsibility of conducting elections.
Secret Ballot	means the election system whereby each voter is given a ballot paper, for the purpose of secretly writing on it the name of his or her candidate of choice before casting his/her vote.
Secretary	means the appointed Secretary of the Association
Special General Meeting	means a Meeting of the Association called for a specific purpose at any time under the provisions of this Constitution.
Student	means any full time or part time student, enrolled at the university and any of its campus, and includes distance education students.
Tenure	means the period of time which a position lasts or the term of office for any elected Officer, Chairperson or any elected Representative.
Treasurer	means the duly elected Treasurer of the Association
University	means the University of the South Pacific (established by a Royal Charter from Her Majesty Queen Elizabeth II in 1970) the headquarters of which is situated at Laucala Bay in Suva
Vice-Chancellor	means the current Vice Chancellor of the University
Vice President	means the duly elected Vice President of the Association

ARTICLE 1: ESTABLISHMENT OF A STUDENTS' ASSOCIATION

- (1) There shall be within the University of the South Pacific's Solomon Islands Campus, a Students' Association.
- (2) The name of the Association SHALL BE 'THE UNIVERSITY OF THE SOUTH PACIFIC STUDENTS' ASSOCIATION SOLOMON ISLANDS CAMPUS, herein after referred to as the USPSA SOLOMON ISLANDS CAMPUS.
- (3) This Association Shall be a Branch of the main students' body of the university that is the University of the South Pacific Student Association, or in abbreviated form, the USPSA, which shall be its parent and highest governing body. Thus the USPSA SOLOMON ISLANDS CAMPUS is obliged to:
 - a) Observe constitution of USPSA, by laws, standing orders and resolutions.
 - b) take part in the activities of USPSA and all its work or its bodies
 - c) financially contribute to the maintenance and operation of the USPSA by paying membership dues to the USPSA

ARTICLE 2: OBJECTIVES

- (1) The Association shall have the following objects
 - (a) Promoting as it considers appropriate the general welfare of its members
 - (b) Undertaking the organization of sporting, social, cultural, recreational, religious and educational activity
 - (c) Organizing, promoting and implementing activities, projects or initiatives for the betterment of the Association and its Members.
 - (d) Raising funds generally for any purpose in furtherance of its objectives
 - (e) Promoting such activities as it considers appropriate for the benefit of the community at large particularly charitable organizations and non-government organizations
 - (f) Appointing representatives to the USPSA Council or other relevant bodies as approved by the USPSA Council from time to time.
 - (g) Reporting to USPSA Council as and when required by the Council through the Federal office.
 - (h) Articulating and implementing policies, positions or statements on academic, social or other issues of concern to its members
 - (i) Investing such of its moneys and funds in any investment approved by the Council

- (j) Performing any other act that is deemed necessary for the full realization of any or all of the above mentioned objects.

ARTICLE 3: MEMBERSHIP

- (1) Every student enrolled in any mode of study at USP Solomon Islands Campus and the Area of its jurisdiction upon payment of the prescribed subscriptions shall qualify for membership of the Association, and payment of such subscription shall be evidence of such membership.

ARTICLE 4: SUBSCRIPTION

- (1) Every student shall pay the prescribed subscription each semester
- (2) The prescribed subscription shall be aid to and collected by the Campus in trust on behalf of the Association at the commencement of each semester
- (3) The prescribed subscription may be varied by USPSA Council in consultation with the University Council.

ARTICLE 5: OFFICERS

- (1) There shall be a President, Vice President, Secretary and Treasurer who shall comprise the Officers of the Association and who shall be elected by its members in accordance with this Constitution
- (2) The Officers shall to the exclusion of any other person be the authorized signatories of the Association's bank accounts where so ever kept and shall be eligible to sign Cheques on its behalf;
 - (a) Any cheque written by the Association must bear the signatures of the Treasurer and any other officers; and
 - (b) In the absence of the treasurer due to suspension, resignation, the President shall sign jointly with any of the said signatories until the suspended Treasurer returns to office or a new Treasurer takes up office, whichever the case may be.

