



UNIVERSITY OF RWANDA

***THE CONSTITUTION GOVERNING THE  
UNIVERSITY OF RWANDA STUDENT'S  
UNION (URSU)***

March 2015



## TABLE OF CONTENTS

PREFACE.....	iv
CHAP I: GENERAL ARTICLES.....	1
ARTICLE 1: Name.....	1
ARTICLE 2: Mission and Vision .....	1
Mission: .....	1
Vision:.....	1
ARTICLE 3: Location and Address.....	1
ARTICLE 4: Duration .....	1
ARTICLE 5: OFFICIAL LANGUAGES .....	2
ARTICLE 6: Duties and Responsibilities of URSU .....	2
CHAPTER II: MEMBERSHIP.....	2
Article 7: URSU accepts four forms of membership: .....	2
1. Active member:.....	2
2. Alumni member .....	3
3. Honorary member .....	3
4. Well-wisher.....	3
ARTICLE 8: Responsibilities of Members.....	3
RIGHTS .....	3
ARTICLE 9: A membership ceases when: .....	4
CHAPTER III: ORGANS OF URSU .....	4
ARTICLE 10: URSU:.....	4
ARTICLE12: The Guild Representative Council (GRC): .....	5
A) Membership of GRC.....	5
ARTICLE 13: Board of Speakers .....	5
Duties and Responsibilities of Students’ Board of Representatives .....	6
ARTICLE 15: Powers and Functions of the URSU Executive Committee .....	6
POWERS AND FUNCTIONS OF THE URSU Executive Committee .....	6
The Chairperson.....	7
Deputy Chairperson Academics.....	8
Deputy Chairperson Administration and Finance.....	8
ARTICLE 16: Responsibilities of the General Secretary .....	9
ARTICLE 17: Gender and Protocol Commissioner .....	9
ARTICLE 18: Organs at College/Campus Level.....	9
THE GENERAL ASSEMBLY.....	10
ARTICLE 19: General Assembly .....	10
ARTICLE 20: Responsibilities of the General Assembly .....	10
ARTICLE 21: Agenda of the General Assembly .....	11
STUDENTS BOARD OF REPRESENTATIVES AT CAMPUS LEVEL .....	11
ARTICLE 22: Students Board of Representatives.....	11
ARTICLE 23: Duties and Responsibilities of Students’ Board of Representatives .....	12
ARTICLE 24: The Speaker of Students’ Board of Representatives:.....	12

ARTICLE 25: The Vice Speaker of Students’ Board of Representatives .....	13
ARTICLE 26: The Secretary of Students’ Board of Representatives:.....	13
ARTICLE 27: Permanent Commissions .....	13
ARTICLE 29: Reports of Commissions .....	14
THE EXECUTIVE COMMITTEE.....	14
ARTICLE 30: Members of the Executive Committee and their Term of Service.....	14
ARTICLE 31: The Executive Committee’s Meetings: .....	14
ARTICLE 32: Duties and Responsibilities of the Executive Committee .....	15
ARTICLE 33: Duties and Attributions of the Guild President .....	15
ARTICLE 34: Duties and Attributions of the Vice Guild President.....	16
ARTICLE 35: Duties and Attributions of the General Secretary .....	17
ARTICLE 36: Duties and Attributions of the Minister of Finance.....	17
ARTICLE 37: Duties and Attributions of the Minister of Planning and Production.....	18
ARTICLE 38: Duties and Attributions of Information Minister .....	18
ARTICLE 39: Duties and Attributions of the Minister in Charge of Sports, Culture and Associations .....	19
ARTICLE 40: Duties and Attributions of the Minister in Charge of Social Affairs .....	19
ARTICLE 41: Duties and Attributions of the Minister In Charge of Security and Discipline .....	20
ARTICLE 42: Duties and Attributions of the Minister in Charge of Gender and Protocol.....	20
ARTICLE 43: Duties and Attributions of the Minister in Charge of Part-Time and Evening Students.....	21
ARTICLE 44: Duties and Attributions of the Minister in Charge of People with Disabilities .....	21
ARTICLE 45: Duties and Attributions of the Minister of Postgraduate Students .....	21
THE ARBITRATION COMMITTEE .....	22
ARTICLE 46: Members of the Arbitration Committee and its Elections.....	22
ARTICLE 47: Duties and Responsibilities of the Arbitration Committee .....	22
CHAPTER IV: ELECTIONS OF URSU ORGANS .....	22
ARTICLE 48: A) Elections of Students’ Board of Representative .....	22
B) Elections of Executive Committee Members.....	23
ARTICLE 49: Elections of ----- .....	23
ARTICLE 50: Who Elects the Executive Committee? .....	24
ARTICLE 51: To Be Allowed to Contest.....	24
ARTICLE 52: Receiving Applications .....	25
ARTICLE 53: Campaigns.....	25
ARTICLE 54: Rights of a Candidate .....	25
ARTICLE 55: The Way Elections Shall Be Conducted .....	26
ARTICLE 56: Counting of Votes .....	26
ARTICLE 57: Election of Arbitration Committee.....	26
ARTICLE 58: Campuses with more than one Colleges Head Quarters .....	27
ARTICLE 59: Swearing in of all Committees .....	27
ARTICLE 60: OATH .....	27
ARTICLE 61: HANDOVER .....	27
CHAP V: TERMINATION OF OFFICE .....	28
ARTICLE 62: RESIGNATION .....	28
ARTICLE 63: REPLACING RESIGNED LEADERS.....	28

ARTICLE 64: DISMISSAL .....	28
CHAP VI: FINANCES .....	29
ARTICLES 65: Sources of the Association’s Income and how it is managed .....	29
CHAP VII: FINAL PROVISIONS .....	29
ARTICLE 66: AMENDMENT OF THE CONSTITUTION.....	29
ARTICLE 67.....	29
ARTICLE 68: INTERPRETATION OF THE CONSTITUTION.....	29
ARTICLE 69: BREACH OF THE CONSTITUTION .....	29
ARTICLE 70: GENDER REPRESENTATION IN THE UNION.....	30
ARTICLE 71: ENFORCEMENT AND ENTERING INTO FORCE OF THE CONSTITUTION .....	30

## **PREFACE**

Considering that UR students need a union to protect and promote their interests, any genuine union must have by-laws governing it as well as necessary structures helping it to attain its goals.

