

**MARY IMMACULATE INSTITUTE OF TECHNOLOGY  
AND MANAGEMENT  
(MIITM)**

**THE PROVISIONAL CONSTITUTION OF THE MIITM STUDENTS'  
ORGANIZATION**

**Introduction**

It is a NACTE requirement that every institution under NACTE must have a Students' Organization. For MIITM, the organization is called "The Students' Organization of Mary Immaculate Institute of Technology and Management" (SOMIITM). Because of its infancy, SOMIITM has yet to have a Constitution; hence the development of this Provisional Constitution. The SOMIITM Constitution, closely resembles the constitutions of other DMI institutions in Tanzania. Its development therefore started with using the SJUIT Students' Organization Constitution as a template. The resulting draft Constitution was circulated among Students leaders for comments and then submitted the Head Office for further comments. The MITM Management took on board the comments of these two bodies and developed this version. The draft Constitution has 6 Chapters as follows:

Chapter I: Establishment, Objectives, Functions and Membership

Chapter II: Organs of the Students' Organization and their Functions

Chapter III: Financial, Property and Administration

Chapter IV: Amendments of the Constitution

Chapter V: Miscellaneous Provisions

## Chapter VI: Relationships with the Institute

The main document is attached as ANNEX I

# **ANNEX I**

## **CONSTITUTION OF THE MIITM STUDENTS' ORGANIZATION**

### **MARY IMMACULATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT (MIITM)**



### **THE PROVISIONAL CONSTITUTION OF STUDENTS' ORGANIZATION**

**2020**

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## **PREAMBLE**

Whereas the students understand and believe that only a diligent students organization run democratically can hence serve their interests to its best level, and

Whereas history has shown students that a diligent student organization will improve to a great extent a cordial relationship based on mutual understanding between the students of this college and other legitimate organizations,

Whereas the history also shows that the students' organizations which are run and led by the students who perform well academically and also who possess good moral and discipline values without the influence of outsiders cater to the academic, intellectual, spiritual, economic and ethical well being of the students, college and also the nation,

Whereas the students' organization has been efficaciously in operation and existence duly accepted and recognized by the members, the college and the society at large both within and outside Tanzania,

Whereas the students' organization believes that the primary duty of the students is to study and promote the academic wellbeing of the students and has to coordinate all its activities in line with the established rules and regulations of the college,

Whereas Mary Immaculate Institute of Technology and Management (MIITM) run by MAX educational services with a well-defined mission and vision and hence the activities of the Students' Organization will be in line with the mission and vision of the college and the students' organization will join hands with the college in following and propagating the values as mentioned in the mission and vision and will focus on capacity building of every individual citizen of Tanzania.

Whereas history shows that those students' organizations which had gone against the rules and regulations of the college, law of the land other national regulatory authorities had brought shame and ruined the life of the members and hence Students' Organization will never work against the law makers and regulatory bodies and will try to foster the relations better with the external world.

## **THEREFORE:**

This constitution is enacted by the constituent assembly of the students of MIITM on behalf of all students of MIITM in association with the authorities for the purpose of enhancing academic prosperity, good governance, democracy and human rights observance, hence will always cherish, cooperate and associate with the management in all civil society activities as it deems fit the interest of its members.

## CHAPTER I

### ESTABLISHMENT, OBJECTIVES, FUNCTIONS AND MEMBERSHIP OF STUDENTS' ORGANIZATION

#### ARTICLE 1

##### NAME AND HEADQUARTERS OF STUDENTS' ORGANIZATION

1. The name of the students' organization shall be students' organization of Mary Immaculate Institute of Technology and Management (SOMIITM)
2. The headquarters shall be at the respective College.

#### ARTICLE 2

##### SPECIAL TERMS AND INTERPRETATIONS

1. The following words shall be interpreted to mean as noted:
  - '**Department**' means faculties established under the College.
  - '**College or Institution**' means institute established to offer diploma programmes.
  - '**Criteria**' means the minimum criteria laid down by the College for anyone to be the executive member of the Students' Organization.
  - '**CSRC**' means College Students' Representative Council as established under this constitution.
  - '**Discipline**' means and includes warning, suspension, dismissal or any other form of punishment that the College Students' Representative Council (CSRC) can pronounce for the matter related to Students' Organization activities only.
  - '**Office Bearers**' means cabinet members of MIITM Students' Organization, Dar es Salaam.
  - '**Publication**' means publications published by Students' Organization and approved by the CSRC. It includes leaflets, newspapers, newsletters, and any other documents that shall be approved by the CSRC and the college.
  - '**Rules**' means rules made by CSRC under provisions of this constitution.
  - '**Students' Organization**' means the Students' Organization representing the students of MIITM, Dar es Salaam.
  - '**Students' Organization BOARD**' means the quasi-judicial body of Students' Organization.
  - '**Students' Organization Officer**' means and includes any person holding office in any Students' Organization organ.
  - '**Speaker**' means the person who shall chair and preside over the meetings of the CSRC.