ARTICLE 7 : EXECUTIVE COMMITTEE

There shall be an advisory body of the association known as the executive committee comprising of the President, Vice Presidents, Treasurer, and Senior Treasurer, the Secretary General, Public Relations Officer and the Chairpersons of the Standing Committee in the day to day running of the association.

- a) The Executive Committee shall have the following functions and responsibilities.
 - I. To advise the officers on budgetary, constitutional and administrative matters concerning the general welfare of the association.
 - II. To advise the officers on possible strategies to address student concerns.
 - III. To formulate new policies or propose By- Laws amendments for the Council to approve.
 - IV. To develop an effective and fair system for the Allocation of Grants to affiliates but subject to the Council's approval.
 - V. To ensure the effective and consistent implementation of policies already approved by the Council.
 - VI. To work together with Officers and the Secretary General to ensure that they are promoting and implementing good policies and practices that reflects transparency, accountability and good association.
 - VII. To assist the Officers with any other tasks that may be assigned to them provided that such tasks do not contravene any provisions of this constitution.

- C) The Executive Committee shall meet in the week before each semester enrolment and thereafter expected to meet regularly at least once a fortnight during each semester. All meetings of the Executive Committee shall be convened by any one of the following:
 - I. The President
 - II. The Secretary
 - III. Any three Standing Committee Chairpersons plus an Officer.

- D) The Executive Committee shall be accountable to the USPSA Solomon Islands Council for the manner in which it discharges its duties, and in the exercise of any of the powers conferred upon it, shall have regard to the principal of the paramount interests of its members.

- E) All matters discussed in the Executive Committee meeting shall be recorded in minute form by the secretary or in his/ her absence, anyone executive committee member appointed by the Executive Committee as Acting Secretary.

ARTICLE 8: STANDING COMMITTEES OF THE ASSOCIATION

1. The association shall have following standing committees
 - a. Welfare and Education
 - b. Sports and Recreation.
 - c. Social and Cultural.

2. The chairpersons shall be elected by the members of the association in the general elections.

3. The chairpersons as stipulated above shall have the following general functions and responsibilities
 - a. Plan, coordinate, implement and assess any scheme, programs, and activities in consultation with the council that will provide and enhance students' mental, social, physical and spiritual welfare while at USP.
 - b. Make proposals to the appropriate bodies through the council on any issue of importance affecting the welfare of the students.

- c. Receive ,assess and recommend to the council all applications for financial assistance ,affiliation to the association from respective affiliates
- d. Prepare budget submission to the council for the committees programs ,activities and spending for the year
- e. Submit to the council through the chairperson a monthly progress report and spending on their programs and activities.
- f. Carry out any other duties as may be assignment by the council or the president.

4. The membership of the standing committees shall be:

- (1) WELFARE AND EDUCATION
 - a. The Chairperson
 - b. Cultural group reps
 - c. Residential rep and Nonresidential rep
 - d. One Undergraduate face to face and Post Graduate face to face
- (2) SPORTS AND RECREATION
 - a. Chairperson
 - b. cultural group reps
 - c. Affiliated sports club representatives.
- (3) SOCIAL and Cultural
 - a. Chairperson
 - b. Cultural group reps
 - c. Residential rep and non residential rep

CHAPTER 9-USPSA SOLOMON ISLANDS CAMPUS COUNCIL

1. There shall be a governing body of the association known as the Student Council, which shall be responsible for the good governance and administration of its affairs and proper management of its resources.