The union has the mission of promoting the students' welfare, consequently, it must have a set of clear principles to be followed and to be characterized by perfection in its modus operandi.

This constitution comprises a set of laws and regulations that will guide the day-to-day operations of the union and protect the interests of all students.

## **CHAP I: GENERAL ARTICLES**

### **ARTICLE 1: Name**

1. The name of the union is **UNIVERSITY OF RWANDA STUDENTS' UNION (herein after "URSU")**.
2. URSU unites together all students' associations of campuses and colleges that make up the University of Rwanda.
3. This name can be changed if found necessary and agreed upon in the General Assembly by at least 2/3 of the members.
4. This union is neither based on political, religious or any other ideology.

### **ARTICLE 2: Mission and Vision**

#### **Mission:**

The mission of URSU is to work and advocate for quality education and life, strive and fight for students' general interests.

#### **Vision:**

The vision of this union is to "strive for a golden future"

### **ARTICLE 3: Location and Address**

The head office of URSU shall be at the location of UR Headquarters.

The head office of URSU is currently at Gikondo campus and can be shifted to elsewhere at the new location of UR general Headquarters.

Address:

- a. Mburabuturo
- b. P.O BOX: 1514 Kigali-Rwanda
- c. Website: [www.ur.ac.rw](http://www.ur.ac.rw)

Operation place: URSU operates in Rwanda and internationally where necessary.

### **ARTICLE 4: Duration**

URSU will have no specified existence time limit.

## **ARTICLE 5: OFFICIAL LANGUAGES**

Official languages in URSU are Kinyarwanda, French and English. But in its meetings English will be used in all campuses.

## **ARTICLE 6: Duties and Responsibilities of URSU**

1. Bringing together all the students of UR.
2. To represent its members at all levels of leadership in UR , other associations, non-government organizations and in the government.
3. Defending the interests of its members in matters pertaining to academics, knowledge and social welfare.
4. To support and promote high standard knowledge and development among its members and in the country at large.
5. To utilize high standard knowledge and potentials of its members towards the national development and prosperity.
6. To promote culture, sports and leisure among its members in particular and in the country in general.
7. To seek for cooperation with other associations, unions or NGOs in the country and abroad.
8. To contribute towards the Government's vision of development.
9. To do any other thing that can develop its members and the country in general.
10. To promote gender equality amongst members and in the country.
11. To fight against Genocide ideology and divisionism amongst members and in the country.

## **CHAPTER II: MEMBERSHIP**

### **Article 7: URSU accepts four forms of membership:**

- Active members
- Alumni members
- Honorary members
- Well-wishers of the students' union

**1. Active member:** Every registered student of UR either on Full time or Part time basis.

**2. Alumni member:** A person who was once an active member and continued to support the union in its endeavors.

**3. Honorary member:** An individual, association, private organizations, government institutions with recognized excellence and who accept the responsibilities of URSU, support its vision and are accepted by the General Assembly.

**4. Well-wisher:** An individual, who requests for the membership and his/her wish, is granted by the General Assembly.

The Alumni, honorary and the well-wishers can neither vote nor be voted for, but can participate in the rest of the activities of URSU particularly on an advisory role.

### **ARTICLE 8: Responsibilities of Members**

- 1.** To respect every member, organs of the union (URSU), UR and the country (Rwanda).
- 2.** To attend all meetings, public lectures, conferences and seminars organized by the Students' Union (URSU) and UR.
- 3.** To efficiently manage the resources of URSU and UR
- 4.** Not to tarnish the name of URSU, UR and the nation.
- 5.** To give an annual contribution and any other contribution that can be approved by the general assembly.
- 6.** A member has the responsibility to fight against any kind of discrimination based on ethnicity, religion, region, gender, sexual orientation and others.
- 7.** To respect rules and regulations governing URSU.

### **RIGHTS**

- 1.** A member has the right to give opinions when not against the interest of the Union, the University and the country.
- 2.** All members have equal rights and privileges to all resources owned and services offered by the Students' Union.
- 3.** Only active members have right to vote and to be voted for as provided by the constitution of the Union.
- 4.** Every member has the right to know the performance of the union through responsible levels

5. A member has right to establish or to be in any association when not against the interests of URSU, UR and the country.
6. A member has the right to reject any order by one of URSU leaders that are elected or conducting themselves contrary to the statute of URSU, UR and government laws by reporting the issue through a written letter to the superior organ level.
7. A member has the right to be helped and defended by the responsible organs in his/ her every problem apart from unlawful acts like fraud, among others.
8. All members are equal before the rules and regulations of the union

**ARTICLE 9: A membership ceases when:**

1. He or she resigns willingly. But this does not apply to active member.
2. He/she is stopped by the general assembly due to either of the following reasons:
  - a. Failure to comply with the rules and regulations governing URSU
  - b. Failure to comply with university rules and regulations
  - c. Failure to comply with laws of the Republic of Rwanda
3. Upon death

**CHAPTER III: ORGANS OF URSU**

**ARTICLE 10: URSU:**

The Union Students' Council, which will be formed from the students' associations from campuses and Colleges that make up the University of Rwanda.

**ARTICLE 11: URSU shall comprise students' associations from of all UR campuses and colleges**

The Student's union shall comprise of the following four major organs:

1. Guild Representative Council
2. Board of Speakers
3. URSU Executive Committee
4. Arbitration Committee

## **ARTICLE12: The Guild Representative Council (GRC):**

### **A) Membership of GRC**

The GRC of URSU shall be composed of the chairperson, all guild presidents and one (1) speaker elected by peers, and two (2) deputy chairpersons as non-voting members who are not guild presidents at campus level.

The GRC of URSU is the supreme administrative and decision making organ of URSU. It shall have full powers and responsibilities in the management of the members of URSU and assets of URSU in order to fulfill its responsibilities. The GRC may delegate some of its powers to appropriate organs of URSU.