**'Status'** means the status of **Students' Organization**, MIITM as directed under this constitution.

**'Student'** means a bona fide student who is studying in MIITM, Dar es Salaam.

2. Words, phrases, expressions and other grammatical signs not expressively defined herein shall be given an ordinary interpretation as assigned to them depending on the context, and technical or legal expressions shall be given their technical or statutory meanings as the technical or legal practice allows.

### **ARTICLE 3**

#### **OFFICIAL LANGUAGES OF STUDENTS' ORGANIZATION**

The official language of Students' Organization shall be English.

### **ARTICLE 4**

#### **STATUS OF STUDENTS' ORGANIZATION**

Students' Organization shall be a Students' Organization of MIITM as defined in this constitution; and under the trusteeship of its members shall be capable of purchasing, holding, alienating, managing and disposing of any property whatsoever, whether movable or immovable and whether by way of investment or otherwise entering into contracts as may be necessary or expedient for the performance of its functions under this constitution.

### **ARTICLE 5**

#### **OBJECTIVES OF STUDENTS' ORGANIZATION**

The general objectives of Students' Organization shall be as provided here under:

1. To protect and promote students' interests in all rightful aspects of their lives during existence at the College.
2. To facilitate a harmonious relationship between students' community, the management, the teaching staff, the non teaching staff, and the neighborhood.
3. To promote love and respect for learning, the pursuit of truth, and to ensure that every student understands his/her responsibility to educate himself / herself to the best of his / her capabilities and to search knowledge for the betterment of the human kind and in so doing cherish and promote academic freedom as an inalienable right of a student at MIITM.
4. To stimulate and promote all desirable aspects of cultural development which inculcate the spirit and love for sports and all arts in order to keep the College a fertile ground from which best talents are developed.

5. To maintain and promote fraternal relations with other students of institutions of learning in Tanzania, Africa and worldwide.
6. To perform duties and exercise all powers vested in or conferred on the students' organization by or under the provision of the College.
7. To act as the intermediary between the students and college administration, the organs of the government of the United Republic of Tanzania that deals with welfare of the students and other students' organizations.
8. To do such other things as may be conducive to the attainment of the foregoing objectives or any one of them, and to question any other things, which appear to compromise the status of Students' Organization.
9. To promote the values and mission of the College inside and outside the campus, among the student community and also with the environment.

## **ARTICLE 6**

### **FUNCTIONS OF STUDENTS' ORGANIZATION**

1. Students' Organization in pursuit of its objectives stated in Article 5 herein above, may carry out in concurrence obtained in writing from the College administration any or all of the following functions.
2. To initiate, sponsor or undertake activities which do not violate the mission, values, bylaws and the rules and regulations of the College, for the benefits of the students of the College.
3. To organize debates, seminars, workshops, conference, congresses, study tours, and symposia so as to enhance intellectual, civil and political awareness of the student community.
4. To mobilize funding, counsel and sponsor students' researches in all academic fields in order to promote creativity and originality on matters of intellectual interests to the scholarly community and the nation.
5. To publish and broadcast journals, books, newspapers, newsletters, leaflets, magazines, recordings or otherwise through any other means of presenting information to the public.
6. To undertake such fund raising activities which do not violate the mission values, bylaws, and rules and regulations of the college, as it deems expedient.
7. To organize and invite, at any time, distinguished personalities such as political, social, academic and cultural professionals to interact with student community by way of lectures, panel or group discussion of contemporary social, scientific and political issues.

8. To correspond, communicate or promote relationship between Students' Organization and all students and any other organization which share and promote objective common to those of Students' Organization.
9. To establish committees, secretariats, commissions or any other functional organs for the better discharge of the objectives of Students' Organization.
10. To undertake any other activity or function in conformity with the objectives and mission of the college.

## **ARTICLE 7**

### **MEMBERSHIP**

1. Every person admitted to the college on full time basis as a candidate for basic Technician at NTA Level 4, Technician at NTA Level 5 and Ordinary Diploma at NTA Level 6 of the college is eligible to be a member of Students' Organization on his / her own will and without any force.
2. Any student becomes a member only on payment of the subscription and membership fee.
3. Every member shall pay an annual subscription fee as provided by the rules made by the CSRC in accordance with the college students' bye laws as amended time to time.
4. Any member ceases to be the member if his name is removed from the roles of the college.