- a. The council shall be accountable to the broad membership of the Association for the manner in which it discharges its duties, and in the exercise of any of the powers conferred upon it, shall have regard to principle of paramountcy of the interests of its members.
- 2. The council shall convene 2 times a Semester
- 3. The USPSA Solomon Islands Campus Council shall consist of the following members elected at the general election:
 - a. The Executive committee members (President, Vice Presidents, Secretary, Treasurer, and all Chairpersons of the Associations Standing Committees.
 - b. The members elected at the second elections, such as:
 - i. One residential member who shall be elected by residential students at the General Elections.
 - ii. One non – residential who shall be elected by non – residential students General Elections.
 - c. The members elected by their own respective Associations affiliated under the USPSA Solomon Islands Campus

i. Country Leaders of the 12 member countries.

- 4. the council shall inter - alia have the following powers:**
 - a.** Formulating recommendations concerning the Associations activities.
 - b.** Establishing such committees it considers appropriate to facilitate the objects of the Association.
 - c.** Approving the Association's budget
 - d.** Applying such funds for moneys to investment it deems appropriate..
 - e.** Approving the establishment of affiliates and financial assistance to the affiliates
 - f.** Establishing any committee it may from time to time deem necessary and May by regulation define the powers and functions of all such committees.
 - g.** Deliberating on decisions of any Standing Committee and/or its own sub committees.
 - h.** Requesting and collecting written reports from representatives on the USPSA Council/ Standing Committees or undertakings on which the Association is represented.
 - i.** Establishing affiliation with other student organizations or any other bodies in furtherance of its objects.
 - j.** Ensuring that affiliates present reports of their financial affairs at any time subject to adequate notice in advance as determined by the Council.
 - k.** Acting as a disciplinary body or to appoint a committee which shall act as a disciplinary body to deal with disciplinary cases involving its members.
 - l.** Approving funds for entertainment purposes, for visiting dignitaries or for the council or executive meetings as the council sees fit.
 - m.** Delegating any of its powers to any of its sub committees or executives of the association. Any such delegation of powers shall be well defined in terms of the issue to be resolved, the person involved the time from when the delegated authority shall be exercised and the time when the authority shall cease to exist where the report shall be presented to the council.
 - n.** Formulating policies, regulations or bylaws to give effect to implement or otherwise facilitate the implementation of the constitution.
 - o.** Reviewing the work of the association and there on taking appropriate action.
 - p.** Reviewing the duties of the executive committee.
 - q.** Appointing any member of the council to act in interim capacity if a executive member is ill or is somewhat temporarily prevented from carrying out his or her duties effectively.
- 5.** for the avoidance of doubt, it is understood that any powers conferred upon the council by this or any other section of the constitution to deliberate, establish, appoint or approve any matter, activity policy or thing, includes a power to disapprove, alter, vary otherwise undo the same.
- 6.** The council shall be chaired by the President of the USPSA Solomon Islands Campus
 - a.** In the absence of the President, the Vice President shall chair the meeting.
 - b.** in the absence of the President or Vice President , the council shall nominate from within the council a councilor to chair the meeting
 - c.** The quorum for all meetings of the Council shall be 7 members whereby atleast 4 have to be country Presidents.
- 7.** Any member bringing disrepute or going against the decision of the USPSA Solomon Islands Campus council shall be subject to disciplinary proceedings.

ARTICLE 10: THE LEADERSHIP CODE

- (1) Officers and Executive Committee members shall:
- (a) Be committed to the interests of the Association at all times;
 - (b) Not hold any position in any other organization affiliated to the Association;
 - (c) Take decisions solely in terms of the interests of the Association;
 - (d) Administer the Association's resources in an efficient and effective manner;
 - (e) Not place themselves under any obligation, financial or otherwise, that might influence or prejudice the proper performance of their duties;
 - (f) Be attentive, fair and impartial in the performance of their functions;
 - (g) Be accountable for their actions or omissions to the Association through appropriate mechanisms; and
 - (h) Not mislead the Association

ARTICLE 11: GENERAL DUTIES OF OFFICERS

Officers shall not behave in a way that:

- (a) Demeans their respective offices or the Association
- (b) Diminishes their official integrity;
- (c) Leads to doubt as to whether they are complying with their duties; and
- (d) Diminishes respect for and confidence in the integrity and reputation of the Association.