The GRC shall meet at least four times in one academic year.

### **Responsibilities:**

1. To provide the strategic vision of URSU
2. To approve the plan of action presented by the colleges and campuses.
3. To approve budgets or financial reports and to take some decisions regarding the resources of Campus and College.
4. To make a follow up of all interests of all Campuses and Colleges.
5. To support, reject or change projects presented by College and campuses.
6. To advise the different student unions on the performance of Campus or College Students union
7. To take any other decisions that are beneficial to UR Students union
8. To give any association authority to conduct elections of the Guild Council.
9. To suspend the executive members and arbitral members in case of the failure of their respective duties or tarnishing the image of the union.

## **ARTICLE 13: Board of Speakers**

The Board of Speakers of URSU shall be composed of one speaker elected by peers, vice speaker elected from speakers of all campuses and colleges, and a secretary elected by peers.

The Board of Speakers shall meet at least three times in one academic year.

## **Duties and Responsibilities of Students' Board of Representatives**

The Students' Board of representatives has the following duties and responsibilities:

1. To advise the URSU executive and arbitration committees
2. To promote and protect all students' interests concerning academics and welfare.
3. To inspect the Executive Committee's activities by asking reports of the activities done to be presented in the Parliament.
4. To monitor the resources utilization of the union
5. To determine terms and conditions of the Executive Committee members or any other office bearer of URSU.
6. To analyze proposals of rules and regulations, governing the students union from Executive Committee, arbitration or permanent and temporary commissions and are approved by the GRC.
7. Has the power to hold members of the Executive Committee accountable.
8. Conflict resolution and arbitration

## **ARTICLE 15: Powers and Functions of the URSU Executive Committee**

The URSU Executive:

Shall be composed of the following persons:

Chair persons, Deputy Chairperson for Administration and Finance, Deputy Chairperson for Academics, General Secretary, and Commissioners for Gender and Protocol.

The URSU Executive Committee shall meet as often as there is need but at least twice a month.

## **POWERS AND FUNCTIONS OF THE URSU Executive Committee**

URSU Executive Committee shall:

1. Be responsible for the day to day running of URSU activities;
2. Implement decisions and directives from the GRC;
3. Have powers to deal with emergency matters, but shall report to and seek the ratification by GRC of decisions taken at the next meeting of GRC;
4. Deal with any petition lodged to it by any member through the office of the General Secretary on account that any organ of URSU has failed to act as stipulated in the Constitution;

5. Appoint members of the sub-committees as provided for in the Constitution;
6. Subject to this Constitution, and where it is deemed appropriate, appoint an *ad hoc* committee for any named specific task; provided the committee shall dissolve upon the completion of the named specific task;
7. Handle, manage or deal with any matters directly affecting or incidental to the governance of URSU.

### **The Chairperson**

The Chairperson shall:

1. Be the Chairperson of URSU and the Executive Committee and shall, subject to this Constitution, be answerable for all matters on behalf of URSU.
2. Convene Executive Committee and URSU General Assembly meetings and shall, unless incapacitated by reasons of illness or any other sufficient cause, preside over such executive and general meetings in accordance with this Constitution.
3. Sign the confirmed minutes of Executive Committee and URSU General Assembly meetings.
4. Be an ex-officio member of all standing committees and *ad hoc* Committees of URSU;
5. Be a co-signatory to all URSU cheques and other negotiable instruments at UR Student Union level.
6. Represent URSU on the University Board of Governors.
7. Have the following emergency powers:
  - To call an emergency meeting of the Executive, G.R.C and/or Parliament provided that the meeting of the Parliament shall be called through the Speaker;
  - To take emergency decisions on behalf of URSU in extraordinary meetings.
8. Articulate the policies of URSU and provide exemplary leadership.
9. Subject to this Constitution, carry out any other duties that may be delegated to him/her by the Executive Committee or Parliament provided that such duty or responsibility is consistent with the laws of the land.
10. Be responsible for coordinating all student associations of UR.
11. Effectively performs any other duties assigned to him/her by the Union.
12. Be the representative of students in all UR meetings.

13. Be responsible for supervising all activities of students relating to academics and welfare under the University of Rwanda.

### **Deputy Chairperson Academics.**

The Deputy Chairperson Academics shall:

1. Be in charge of all academic related issues of all members of the Union
2. Represent all students in the concerned Academic Senate or any other academic decision making organs at the University level.
3. Deputize the Chairperson in his/her absence
4. Coordinate all activities related to all academics and educational program
5. Review the academic performance of all active members of URSU students after test/CATs or exams after they have been submitted by student heads of schools, Heads of Departments and class representatives and submit a report to the Chairperson.
6. Effectively perform any other duties assigned to him/her by the union through Executive Committee or Chairperson:

### **Deputy Chairperson Administration and Finance**

The Deputy Chairperson shall:

1. Together with the finance ministers from campuses and colleges, he/she shall make a follow up of students' annual contribution fee and any other source of income that can be given by the university
2. Assist the student unions of URSU get the annual contribution fee of their respective students by collecting all requisition documents from different campuses and Colleges and submit to the DVC Administration and Finance to transfer to the Student Union's bank account.
3. Be responsible for the accountability of a premium share of 10% of the contribution fee from all students under UR.
4. Be responsible for all requested document from different colleges and campuses as well as submitting to DVC Administration and Finance and then UR commits itself to transfer such amounts to the respective association bank accounts according to their requests.
5. Develop the budget proposal of URSU and present it in the GRC meeting.

6. Effectively perform any other duties assigned to him/her by the organs or the Union or Chairperson

#### **ARTICLE 16: Responsibilities of the General Secretary**

1. To receive letters addressed to the Union.
2. To keep all documents and records of the Union.
3. She/he is the secretary of meetings bringing together all organs of the URSU.
4. Together with the chairperson, he/she signs the written reports of those meetings.
5. He/she is responsible for Union's office.
6. Making a follow-up of execution of duties of the Union.
7. Effectively performs any other duties assigned to him/her by the Union or chairperson.