## **ARTICLE 8**

### **RIGHTS OF MEMBERS**

Every Students' Organization member shall be entitled to:

1. Participate in all general activities of Students' Organization, vote or hold office (subject to fulfilling the criteria and his year of study) when elected or appointed.
2. Obtain and inspect copies of all documents and accounting statement of Students' Organization upon request to the General Secretary or office bearer concerned at any time by giving notice of two working days.
3. Request and obtain all publications of Students' Organization.
4. The right of appearance and of expression before all organs of Students' Organization and all its media, provided that in course of enjoyment of the right stated in this constitution nothing shall be constructed to be an entitled member of Students' Organization nor hinder in any way the enjoyment of other members of the same.

## **ARTICLE 9**

### **DUTIES AND OBLIGATIONS OF MEMBERS**

All members of Students' Organization are duty bound to:

1. Promote and preserve the sanctity of this constitution.
2. Endeavour to educate oneself to the best of one's ability and educate for the benefit of human kind.
3. Pay subscription fee when due.
4. Attend meetings regularly and discharge assignments if willing.
5. Exhibit high self-discipline and ethics.
6. Promote academic excellence.
7. Participate in all activities of Students' Organization and / or its individual members in any way or manner which do not prejudice the status of Students' Organization.
8. Not to indulge in activities in violation of the mission and vision of the College.
9. Not to initiate and involve in any activity that leads to damages to the name, assets, lives and properties of the college, staff and students of the college.
10. Obey and follow the by-laws of the college.
11. Not to indulge in any activity against the sovereignty or rules of the nation of United Republic of Tanzania.
12. Ensure that any loss or damage to the college property or to the lives of the teaching and non-teaching staff by the member/members of the Students' Organization shall be suitably and adequately compensated by Students' Organization.
13. Enter into and exhaust all the possible and prescribed organs of negotiations for the welfare of the students, College and country.
14. With due respect to the freedom of speech, no member is expected to give any press release or press conference or interview, which will damage the name and reputation of the college and its students.
15. With due respect to the freedom of speech, no member is expected to give any press release or press conference or interview, which will damage the name and reputation of the government, or government organs and its leaders.

## **ARTICLE 10**

### **GENERAL CONDUCT OF STUDENTS' ORGANIZATION MEMBERS**

1. Every member of the Students' Organization shall be obliged to observe the personal integrity, dignity and rights of the members. In any event when it is proved that any member has committed any misconduct he/she shall be deemed to have violated provisions of this constitution. For avoidance of doubt, misconduct means and includes:

- i. Causing damage to the dignity of the name of the college and members like staff, management, Students' Organization leaders, fellow students and general public.
- ii. Failure or refusal to respect the teaching and non teaching members of the college, adhere to the rules and regulations and the by-laws of the college.
- iii. Financial impropriety.
- iv. Sexual harassments.
- v. Failure or refusal to respond when summoned by the disciplinary authority of Students' Organization.
- vi. Use of scandalous, abusive, obscene or threatening language by any member of Students' Organization against any other person.
- vii. Using force or violence against or assaulting fellow Students' Organization members provided that such act occurs anywhere within or outside the college campus.
- viii. Conduct which does or is likely to cause damage, defacement or violence to person or property of fellow Students' Organization members within the College Campus.
- ix. Any violent act or conduct which is willfully intended to obstruct any of the Students' Organization business in the CSRC or any of the Students' Organization meetings.
- x. Any act or omission that severely diminishes or prejudices the status of Students' Organization and / or its members.

## **CHAPTER 2**

### **ORGANS AND FUNCTIONS OF STUDENTS' ORGANIZATION**

#### **ARTICLE 11**

##### **CRITERIA FOR SELECTING / ELECTING EXECUTIVE MEMBERS OF STUDENTS' ORGANIZATION**

All executive members of the college will be selected in accordance with the preamble and also the criteria laid down by the college viz:

- i. A pass in all modules which he/she had attended before.
- ii. Paid all the fees to the college in full; and
- iii. A good conduct inside and outside the college.

#### **ARTICLE 12**

##### **PRINCIPAL ORGANS OF THE STUDENTS' ORGANIZATION**

The principal organs of the Students' Organization at the college level shall be:

- i. The College Students' representative Council (CSRC).
- ii. The Students' Organization cabinet.
- iii. The Students' Organization Board.

#### **ARTICLE 13**

##### **THE COLLEGE STUDENTS' REPRESENTATIVES COUNCIL (CSRC)**

1. There shall be and is hereby established the College Students' Representatives Council (CSRC).
2. Only the students who fulfill the eligibility criteria as mentioned in article 11 can be the members of this CSRC or any other executive organs.
3. The CSRC shall be composed of:
  - i. The Speaker
  - ii. The Deputy Speaker
  - iii. The Clerk
  - iv. The Students' Organization cabinet which shall not exceed thirty members.
  - v. The Class Representatives.
  - vi. One member from each department of the college who shall be the leader of the respective department in accordance with the ARTICLE 11.
  - vii. The Chairperson and Secretary of the association of disabled students of MIITM.