ARTICLE 12: CONFLICTS OF INTERESTS AND DISQUALIFICATION OF OFFICERS

Officers and Executive Committee shall:

- (a) Not use their respective tenures or offices for the advancement of their own interests;
- (b) Disqualify themselves from decision making if they become aware that there is a likelihood that a conflict could arise between their private interests and their duties towards the Association;
- (c) Not use Association property, services or information, acquired or available in the course of their tenure in office, for activities unrelated to those duties; and
- (d) Not hold any interest in any contract or financial arrangement to which the Association is party.

ARTICLE 13: TENURE OF OFFICE AND TERMINATION

- (1) An Officer or an Executive Committee Member shall remain in office until the Elections but shall cease to hold office, and that office shall be declared vacant, upon the occurrence of any of the following events:
- (a) death;
 - (b) suspension or removal by the USPSA Solomon Islands Campus Council under the provisions of this Constitution or by the USPSA Federal Council;
 - (c) resignation
 - (d) in the event that he/she is no longer a student; or

- (e) that a vote of No confidence motion is passed against the said Officer or an Executive Committee Member in a special general meeting held for the purpose with 2/3 majority present.
 - (f) the USPSA Council to have found the Alleged guilty of a breach of the Leadership Code of this Constitution and is accordingly removed by Council resolution for such breach
- (2) Any Officer or Executive Committee Member of the Association may resign at any time by giving notice in writing to the Secretary who shall notify the Executive Committee of the same. Provided that such resignation shall only become effective upon acceptance by the Executive Committee Member.
 - (3) In Secretary of the Association may resign at any time by giving notice in writing to the President or Vice President who shall notify the Executive Committee of the same. Provided that such resignation shall only become effective upon acceptance by the Executive Committee Member.

ARTICLE 14: THE PRESIDENT

- (1) There shall be an executive head of the Association who shall be its President
- (2) The President shall symbolize the unity of the Association and shall have the following functions;
 - (a) Chair all meetings of the council including General Meetings and the Annual General Meeting
 - (b) Chair any Committee in the absence or unavailability of its substantive Chair
 - (c) Be the Voice and Public Relations personal of the Association
 - (c) Carry out any other duties that may be required of him from time to time by the Executive Committee or the USPSA.

ARTICLE 15: THE VICE PRESIDENT

- (1) There shall be a Vice President of the Association
- (2) The Vice President shall have the following functions
 - (a) assisting the President in policy making
 - (b) responsibility for the Student Almanac or Calendar
 - (c) responsibility for all matters related to the use, maintenance and management of the Association's assets and facilities.
 - (d) such other duties that may be assigned to him from time to time by the President or the Executive Committee.
- (3) In the absence of the President from Office or in the event that he is unable by reason of illness or other contingency unable to discharge his duties, the Vice President shall be entitled to act in such position provided that should the Vice President exercise such powers that are ordinarily conferred upon the President under this Constitution for a period longer than 14 days, approval of the Executive Committee must be obtained.

ARTICLE 16: THE TREASURER

- (1) There shall be a treasurer of the Association who shall be accountable for the proper and prudent management of the financial affairs and resources of the Association

- (2) The treasurer under the immediate supervision of the USPSA Financial By-laws, and to the satisfaction of the Executive Committee, shall be responsible for:
- (a) Maintaining accurate and proper books of accounts of the Association according to internationally accepted accounting principles, practices and standards
 - (b) Advising the Association on the financial implications of any initiative put forward by the Campus administration
 - (c) Making recommendations on the appropriate response of the Association with regard to such initiatives referred to as aforesaid
 - (d) Liaising with the USPSA Federal Office under USPSA financial by-laws and regulations and ensuring the accounts are properly audited.
 - (e) Issuing proper receipts for all moneys received to the satisfaction of the USPSA By-laws
 - (f) Making reimbursements from the funds of the Association against proper accounts or vouchers for such matters as are approved by the Executive Committee
 - (h) Presenting a monthly report of the Association's financial activities with a recent bank statement attached showing the Association's current balance at every 3rd Executive Committee Meetings and after such report is adopted by Executive Committee publishing the financial report for the information of members.
 - (i) Carrying out such other duties that are necessary and incidental to the proper discharge of his duties.
 - (j) Carrying out such other duties as may be assigned to him by the President or the Executive Committee.
 - (k) The Treasurer shall be the compulsory person to sign the cheque