#### **ARTICLE 17: Gender and Protocol Commissioner**

1. Together with the guild president, he/she shall represent the students in the UR Board of Governors.
2. Responsible for gender empowerment and promotion.
3. Fight any other gender related violence.
4. To coordinate all the activities of gender promotion in the students Union.
5. To coordinate the activities in connection with the cooperation between URSU, Higher Learning Institutions and other partners.
6. Planning, implementing and monitoring activities relating to public relations.
7. To effectively perform any other duties assigned to him/her by the Union.

#### **ARTICLE 18: Organs at College/Campus Level**

1. General Assembly
2. Students Board of Representatives
3. Arbitration Committee
4. Executive Committee

## **THE GENERAL ASSEMBLY**

### **ARTICLE 19: General Assembly**

1. The General Assembly is the supreme organ at the Campus/College students level; it convenes its meeting once in a semester chaired by the Guild President of the Campus Students' Association.
2. For the General Assembly to sit and take decisions, at least 2/3 of members must be present.
3. When the General Assembly quorum is below 2/3 of required number, the meeting is postponed and recalled after one week regardless of the number of members available.
4. The Guild President of Campus Students Union can convene an extraordinary General Assembly meeting when deemed necessary.
5. The General Assembly can be convened when requested by 2/3 of the Students Board of Representatives.
6. When the Guild President of the Campus Students' Union refuses to conduct the general meeting, the speaker of the Students Board of Representatives can call and chair the meeting with an approval of Students Board of Representatives.
7. When the President of the Campus Students' Association and speaker of Students Board of Representatives refuse to conduct a meeting, that meeting can take place when 2/3 of active members have permission from the President of Arbitration Committee who chairs that meeting.

### **ARTICLE 20: Responsibilities of the General Assembly**

The General Assembly has the following responsibilities:

1. To approve the plan of action presented by the Executive Committee in agreement with the Students' Board of Representatives.
2. To approve financial management and take some decisions regarding the resources of Campus Students Union.
3. To approve the Well-wishers and Alumni members of the Union.
4. To make a follow up of all interests of Campus Students Union.
5. To support, reject or change the amount of contribution from the members.
6. To support, reject or change projects presented by the Executive Committee.

7. To advise other Organs or criticize the performance of any member of the Campus Students' Union
8. To take any other decisions that is beneficial to Campus Students' Union

### **ARTICLE 21: Agenda of the General Assembly**

The agenda of the General Assembly is announced by the Guild President through invitations a week before an ordinary General Assembly meeting and two days for an extraordinary meeting. The General Assembly meeting is convened when there are no lectures but where necessary during lecturing time, Students' Union seeks permission from academics office.

### **STUDENTS BOARD OF REPRESENTATIVES AT CAMPUS LEVEL**

#### **ARTICLE 22: Students Board of Representatives**

1. The students' Board of representatives comprises of the following members elected by their respective students:
  - a. Class Representatives
  - b. Department representatives
  - c. School representatives
  - d. Trustworthy students (one or more)
2. The Students' Board of Representatives elects its committee made up of:
  - a. Speaker of Board of Representatives
  - b. Vice-Speaker of Board of Representatives
  - c. Secretary of the Board of Representatives
3. The Students Board of Representatives can convene its ordinary meetings once a month for the whole academic year. But it can organize extraordinary meetings whenever necessary. The Students Board of Representatives meetings take decisions only when two-thirds of the members are present. In case the meeting does not take decisions due to the small number of attendants, the next meeting called by the speaker will take decisions regardless of the number of the attendants. The decisions taken will also concern those present and even those absent.

## **ARTICLE 23: Duties and Responsibilities of Students' Board of Representatives**

The Students' Board of Representatives has the following duties and responsibilities:

1. To advise the Executive and Arbitration Committees.
2. To promote and protect all students' interests concerning academics and welfare.
3. To inspect the Executive Committee activities.
4. To suspend members of the Executive and Arbitration Committees in case of the failure of their respective duties or tarnishing the image of the Union.
5. To establish or change permanent and temporary commissions towards the betterment of the Union and determine the members of the commissions. These commissions are voted from the members Students' Board of Representatives.
6. To monitor the resource utilization of the Union.
7. As requested by the Executive Committee or on its own wish, it can give the incentive to the Union leaders or any other person when necessary.
8. Analyzing proposals of rules and regulations governing the Students' Union from Executive Committee, arbitration or permanent and temporary commissions and have them approved by the GRC.
9. Has the power to call one of the Executive Committee members to give explanations concerning his/her duties.
10. Has the authority to suspend one of the members of Students' Board of Representatives or Executive Committee and reports this suspension to the Executive Campus/College Committee, URSU Executive Committee and Arbitration Committee within 7 days.
11. The School and Department Representatives shall represent their respective students in the School and Department Council respectively.
12. Looks for any other thing that is beneficial to Students' Board of Representatives.

## **ARTICLE 24: The Speaker of Students' Board of Representatives:**

1. Organizes and chairs students' Board of Representatives meetings
2. Conducts daily follow-up of commissions.
3. Has the powers to call one of the Executive Committee members to give explanations concerning his duties before students' Board of Representatives.

4. Gets reports of what was done by the Executive Committee and in all level whenever he asks for them except the Guild president.

**ARTICLE 25: The Vice Speaker of Students' Board of Representatives:**

1. Replaces the speaker when he/she is not available or he/she has given him/her the authority to do so
2. Fulfills all the duties assigned by the association.
3. Works in collaboration with the speaker to organize meetings.

**ARTICLE 26: The Secretary of Students' Board of Representatives:**

1. Writes the minutes of all Students' Board of Representatives meetings.
2. Together with the speaker, he/she organizes meetings.
3. Receives and files all letters written to Students' Board of Representatives.
4. Together with the President, he/she signs meetings minutes.
5. Fulfills all duties assigned by the President of the Association.