- viii. The female members in proportion to the percentage of girls in the college or 33% of the total CSRC whichever is higher.
- ix. The Chairperson of Hostels of the college.
- x. The CSRC shall have a life span of maximum of one academic year only from the time of election to the end of the academic year whichever is earlier.

#### **ARTICLE 13 (a)**

#### **THE CSRC MEETINGS AND POWERS**

1. Any CSRC meeting will be convened only with written approval from the dean of students and valid only if 70% of the members are present and their presence is recorded with their signature.
2. The CSRC shall convene not less than three times each semester according to the dates set in the college almanac which shall be the non working days / non working hours. The meeting should be conducted in the college campus and shall not go beyond 7 p.m.
3. Provided that the CSRC shall meet at any other time upon giving the Speaker a petition signed by 25% of the members of CSRC where upon the Speaker shall issue a three days public notice for the meeting unless emergency condition demand a shorter notice. Where the Speaker fails to call an emergency meeting he/she automatically resigns from the office and the Deputy speaker or any other member can chair a meeting. The quorum for CSRC meeting shall be decisions shall be carried out on basis of 2/3 votes.
4. All CSRC members including office bearers shall hold office for one academic year that is, from the election till the end of the current academic year and shall not be eligible for reelection or reappointment as the case may be for giving equal opportunity to all the members.
5. The Office Bearers and other members of the CSRC shall not be entitled to any salary except the allowance, and reimbursement of any expenses incurred by them in the performance of their respective duties as provided by the rules and regulations of Students' Organization.
6. The CSRC shall have powers:
  - i. To elect the General Secretary, Speaker, Deputy Speaker, and Clerk of the CSRC.
  - ii. To confirm the Secretaries and Deputy Secretaries appointed by the Chairperson.
  - iii. To represent Students' Organization for any purpose as may be required from time to time provided that whenever it is expedient to do so, the Students' Organization may discharge its function under this paragraph subject to restrictions as the CSRC may specify.

- iv. To review and approve or disapprove policies and actions of Students' Organization whenever it considers necessary and desirable to do so.
- v. To evaluate and take appropriate action on the annual general handover report and activities of Students' Organization Cabinet submitted or ordered to be submitted by the office bearers.
- vi. To make provisions for all matters relating to funds of Students' Organization including but not limited to preparation of annual estimation of income and expenditure, accounting and periodical financial statements.
- vii. To approve budget presented by the Students' Organization Cabinet during the budget session.
- viii. To make provision in any appropriate manner for regular auditing of books of accounts of all organs of Students' Organization fund.
- ix. To meet in ordinary sessions not less than three times in each academic semester provided that the CSRC shall meet in all other times as provided under article 13 (a) sub articles 1 and 2 of this constitution.
- x. To discipline any Students' Organization office bearer or members including suspension of his/her service provided two third votes of the members attending the meeting so resolve.
- xi. To establish committee as may be found necessary for the execution of the functions.
- xii. To approve all Students' Organization publications.
- xiii. To summon any cabinet member either individually or collectively for the purpose of enhancing accountability of Students' Organization government.
- xiv. To make rules and regulations of Students' Organization members.
- xv. To perform any other duty in the interest of Students' Organization members.

#### **ARTICLE 13 (b)**

#### **SPEAKER OF THE CSRC**

Speaker of the CSRC should fulfill the criteria and should be from second year only.

1. There shall be a speaker who shall be elected by members of the CSRC from amongst student members of Students' Organization.
2. The Speaker of the CSRC shall not be a Students' Organization cabinet member.
3. The Speaker shall convene and preside over the CSRC meeting in accordance with CSRC rules (Kanuni za Bunge).
4. The Speaker shall cease to hold if he/she is removed from the office by a resolution of the CSRC by votes of not less than two third of all CSRC members attending CSRC meeting and voting if he violates any provision of this constitution.

5. The Speaker shall cease to be a Speaker if there is any disciplinary action taken by the college administration and or he/she is removed out of his/her post.
6. Any person who holds office of the Speaker shall not be eligible for reelection to that office or any other executive position in Students' Organization.

#### **ARTICLE 13 (c)**

##### **THE DEPUTY SPEAKER**

The Deputy Speaker should fulfill the criteria and shall be from any year of study including the first and third year.