ARTICLE 17: THE SECRETARY

- (1) There shall be a Secretary of the Association.
- (2) The Secretary is charged with the day-to-day administration of the association and shall have the following functions and responsibilities:
- (a) Preparation, recording, maintenance of all meeting minutes of the association, held from time to time;
 - (b) Maintenance of a systematic and accurate record of all files pertaining to the Association.
 - (c) Preparing "action sheet" for Executive Committee members and other representatives of the Association to the USPSA.
 - (d) Preparation and following up of all correspondence of the Association.

- (e) Ensure that reports are prepared and submitted by the respective officers, executive committee members to the relevant bodies;
 - (f) Liaise between the Association and the Campus Management on any matter of importance to the students;
 - (g) Carry out any other duties as may be assigned to him/ her from time to time by the Executive or the President.
 - (h) Distribute copies of the Association's Constitution, Monthly Financial Reports, and Semi or Annual Audit reports to members upon request.
 - (i) Disseminate vital contact information about "Who's Who at USPSA SOLOMON ISLANDS CAMPUS to all members.
- (3) The Secretary shall be elected in the annual general elections of the association by the members.

ARTICLE 18: THE GENERAL ELECTIONS

- (1) There shall an election of the association, known as the General Elections, which shall be held annually each year.
- (2) The General Elections is to elect the Officers of the Association and the 3Standing committee chairpersons, this shall be held within the first week of October in Semester Two of every year.
- (4) All members of the Association described in Article 3 and 4 this constitution have the right to vote.
- 5) Election of other members of the council;
 - A. The second election is to elect other members of the council which shall include non residential students' representative and residential student representative and Undergraduate Students' Representative and Post Graduate Students' Representative and is to be held on the third week of the first semester.
 - B. Nomination of candidates shall be made in writing to the returning officer on or before a date to be fixed by and shall be posted on the association notice Board at least seven days before the date of the elections.
 - C. Each nomination paper shall bear the signature of the nominee to express his/her willingness in accepting such nomination.
 - D. In the election of the non residential student representative the nomination paper shall bear the signature of one non residential student nominator and the signatures of 10 non residential students as seconders.
 - E. In the election of the residential student representative the nomination paper shall bear the signature of one residential student nominator and the signature of 10 residential students as seconders.
 - F. In the election of the Undergraduate students' representative the nomination paper shall bear the signature of one residential student nominator and the signature of 10 Undergraduate students as seconders.

- G. In the election of the Postgraduate students' representative the nomination paper shall bear the signature of one residential student nominator and the signature of 10 Postgraduate students as seconders.
- I. the term of office of all council representatives elected in the second election shall seize at the end of the second semester.

ARTICLE 19: RETURNING OFFICER

- (1) The USPSA Federal Office based in Laucala Campus may from time to time appoint, in consultation with the Executive Committee, a Returning Officer.
- (2) The Returning Officer shall have and exercise the powers and duties conferred on him or her by this Constitution.

ARTICLE 20: TERM OF OFFICE

- (1) The term of office of those elected at the General Elections shall be for a period of 1 year stated in this constitution.

ARTICLE 21: ELIGIBILITY OF CANDIDATES

- (1) Every current member of the student body is eligible to be a candidate for the General Elections.