**ARTICLE 27: Permanent Commissions**

The Students' Board of Representatives has the following permanent commissions:

- a. Commission in charge of resource audit
- b. Commission in charge of Finance and Academics
- c. Commission in charge of Laws and Good Governance
- d. Commission in charge Health and Social Welfare
- e. Commission in charge of Security and Discipline
- f. Commission in charge of Sports, Leisure and Culture, Protocol and Public Relations
- g. Any other commission that is adopted by 2/3 of Students' Board of Representative

**ARTICLE 28: Temporary Commissions**

Temporary commissions are established when there are problems to be solved by such commissions.

## **ARTICLE 29: Reports of Commissions**

The written reports of each commission are prepared by its secretary and, in collaboration with the commission leader, a copy is presented to the Students' Board of Representatives. A copy can also be given to the concerned URSU Minister.

## **THE EXECUTIVE COMMITTEE**

### **ARTICLE 30: Members of the Executive Committee and their Term of Service**

The Executive Committee is elected for a period of one year and is composed of the following members:

1. Guild President
2. Vice Guild President
3. Minister of Education
4. General Secretary
5. Minister of finance
6. Minister of planning and production
7. Minister of information
8. Minister of social affairs, health and environment
9. Minister in charge of gender and protocol
10. Minister in charge of sports, culture and associations
11. Minister in charge of security and discipline
12. Minister in charge of part-time and evening students
13. Minister in charge of people with disabilities
14. Minister of postgraduate studies/students
15. Speaker

The campus with less than one thousand students shall have authority to minimize the number of Ministers listed in this constitution.

### **ARTICLE 31: The Executive Committee's Meetings:**

1. The Executive Committee meets at least once in two weeks and is chaired by the Guild President.
2. Members of the Executive Committee, in consultation with the President, agree upon the day of the meeting.
3. Where necessary 1/3 of the members can request the Guild President to convene an extraordinary meeting.

## **ARTICLE 32: Duties and Responsibilities of the Executive Committee**

The Executive Committee has the following authority and responsibilities:

1. To execute day-to-day activities of the association.
2. To execute plans, orders, rules and regulations governing the association.
3. To manage all profitable projects of the association.
4. Follow- up of implementation of activities that are planned by the association which are related to it.
5. To employ workers to help the association in its important duties as may be advised by the Students' Board of Representatives.
6. To accept, reject or stop activities of the internal Students' Associations and Clubs.
7. To take immediate decision in agreement with the Students' Board of Representatives on behalf of the General Assembly and communicate it to the General Assembly in its next meeting.
8. To present to the General Assembly a report of activities accomplished during the semester.
9. To represent Students' Board of Representatives in decision-making meetings of UR, Government, institutions, private and public associations and even abroad.
10. To implement decisions of the Students' Board of Representatives.
11. To give a report of everyday activities to active members using written announcements or announce it in the General Assembly meetings.
12. Every Minister is to submit his/her monthly report of activities to the Speaker of Students' Board of Representatives with a copy to the Secretary General.
13. Any executive members give orders to his subordinates and also receive them from his superiors.

## **ARTICLE 33: Duties and Attributions of the Guild President**

1. The Guild President is the legal representative and spokesperson of the Students' Union.
2. He/she is the president of the General Assembly.
3. He/she calls and chairs the Executive Committee and the General Assembly meetings.
4. Together with the vice Guild President, and General Secretary, he takes emergent decisions and communicate them to the Executive Committee within 24hrs.

5. He works in favor of the Students' Union interests.
6. He follows-up the use of the Union finances and, together with Finance Minister, they sign for the withdrawal of the Association money.
7. He also signs documents regarding:
  - Income generated by the students Union together with Production Minister.
  - Resource auditing and evaluation of the Union activities.
  - Contracts of income generation.
  - Taking immediate decisions after seeking advice from the Executive Committee.  
e.g. He gives accountability of resources to the Students' Board of Representatives or the General Assembly.
8. In Executive Committee meetings, when decisions are to be voted for and two sides' draws, his vote counts two votes.
9. Guild president has the authority to nominate his/her permanent adviser and shall have all the following privileges:
  - Seeking friendship on behalf of Students' Union both within and outside the country.
  - Advising the Executive Committee and other members of the Association in general.
10. The Guild President should convene a meeting of the Executive Committee, bureau of Students' Board of Representatives and the Arbitration Committee at least once a semester.
11. He/she shall effectively perform other duties assigned to him/her by the Executive Committee.
12. The Guild President should give a report to UR Students Leadership Management in case he/she is asked for it.
13. To submit reports of all activities every two months to the Chairperson.
14. He/she shall have all powers to suspend one of the students leaders in all levels in case he/she fail to fitful his/her duties.

#### **ARTICLE 34: Duties and Attributions of the Vice Guild President**

1. The Vice Guild President deputizes and assists the Guild President at the same time represents him/her during his/her absence.

2. Together with Secretary General, he/she receives reports and inspects executive member in the daily activities and reports to guild president.
3. He/she is a legal representative of the Union in absence of the Guild President.
4. Develops and support all activities that aim at disseminating information related to education, research and technology.
5. Effectively perform other activities assigned to him/her by the Executive Committee or Guild President.

### **ARTICLE 35: Duties and Attributions of the General Secretary**

The General Secretary has the following authority and responsibilities:

1. To receive letters addressed to the Union.
2. To keep all documents and records of the Students Union.  
He/she is the secretary of meetings bringing together the Executive Committee, General Assembly and other Student's Union Organs meetings.
4. Together with the guild president, he/she signs the written reports of those meetings.
5. He/she is responsible for day-to-day management of the Students Union's office.
6. To do a follow-up of how duties in every ministry are executed.
7. Effectively performs any other duties assigned to him/her by the Executive Committee.

### **ARTICLE 36: Duties and Attributions of the Minister of Finance**

The Minister of finance has the following duties and responsibilities:

1. To respond to Students Union finance related questions from Students' Board of Representatives, Executive Committee or General Assembly.
2. To follow-up the use of Student Union finances, and together with the Guild President, they sign for the withdrawal of the Union money.
3. To receive, inspect and keep finance related documents.
4. To receive contributions, donations and other funds of the Union and deposit them on the specified account.
5. He/she should know the financial status of the Students Union.
6. To prepare the Union budget basing on plans of action of each ministry.