1. There shall be a deputy speaker of the CSRC who shall be elected by CSRC members from amongst student members and shall be the principal assistant to the speaker.
2. The Deputy Speaker shall convene and preside over CSRC meetings in the absence of the Speaker and he/she shall not be a member of Students' Organization cabinet.
3. He/she can be removed from office according to the procedure provided in article 13 (b)-4.
4. The deputy Speaker shall cease to hold if he/she is removed from the office by a resolution of the CSRC by votes not less than two third of all CSRC members attending CSRC meeting if he violates any provision of this constitution.
5. The Deputy Speaker shall cease to be a speaker if there is any disciplinary action taken by the college administration and/or he/she is removed out of his/her post.
6. Any person who holds office of the Deputy Speaker shall not be eligible for reelection to that office or any other executive position in Students' Organization.

#### **ARTICLE 13 (d)**

##### **THE CLERK OF THE CSRC**

The Clerk of the CSRC should fulfill the criteria and should be from second year only.

1. There shall be a Clerk of the CSRC who shall be elected by CSRC members from amongst the Students' Organization members.
2. The Clerk shall be responsible for proper functions of CSRC proceedings as provided for by the CSRC rules (Kanuni za Bunge)
3. He/she can be removed from the office according to the procedure provided in article 13 (b) – 4.
4. The Clerk shall cease to hold if he/she is removed from the office by a resolution of the CSRC by votes of not less than two third of all CSRC members attending CSRC meeting and voting if he violates any provision of this constitution.

5. The Clerk shall cease to be a Clerk if there is any disciplinary action taken by the College Administration and/or he/she is removed out of his/her post.
6. Any person who holds office of the Clerk shall not be eligible for reelection to that office or any other executive position in Students' Organization.

## **ARTICLE 14**

### **CABINET OF Students' Organization**

A member of Students' Organization cabinet at the level of Chairperson, Vice Chairperson, General Secretary, Secretaries should fulfill the criteria and should be from second year only. The deputy secretaries shall be from any year including first and third year.

1. There shall be and is hereby established the Cabinet of Students' Organization, comprised of the Chairperson, Vice Chairperson, General Secretary, Secretaries, and Deputy Secretaries.
2. All the members of the Students' Organization Cabinet other than the Chairperson and Vice Chairperson are drawn from the CSRC members.
3. The Chairperson shall preside over all Cabinet meetings and in the event that the Chairperson is absent, the meeting shall be presided over by the Vice Chairperson and where both are absent the General Secretary can preside over the meeting. If all the three, namely, Chairperson, Vice Chairperson, and General Secretary, are absent then the meeting cannot be convened and if it is convened it becomes null and void.
4. The appointment of Secretaries and Deputy Secretaries shall be in equal representations in respect of departments.
5. Subject to provisions of this constitution, the Cabinet shall be the principal organ for advising the Chairperson in all matters regarding the exercise of his powers in accordance with the provisions of this constitution.

## **ARTICLE 15**

### **CHAIRPERSONSHIP ELECTION, DUTIES AND REMOVAL FROM POWER**

The Chairperson should fulfill the criteria and should be from second year only.

1. There shall be a Chairperson of Students' Organization who shall be the head of Students' Organization.
2. He/she should be a Tanzanian by Citizenship and African by origin.
3. He/she should have completed a minimum of one academic year study in the College.

4. The Chairperson shall be elected by students in accordance with provisions of this constitution and the rules or regulations promulgated by the CSRC pursuant to the provisions of this constitution regulating elections.
5. Subject to other provisions of this constitution, the office of the Chairperson shall fall vacant and the election of the Chairperson shall be held or that vacancy shall be filled otherwise in accordance with the provisions of this constitution as the case may be upon the occurrence of any of the following events:
  - i. Resignation of the Chairperson
  - ii. Death of the Chairperson
  - iii. Impeachment of the Chairperson by the CSRC in accordance with the provisions of sub article of this section.
  - iv. Discontinuation from studies.
  - v. Any other event or occurrence that may lead to the office of the Chairperson being vacant.
6. Where the office of the Chairperson becomes vacant by any reason provided under this constitution other than being absent, the Vice Chairperson shall be sworn in and become the Chairperson within a period of fourteen days and the same shall be confirmed by the CSRC by the votes of not less than fifty percent of all members of the CSRC present and voting.
7. A person shall not be entitled to be elected to hold office of Chairperson save only if he/she is a second year student.
8. Any person who holds office of the Chairperson shall not be eligible for reelection to that office or any other executive position in Students' Organization.
9. All other matters concerning the procedures for the election of the Chairperson shall be as provided for in rules promulgated by CSRC on that behalf.
10. Any candidate contesting for the office of the Chairperson shall be declared duly elected Chairperson only if he/she has obtained more votes than the other contesting candidates.
11. Unless he/she sooner resigns or dies or is discontinued from studies, the person elected as Chairperson subject to the provisions, shall hold the office of the Chairperson for the remaining period of the academic year from the date on which he/she was elected Chairperson.
12. A person elected Chairperson shall hold office of the Chairperson until
  - i. The day his/her successor assumes office.
  - ii. His/her tenure of office expires.
  - iii. The day he/she dies while in office
  - iv. The day he/she resigns from office or

- v. He/she ceases to hold office of the Chairperson in accordance with the provision of this constitution.
- vi. He/she is discontinued from studies
- vii. Till the last working day of the academic year

Whichever is earlier.