ARTICLE 22: NOMINATIONS

- (1) Any person who is a member of the Association may with his or her consent be nominated as a candidate for either the General Elections by other members in accordance with the rules in this Constitution.
- (2) Every nomination shall be made in writing to the Returning Officer on or before a date to be fixed by him or her and shall be posted on the Association Notice Boards not less than seven (4 days before the date of the election).
- (3) No member may nominate more than one candidate
- (4) No member shall consent to more than one nomination as a candidate at any one election
- (5) Every nomination paper must bear the signature of the nominee to show his or her consent to being his/her nomination.
- (6) The Returning Officer shall reject the nomination of any candidate if:

- (a) The nomination paper is not lodged with him or her at the date and time fixed by the Returning Officer;
- (b) The nomination is not signed by the prerequisite persons (nominators and seconders) required for each type of election as set out in Articles 37; or
- (c) The nomination paper does not bear the signature of the nominee as required by section (5) of this Article.

ARTICLE 23: SPECIAL RULES FOR EACH 'ELECTION'

- (1) In respect of the General Elections, each nomination paper shall bear the signature of any one (1) registered student of the Association as a Nominator and 10 registered members of the Association of the Solomon Islands Campus as Seconders.

ARTICLE 24: UNOPPOSED AND FRESH NOMINATIONS

- (1) If only one candidate is nominated for any position either at the General Elections, the Returning Officer shall declare that candidate to be duly elected to that position.
- (2) The General Elections shall be conducted by way of secret ballots provided for the purpose of such elections
- (3) During the voting, each voter, having received a ballot paper, shall secretly exercise his/her vote by marking his/her ballot paper by placing a tick beside the name of his/her candidate of choice.
- (4) Postal and Proxy voting is permitted and shall be allowed at the sole discretion of the Returning Officer whose decision shall be binding and final

ARTICLE 25: ELECTION RESULTS AND POST-ELECTIONS RULES

- (1) The Returning Officer shall be primarily responsible for the counting of votes and shall, within three (3) days of the close of any Elections, post the Official results of the said election on the Association's Notice Boards.
- (2) The Returning Officer shall secure all ballot boxes after the official count to prevent any tampering while petitions or appeals (if any) are pending.
- (3) There shall be a general administrative handing over of the Offices of the Association from the Outgoing Officers to the newly elected Officers on the Monday following the election.

ARTICLE 26: ANNUAL GENERAL MEETING

- (1) The Annual General Meeting shall be the highest authority and policy making body for the Association only secondary to the USPSA Council.
- (2) The Annual General Meeting of the Association shall be held within two weeks after the General Election each year
- (3) The Secretary shall issue a Notice of the Annual General Meeting including an Agenda giving seven (7) clear days before the Meeting
- (4) Any member who wishes to file a Motion to be discussed at the Annual General Meeting may do so by giving Notice of Motion to the Secretary three (3) days before the Annual General Meeting.
- (5) The quorum for the Annual General Meeting shall be thirty members (30).
At the meeting the President shall chair the meeting
- (6) The President shall chair every Annual General Meeting
- (7) In the event that the President and Vice President are absent, the Annual General Meeting may appoint an interim chairperson from among the members to chair the Annual General Meeting

ARTICLE 27: PROCEEDINGS OF ANNUAL GENERAL MEETINGS

- (1) At the Annual General Meeting members shall discuss the items on the Agenda referred to in section (3) of Article 25, including any other Motion the Notice of which has been given in accordance with section (4) of Article 25, and where necessary make a decision on items or Motions in the manner prescribed by Section (4) of this Article.
- (2) The following shall be mandatory in every Annual General Meeting:
 - (a) The President shall personally deliver an annual report of the activities of the Association at the Annual General Meeting;
 - (b) The Treasurer shall personally deliver an audited report of the financial activities of the association at the Annual General Meeting;
 - (c) The Swearing-In Ceremony of newly elected/appointed Officers and Chairpersons
- (3) Provided it is part of the Agenda for a particular Annual General Meeting, members may discuss and vote on the following at that Meeting:
 - (a) Formulation, amendment or revision of any by-laws, standing orders or policies of the Association; and/or
 - (b) Amendment of the Constitution in accordance with Article 29 of this Constitution

- (4) Where a decision has to be made in respect of an item of the Agenda or a specific Motion, that decision shall be made by members present at the Meeting by general consensus, provided that where consensus is not possible the relevant decision shall be put to the vote and shall be decided on a show of hands by simple majority.
- (5) Any decision made pursuant to the preceding section (4) must be reduced to writing and shall for all purposes be deemed as a Resolution made and endorsed by the Association as such.