7. To prepare a financial report of generated income and present it to the Executive Committee, Students' Board of Representatives, and to the General Assembly in case it is requested by those Organs.
8. Together with the Guild President, he/she must submit a financial report of all the Union income to Students' Board of Representatives and the General Assembly.
9. To do a follow-up of how bursary is given to students every month.
10. To perform any other duties assigned to him/her by the Executive Committee or Guild President.

### **ARTICLE 37: Duties and Attributions of the Minister of Planning and Production**

The Minister in charge of Planning and Production has the following duties and responsibilities:

1. To reinforce existing production units.
2. To seek for new required production units.
3. To create new projects.
4. To seek for new pragmatic means to increase students' donation (fundraising means).
5. To plan and do follow-up of Students Union's profit making projects implementation and management.
6. Together with the Guild President and Finance Minister, prepares the Students Union's budget.
7. Together with the Guild President, finance minister and speakers organizes the tender process.
8. To perform any other duties assigned to him/her by the Executive Committee or Guild President.

### **ARTICLE 38: Duties and Attributions of Information Minister**

The Minister in charge of Information has the following duties and responsibilities:

1. He/she is the spokesperson of the Students' Association.
2. He/she makes a plan of action of information and communication and does a follow-up of its execution.
3. To communicate to members the daily activities of the Students' Union.
4. He/she is responsible for announcing all decisions of the Executive Committee.
5. To check, accept or reject the publication of announcements from the Union members.
6. He/she is the Chief Editor of Students Union's newspaper.
7. To monitor whether the articles written by students in private newspapers are not against the integrity of the Union, UR and the nation.
8. To provide and keep newspapers and other sources of information to students.

9. To seek for, aggrandize and strengthen friendship with other Higher Learning Institutions Students' Unions
10. To perform any other duties assigned to him by the Executive Committee or Guild President.

**ARTICLE 39: Duties and Attributions of the Minister in Charge of Sports, Culture and Associations**

The Minister in charge of Sports, Culture and Associations has the following duties and responsibilities:

1. To coordinate the Students Union members:
2. He/she receives their applications for registration and presents them to the Executive Committee for approval.
3. To monitor the activities of the Union through reports submitted to him/her by their leaders and settle disputes that may arise amongst them.
4. To make a plan of action regarding sports, leisure and culture and do follow-up of its execution.
5. To cooperate with UR sports officer in preparing and organizing sports, and culture activities in UR.
6. To represent the Students' Union in sports, leisure and culture within and outside Rwanda.
7. To promote culture by supporting all forms of arts and culture in associations and do a follow-up of its execution.
8. To help 'the Students' Union members in organizing sports activities within and outside UR.
9. To strive for the pride/good reputation of the Union and UR at all levels through competition in sports, leisure and culture.
10. To perform any other duties assigned to him/her by the Executive Committee or Guild President.

**ARTICLE 40: Duties and Attributions of the Minister in Charge of Social Affairs**

The Minister in charge of Health and Social Affairs has the following duties and responsibilities:

1. To make a plan of action regarding health and social welfare and follows up its execution.
2. To collaborate with UR staff in solving health and social welfare related problems of the students.

3. To collaborate with UR Medical Clinics staff in preventing epidemic diseases.
4. To receive health and social welfare complaints from the members and present them to the responsible organ.
5. To monitor the performance and management of the students restaurant.
6. He/she is a member of the commission in charge of students' hostels.
7. To organize how the Association can help in the burial ceremonies for one of its members in case of death.
8. To implement health orders regarding the prevention of epidemics.
9. To perform any other duties assigned to him/her by the Executive Committee.

#### **ARTICLE 41: Duties and Attributions of the Minister In Charge of Security and Discipline**

The Minister in charge of Security and Discipline has the following duties and responsibilities:

1. To make a plan of action of security and discipline and follows up its execution.
2. To ensure security of the members in all possible ways.
3. To inform the members about security in UR and in the region when necessary.
4. To collaborate with the security team in UR and in the community/society.
5. To call and ask for explanations from a suspected member for having caused insecurity of having any knowledge about such an incident.
6. To follow-up cases of imprisoned members.
7. To perform any other duties assigned to him/her by the Executive Committee.

#### **ARTICLE 42: Duties and Attributions of the Minister in Charge of Gender and Protocol**

1. To promote gender balance and equality among Students' Union members and in the country.
2. To fight against Gender-Based Violence.
3. To educate the Students' Union members on the role of gender in the development of the country.
4. He/she is in charge of inviting and receiving visitors.
5. He/she is in charge of public relationships.
6. To reform any other duties assigned to him/her by the Executive Committee.

### **ARTICLE 43: Duties and Attributions of the Minister in Charge of Part-Time and Evening Students**

The Minister in charge of Part-time and evening students has the following duties and responsibilities:

1. To prepare a plan of action that benefits part-time and evening students and make a follow-up of its implementation.
2. To know and report to the Executive Committee different problems that part-time and evening students encounter in their lectures and in the institution at large.
3. To assist UR academic staff in charge of part-time and evening students in finding possible solutions to their problems.
4. To represent part-time and evening students in Executive Committee meetings.
5. To perform any other duties assigned to him/her by the Executive Committee.

### **ARTICLE 44: Duties and Attributions of the Minister in Charge of People with Disabilities**

The Minister in charge of People with Disabilities has the following duties and responsibilities:

1. To represent students with disabilities.
2. To inform and mobilize students with disabilities about the Students' Union activities.
3. To perform any other duties assigned to him/her by the Executive Committee.

### **ARTICLE 45: Duties and Attributions of the Minister of Postgraduate Students**

The Minister in charge of Postgraduate Students has the following duties and responsibilities:

1. To prepare a plan of action that benefits Postgraduate Students and do a follow-up of its implementation.
2. To know and report to the Executive Committee different problems that Postgraduate Students encounter in their lecturers and in the institution at large
3. To assist UR Academic Staff in charge of Postgraduate students in finding possible solutions to the students problems.
4. To represent the Postgraduate students in the Executive Committee and in meetings that discuss their problems.
5. To perform any other duties assigned to him/her by the Executive Committee or Guild President.