13. In the event that the Chairperson is absent, the duties and functions of the Chairperson shall be discharged by one of the following in the order specified:
  - i. The Vice Chairperson or if he / she is absent then
  - ii. The General Secretary or if he/she is absent then
  - iii. The Minister responsible for academic affairs
14. Where any of the persons specified in paragraphs (i), (ii) and (iii) of sub article above discharge the duties and functions of the office of the Chairperson by reason that the person preceding him absent, such a person shall cease to discharge those duties and functions immediately after the other person preceding him/her returns and resumes to discharge the duties and functions of the office of the Chairperson.
15. If the offices of both Chairperson and Vice Chairperson are vacant by any reason provided under this constitution other than being absent, the whole of Students' Organization cabinet shall be presumed not to be in existence and in the duration of not exceeding twenty one (21) days there shall be conducted new Chairpersonship elections. In such event the Students' Organization Board shall assume powers of the Students' Organization Cabinet until the new Chairperson and Vice Chairperson are sworn into hold office.
16. The CSRC may pass a resolution to remove the Chairperson from the office if a motion to impeach the Chairperson is moved and passed in accordance with provisions of sub article 17 of this article.
17. No motion to impeach the Chairperson shall be moved save only if it is alleged that the Chairperson
  - i. Has committed act(s) which generally violate(s) any provisions of this constitution.
  - ii. Has conducted himself in a manner which lowers the esteem of the office of the Chairperson.
18. The CSRC shall not pass a motion to impeach the Chairperson save only if:
  - i. A written notice specifying the wrong committed and signed by one third of the CSRC members is served to the Speaker seven days prior to the setting at which such a motion is intended to be moved.

- ii. Upon the receipt of notice by the Speaker, a special committee of inquiry shall be formed and names of the committee members shall be approved by two third of the CSRC members.
- iii. The committee shall carry out investigations and shall submit its findings to the Speaker within fourteen (14) days.
- iv. The Speaker shall inform the Chairperson of the allegations leveled against him and the Chairperson shall be given an opportunity to be heard after the final report had been submitted to the Speaker by the special committee of inquiry.
- v. After the Speaker receives the report, he/she table it before CSRC members within seven (7) days for voting. But before voting, the Chairperson shall be given an opportunity to be heard before the CSRC. The decision shall be by two-third majority rule.
- vi. Where the impeachment against the Chairperson is successful, he/she shall cease to hold the office immediately and the whole Students' Organization cabinet shall have been automatically dissolved provided that the Vice Chairperson and General Secretary shall not be affected unless they are involved in the matter.

## **ARTICLE 16**

### **VICE CHAIRPERSON ELECTION, DUTIES AND REMOVAL FROM POWER**

Vice Chairperson should fulfill the criteria and should be from second year only.

1. There shall be a Vice Chairperson who shall be the Principal assistant to the Chairperson in respect of all matters concerning students' government.
2. He/she should be a Tanzanian by Citizenship and African by origin.
3. He/she should have completed a minimum of one academic year study in the College.
  - i. Assist the Chairperson in making follow up on the day to day activities of Students' Organization plans and programmes.
  - ii. Perform all duties and functions assigned to him/her by the Chairperson.
  - iii. Perform all the duties and functions of the office of the Chairperson when the Chairperson is out of the office.
4. The Vice Chairperson shall perform his/her duties under the directions of the Chairperson and shall be answerable to the Chairperson in respect of any matter or function assigned to him/her by the Chairperson.
5. The Vice Chairperson shall be elected by students independently in accordance with the provision of this constitution and the rules or regulations promulgated by CSRC pursuant to the provision of this constitution regulating election.
6. The Vice Chairperson shall assume the office of the Vice Chairperson on the same day the Chairperson assumes office.

7. Subject to sub article 8 below, the Vice Chairperson shall hold office for a period of one academic year from the date he/she is elected as the Vice Chairperson or till the end of the academic year whichever is earlier.
8. The Vice Chairperson shall hold office until
  - i. The day his/her successor assumes office
  - ii. His/her tenure of office expires
  - iii. He/she dies while in office
  - iv. He/she resigns
  - v. He/she ceases to hold office of the Chairperson in accordance with the provision of this constitution.
  - vi. He/she is sworn in as Chairperson after the office of the Chairperson has fallen vacant.
  - vii. He/she is discontinued from studies.
  - viii. The last working day of the even semester

Whichever is earlier.