ARTICLE 28: SPECIAL GENERAL MEETING

- (1) The Secretary shall convene a Special General Meeting at any time if:
 - (a) The President so instructs
 - (b) The Executive Committee so decides with a 50 plus 1 percent vote
 - (c) At least forty (30) members of the Association submit a written request for such a Meeting
- (2) Any Special General Meeting convened pursuant to section (1) of this Article shall be called no more than seven (7) days of the receipt of the instruction of the President, the decision of the Executive Committee or the request for such a Meeting (whichever the case may be).
- (3) The Secretary shall give Notice of any Special General Meeting on any item other than those that are listed on the Agenda of the items to be discussed in that Meeting.
- (4) No discussion shall take place at any Special General Meeting on any time other than those that are listed on the Agenda referred to in the preceding section.
- (5) The quorum for any Special General Meeting shall be thirty (30) and if within an hour from the time appointed for the Meeting a quorum is not present, the meeting shall be dissolved
- (6) Subject to section (8) of this Article, the President or in his/her absence the Vice President, shall chair every Special General Meeting.
- (7) In the event that the President and Vice President are both absent, or are both disqualified from chairing (under sections (8) and (9) of this Article), the members present at that Special General Meeting may appoint an Interim – Chairperson from their numbers to chair that meeting
- (8) Where the object of the Special General Meeting is to move a vote of No Confidence in the incumbent President, that President, for reasons of impartiality, may not chair the said Meeting and must disqualify him or herself in compliance with this Constitution
- (9) Where the object of the Special General Meeting is to move a vote of No-Confidence in any other incumbent Officer (other than the President) of the Association, that Officer shall be deemed to be disqualified from chairing that Meeting.
- (10) Where a decision has to be made in respect of an item of the Agenda that decision shall be made by members present at the Meeting by way of a vote, and any decision so made shall become the Association's Resolution if it is passed by at least two-thirds of members present and voting.

ARTICLE 29: ACCESS TO ASSOCIATION RECORDS

All records, financial, administrative or otherwise, of the Association shall be open to viewing by the student public provided that:

- (a) no student may request to view any document or record that relates to a pending action until such an action is completed;
- (b) any student who wishes to view any record or document in pursuance of this Article may apply to the Secretary who shall, subject to paragraph (a) above, then allow access to such record or document;
- (c) no original record or document under this Article; and
- (d) any student who is allowed access to records or documents in pursuance of this Article shall bear the full cost of any printing or photocopying of such record or document that he or she may wish to carry out.

ARTICLES 30: AMENDMENT OF THE CONSTITUTION

- (1) This Constitution or any of its provision apart from Article 1 and all of its sections and subsections, may be amended at a Special General Meeting of the Association called specifically for that purpose, or at the Annual General Meeting
- (2) Every proposed amendment along with the signature of the person submitting such a proposal and his/her Seconder must be posted on the Association's notice boards no less than one (1) week before the date of the Meeting in which that amendment proposal is to be considered.
- (3) No amendments shall be effective unless it is voted by a two-thirds majority of the members present and voting at the Meeting
- (4) Notwithstanding the provisions of this Constitution, the Executive Committee may draw up Standing Orders for the purpose of conducting the Meetings of the Association and of the Executive Committee.
- (5) All amendments passed at the AGM in compliance with this Article shall come into effect immediately unless expressly stated otherwise in the amending Resolution.