## **THE ARBITRATION COMMITTEE**

### **ARTICLE 46: Members of the Arbitration Committee and its Elections**

1. The arbitration Committee is made up of five people:
  - President
  - Vice president
  - Secretary
  - Two advisers
2. It is elected for one academic year term.

### **ARTICLE 47: Duties and Responsibilities of the Arbitration Committee**

The Arbitration Committee has the following duties and responsibilities:

1. To organize and conduct all URSU elections.
2. To organize and conduct activities of swearing in ceremonies of the Executive Committee and the bureau of Students' Board of Representatives.
3. To give explanations on rules and regulations governing the URSU.
4. It is a final level of association where disputes and conflicts among the members or even among the committees are reported.
5. To advise any member of the Association and issue a warning letter in case of misconducts.
6. To resolve and settle conflicts that may arise among the URSU members, among its leadership organs and between individuals in those organs.
7. In case of failure for the arbitration committee to resolve the problems, the committee reports it to the concerned authorities.

The arbitration committee shall meet twice a month.

The arbitration committee can call an extraordinary General Assembly meeting when there are urgent issues to be discussed, in case the Guild President and the speaker do not respond to the urgency.

## **CHAPTER IV: ELECTIONS OF URSU ORGANS**

For the elections of URSU Arbitration Committee, all Campuses and Colleges the president of Arbitration Committee shall be allowed to contest in one of given position.

The election will be conducted in GRC meeting.

### **ARTICLE 48: A) Elections of Students' Board of Representative**

Elections are held within two weeks after the beginning of the 2<sup>nd</sup> Semester of the Academic Year. The candidates contesting for the posts in the Students' Board of Representatives should be active members of the Students' Union and shall pay an amount charged according to the internal arrangements.

Students in the same class elect their "Class Representative" and "Assistant Class Representative." Class representatives from the same department elect their "Department Representative" and his/her assistant.

Departments' representatives from the same School elect their "School Representative" and his/her assistant.

Departments and schools representatives must not be from first years.

With the exception of class representatives, others i.e. department representatives and school representatives submit their applications to the Arbitration Committee two weeks before the elections.

One week after the elections, the class representatives, department representatives and school representatives elect a bureau of Students' Board of Representatives composed of the Speaker, Deputy Speaker and Secretary.

The Students' Board of Representatives elections are conducted through secret ballot and supervised by the Arbitration Committee.

Results of Students' Board of Representatives' elections are communicated through written announcements to all Students' Union members within 48hrs after the elections.

At UR level, all presidents (speakers) from the Campuses will be allowed to contest to any position and no campus will be allowed to compete for/get more than one position.

For the campuses with College Headquarters, the school representatives and department representatives must be from that College.

#### **ARTICLE 49: B) Elections of Executive Committee Members**

The Students' Union Council shall be elected from a committee of Guild Presidents and the candidates shall be selected from all Campuses and Colleges of UR and shall have a mandate of two Academic Years. The elected committee shall be made of the Chairperson, two deputies; in charge of academic affairs and in charge of Administration and Finance, General Secretary and Gender and Protocol. Each campus shall be allowed to have one candidate (person).

## **ARTICLE 50: Who Elects the Executive Committee?**

The Guild President, Vice Guild President and the General Secretary are elected by the members of the Students' Board of Representatives and the outgoing Guild Council.

Three days after the elections, the Arbitration Committee calls for applications for the ministerial posts, screens them and forwards the list to the elected Guild President, Vice Guild President, the General Secretary, bureau of Students' Board of Representatives and the outgoing Guild President.

The elected Guild President, Vice Guild President and the General Secretary together with the outgoing Guild President shall appoint ministers within a period of fourteen days (14 days).

The appointed cabinet of ministers will then be considered and approved by the Students' Board of Representatives.

For the campuses with College Headquarter, the Vice Guild President must be from that college.

Elections are organized and conducted by the Arbitration Committee.

The term of office is one academic year.

## **ARTICLE 51: To Be Allowed to Contest**

For any candidate to contest, he/she must fulfill the following criteria:

1. For the candidate to contest for any leadership post in the Students' Union organs he/she should be an active member of the Union, a person of integrity and Rwandan by nationality
2. A candidate should have at least completed two semesters in UR (i.e. should not be from first year) from second year and above except campuses with diploma courses.
3. The Guild President, Vice Guild President and the General Secretary should not be in the final year except when elections are postponed. Campuses with more than one college like Nyarugenge will have elections in the whole campus; the one with the highest number of votes becomes the Guild President and next to him becomes Vice Guild President but strictly they must be from different colleges.
4. Any person who acted contrary to the Students' Union rules and regulations and who was punished is not allowed to be in any of the Union leadership organs.

## **ARTICLE 52: Receiving Applications**

Applications of those contesting for the posts in the Executive Committee are submitted to the Arbitration Committee within 14 days before elections.

The application letter of the candidate should specify the post applied for, on which he/she will attach a detailed CV and 2 passport photos of the candidate.

The Arbitration Committee evaluates the applications within 2 days after the deadline of submission.

After evaluation of the applications, results are communicated to the candidates.

If the candidate's application is discarded, the candidate has right to appeal to the Students' Board of Representatives within 24 hours after the results communication.

## **ARTICLE 53: Campaigns**

The Arbitration Committee communicates the names of the candidates and displays the photos of those allowed to be voted for five (5) days before the elections.

From that day the allowed candidates can start campaigning but shall not defame each other during their campaigns.

Defamation of others or campaigning before time result into termination of one's candidature.

Candidates allowed to contest for Executive Committee posts shall campaign before the General Assembly meeting, 3 days before the elections.

Campaigning activities are closed 24hrs before the elections.

## **ARTICLE 54: Rights of a Candidate**

The candidate has rights to be informed by the Arbitration Committee about the day of elections and the Committee calls the Electoral College Committee (Students' Board of Representatives) to come for elections.