9. Where the office of the Chairperson becomes vacant by any reason provided under this constitution other than being absent, the Vice Chairperson shall be sworn in and become the Chairperson within a period of fourteen days and will seek ratification from CSRC with 50 percent of the votes from members present and voting. The Chairperson shall appoint his/her Vice Chairperson who shall be confirmed by the CSRC by the votes of not less than fifty percent of all members of the CSRC present and voting.
10. In the event of the Vice Chairperson post falling vacant, for any reasons like, impeachment, death or removal from the College or whatsoever, the Chairperson will appoint his Vice Chairperson who shall be confirmed by the CSRC by the votes of not less than fifty percent of all members of the CSRC present and voting.

## **ARTICLE 17**

### **THE GENERAL SECRETARY ELECTION AND REMOVAL FROM POWER**

The General Secretary should fulfill the criteria and should be from second year only.

1. There shall be a General Secretary who shall be elected by the CSRC.
2. He/she should be a Tanzanian by Citizenship and African by origin.
3. He/she should have completed minimum of one calendar year study in the College.
4. The General Secretary shall be the chief executive officer of Students' Organization Cabinet and shall be the leader of government in CSRC.

5. The CSRC may pass a resolution to remove the General Secretary from office provided that:
  - i. A petition is signed by one third (1/3) of the CSRC.
  - ii. The petition is submitted to the Students' Organization board, which shall form a committee of inquiry.
  - iii. The committee of inquiry will submit its findings to the CSRC who shall have power to remove him/her from office.
  - iv. Two-third (2/3) of the members' present and voting vote to remove him/her.
6. Any person who holds office of the General Secretary shall not be eligible for reelection to that office or any other executive position in Students' Organization.

## **ARTICLE 18**

### **SECRETARIES AND DEPUTY SECRETARIES OF STUDENTS' ORGANIZATION**

All the Secretaries will be students who are members of Students' Organization and who should fulfill the criteria and should be from second year only. All the deputy secretaries shall be from any year including first and third year.

1. Secretaries and Deputy Secretaries shall be appointed by the Chairperson in consultation with the Vice Chairperson.
2. All Secretaries, Deputy Secretaries shall be accountable to the Chairperson.
3. The tenure of office of the Secretaries, Deputy Secretaries shall fall vacant upon the occurrence of any of the following events.
  - i. If the incumbent dies or resigns.
  - ii. Where the Chairperson revokes the appointment by removing the incumbent from the office.
  - iii. Where the Chairperson resigns or is impeached or where both the office of the Chairperson and the Vice Chairperson are vacant for reasons other than being absent.
4. For the avoidance of doubt, Secretaries, Deputy Secretaries shall not be paid any salary except allowances or reimbursement of expenditures of service rendered for students' community as per this constitution.
5. The Secretary responsible for academic affairs may request the Chairperson of Students' Organization Board to summon the Students' Organization Board to discuss academic affairs.
6. The Secretary responsible for justice, constitutional affairs and good government shall be the chief protocol of the Students' Organization.

## **ARTICLE 19**

### **BOARD COMPOSITION OF STUDENTS' ORGANIZATION**

1. Members of the executive positions along with the Secretaries are eligible for membership in the Students' Organization Board.
2. This Board is Constituted when and it is required to fulfill its functions and duties as in article 19 (a). It will dissolve itself when its purpose is served.

## **ARTICLE 19 (a)**

### **FUNCTIONS, DUTIES AND OBLIGATIONS OF STUDENTS' ORGANIZATION BOARD**

Functions, Duties and Obligations of Students' Organization Board are subject to the Board guidelines and by laws issued by the College for its students.

1. The Students' Organization Board shall have the power to act as disciplinary authority within the broad guidelines and by laws of the College, which in respect of the Chairperson, the General Secretary and other office bearers of Students' Organization shall recommend the necessary punitive sanctions and remedies to the CSRC as the case may be.
2. For the avoidance of doubt the Students' Organization Board shall have other functions as follows:
  - i. To investigate and recommend to the Chairperson appropriate disciplinary and legal measures against any cabinet member other than the Chairperson and the Vice Chairperson, of malpractices, corruption and any other misconduct; on failure of which the board may on its own discretion proceed to the CSRC.
  - ii. The Board may act as arbiter in disputes among the students with the view of promoting harmony and tranquility. Appeals from Board shall lie to the CSRC.
  - iii. The Board shall have the powers to organize and collect the students' signatures for purpose of vote of no confidence against any Students' Organization office bearer. For office bearers other than the Chairperson and the Vice Chairperson, the Board shall recommend the appropriate action to the Chairperson and in regard to the Chairperson and the Vice Chairperson to the CSRC. A petition shall be duly signed if it comprises signatures of one third of CSRC members.
  - iv. The Students' Organization Board shall assume power to the Students' Organization Cabinet where in any circumstances the Students' Organization Cabinet does not exist.
  - v. Any other duty may be conferred to it by CSRC.