A candidate shall send an observer of his/her choice in the voting room.

A candidate is not allowed to withdraw his candidature within 12hrs before elections.

## **ARTICLE 55: The Way Elections Shall Be Conducted**

Before the start of elections in the voting room, the Arbitration Committee shall give orientation and explanations on the voting procedures.

Voting is by secret ballot.

The winner is the one with the majority votes.

If on the post of the Guild President there is a unique candidate, he/she must at least get 50% of the total votes.

In case the two candidates on the same post draws at this stage, two more days are given for campaign and elections.

## **ARTICLE 56: Counting of Votes**

1. Counting of votes and announcing the winners are done immediately in front of the Electoral College Committee.

2. A vote is counted void or null when:

- a. The ballot paper is blank;
- b. A voting person votes for more than one candidate on the same post;
- c. The name written on the ballot paper is not on the list of candidates
- d. The ballot paper used is found to be different from those used (issued by arbitration committee);
- e. There is any other thing that may be written on the ballot paper that is not related to the names of the candidates.

## **ARTICLE 57: Election of Arbitration Committee**

URSU shall have Arbitration Committee that consists of five people:

- President
- Vice president
- Secretary
- Two advisers

Applications for the above committee are written within a week after swearing in of the incoming executive committee.

Applications of Arbitration Committee shall be sent to the President of the Students' Board of Representatives five days before elections take place.

The Students' Board of Representatives shall elect eight members of the Arbitration Committee and only five will be chosen by the Executive Committee.

The swearing in of the new elected Arbitration Committee shall be held before the Students' Board of Representatives meeting (Parliament)

#### **ARTICLE 58: Campuses with more than one Colleges Head Quarters**

For the campus with more than one College Headquarters, each college shall have the right to form its own leadership organs according to **ARTICLE 18** and the elections of their leaders shall be conducted according to **ARTICLES 48 and 57**. But the campus shall have one Guild President and the Colleges in the same campus shall alternate as far as the elections of Guild President are concerned.

#### **ARTICLE 59: Swearing in of all Committees**

Swearing in of the incoming Executive Committee and the bureau of the Students' Board of Representatives is done in front of the General Assembly.

#### **ARTICLE 60: OATH**

1. The Executive Committee and the bureau of the Students' Board of Representatives should take an oath of this form:

*I..... in front of the General Assembly, solemnly swear that I will execute my duties with honesty and diligence. I promise to uphold the rules and regulations of the Association, Institution and those of my country. I fail to adhere, I stand to be punished accordingly. So help me GOD!*

2. Everybody who served in any of the Association Organs shall be honored with a certificate as a person who sacrificed his/her time for the betterment of the Association.

#### **ARTICLE 61: HANDOVER**

The handover ceremony between the outgoing and incoming Executive Committees is done not later than seven days after the swearing in of the incoming committee.

## **CHAP V: TERMINATION OF OFFICE**

### **ARTICLE 62: RESIGNATION**

When the Chairperson or Guild President wishes to resign, he/she shall write a resignation letter addressed to the Speaker and the Students' Board of Representatives and the organ which shall approve or disapprove his/her resignation.

In case another member of the Executive Committee wishes to resign, he or she shall write his/ her resignation letter to the Guild President and give a copy to the speaker for approval.

In case a member of the Students' Board of Representatives wishes to resign, he/ she shall write his/ her resignation to the speaker.

In case the speaker wishes to resign, he/ she shall write his/ her resignation letter to the Guild President and give a copy to the President of Arbitration Committee for approval.

### **ARTICLE 63: REPLACING RESIGNED LEADERS**

When a person in any of the Association's leadership Organs has resigned, his/her duties are tentatively performed by the assistant until elections are held or appointment made.

### **ARTICLE 64: DISMISSAL**

When the Guild President or one of the Executive Committee members is found with less capability or tarnishing the interests and honor of the Association, or when Students' Board of Representatives

finds it necessary, it dismisses him/her from his/her duties and reports to the concerned UR authority.

## **CHAP VI: FINANCES**

### **ARTICLES 65: Sources of the Association's Income and how it is managed**

1. The income of the Association is generated from:
  - a. Members' annual contribution;
  - b. Donations, inheritance and grants of any kind;
  - c. Projects and production units of the association;
  - d. Any other lawful means.
2. All financial resources (in money form) are kept on the Association's bank accounts in legally accepted banks of Rwanda.

## **CHAP VII: FINAL PROVISIONS**

### **ARTICLE 66: AMENDMENT OF THE CONSTITUTION**

The amendment of this constitution can be requested for by any of the students' associations through a written request to the Union's Parliamentary Board which clarifies the reasons for the change or amendment of the Constitution.

### **ARTICLE 67: USE OF THE CONSTITUTION**

This constitution is used in the University of Rwanda Students' Union to coordinate all Union Associations and Organs. Where URSU constitution is silent, other laws governing the Unions in the Republic of Rwanda shall be applied.

### **ARTICLE 68: INTERPRETATION OF THE CONSTITUTION**

The interpretation of the constitution shall be invested in the UR administration through the concerned authority and the interpretation shall be final and conclusive.

### **ARTICLE 69: BREACH OF THE CONSTITUTION**

Any union member who does not abide by this constitution faces one of the following punishments:

1. Oral and verbal warnings.
2. Written warnings given to the person.
3. Written warning in form of announcement.

4. Repairing any damage he/she has made.
5. Being dismissed from the duties held.

#### **ARTICLE 70: GENDER REPRESENTATION IN THE UNION**

1. URSU members shall endeavor to ensure representation of female students in all organs of the Union.
2. The Arbitration Committee shall establish modalities to ensure that the principle of gender balance is attained. The modality shall ensure that at least 30% of the posts are held by female students.

#### **ARTICLE 71: ENFORCEMENT AND ENTERING INTO FORCE OF THE CONSTITUTION**

1. All previous provisions contrary to this constitution are abrogated.
2. This constitution comes into effect on the day it is approved/signed by GRC members.

Done at Kigali, on 5<sup>th</sup> March 2015