- vi. The Students' Organization Board shall be directly responsible to the CSRC and where decision of the two organs conflict, the decision of the CSRC shall prevail.
- vii. For the purpose of expediency and when need arises the Board may invite the Chairperson and the Vice Chairperson, the Speaker and any other office bearer as the circumstance may require to attend Board meetings and give the clarification, evidence or opinion on any matter that needs attendance; provided that they shall not be eligible to vote in any resolution of the Board or any decision taken thereon.

## **OTHER ORGANS**

### **ARTICLE 20**

#### **STUDENTS' BARAZA**

There shall be a Students' Baraza, which shall be chaired by Students' Organization Chairperson where necessary as per Article 25 of this constitution.

### **ARTICLE 21**

#### **HOSTEL RESIDENTS/DAY STUDENTS**

1. There shall be both Day Students' Committee and Hostels Baraza / Committee, which shall discharge all functions and duties in respect of each hostel and the day students.
2. Each Day Students' Committee / Hostel Residents Committee shall discharge its duties and function in accordance with the Students' Organization electoral rules.
3. The Students' Organization Board shall be the appellate body.
4. Where the Students' Organization Board sits as an appellate body one lawyer is invited by the body and that he/she will have full power as other members in such meeting.
5. To monitor the conduct of elections of the office bearers there shall be a committee consisting of seven members; three from academic side, two from non academic side of the college and one male and one female student who should fulfill the criteria.

### **ARTICLE 22**

#### **ELECTORAL COMMITTEE**

1. There shall be an electoral committee (EC) of the College which shall be responsible for overseeing, organizing and supervising government general elections and by elections at all levels.
2. The Electoral Committee shall be formed by the college Student Representative Council (CSRC) two weeks before the date of the general elections, and shall expire before the formation of another commission and shall submit the election report to the principal within 7 days after declaration of the results
3. For facilitation of general elections, the Dean of Students may be requested to provide the Electoral Committee with security advice, facilities, supplies and any other requirements of the same, during the process and conduct of the general elections
4. There shall be and is here by established an Electoral Committee which shall discharge its duties and functions in accordance with the Electoral rules.
5. To monitor the conduct of elections of the office bearers there shall be a committee consisting of seven members; three from academic side, two from non-academic side of the college and one male and one female student who should fulfill the criteria.

## **CHAPTER 3**

### **FINANCIAL PROPERTY AND ADMINISTRATION**

#### **ARTICLE 23**

##### **MANAGEMENT OF STUDENTS' ORGANIZATION FUNDS**

1. The Secretary for Finance shall be responsible for the collection and administration of all Students' Organization funds.
2. The Secretary shall prepare and issue monthly financial report to all Students' Organization organs not less than two times in every semester.
3. There shall be annual audit report of Students' Organization Account by the Chief Internal Auditor of the College.
4. For the avoidance of doubts, financial matters shall be governed by Students' Organization financial regulations as issued from time to time.
5. There shall be an annual subscription fee to be paid directly to the bank by every member of Students' Organization.

## **CHAPTER 4**

### **AMENDMENT OF THE CONSTITUTION**

#### **ARTICLE 24**

##### **POWER TO AMEND**

1. This constitution may be amended by two-third majority of CSRC members provided that the CSRC shall form a committee to prepare proposed amendments in such manner as it will direct. The committee shall present proposed amendments before the CSRC for deliberation.
2. For the purposes of amending this constitution a duly convened meeting shall be attended by a minimum of 70% of all CSRC members and the decision shall be by two-third majority of the members present and voting.
3. Any amendment to this constitution will come into force only after the due approval of the Advisory Board of the College.

## **CHAPTER 5**

### **MISCELLANEOUS PROVISIONS**

#### **ARTICLE 25**

##### **EXECUTION OF FUNCTION OF STUDENTS' ORGANIZATION IN RESPECT OF OTHER ORGANIZATIONS**

1. The Chairperson shall convene and preside over the Students' Organization Students' Baraza which shall meet at least twice in every semester.
2. For the avoidance of doubt Students' Organization shall cooperate with other students' organizations in discharge thereof.

#### **ARTICLE 26**

##### **ELECTION OF SPEAKER, DEPUTY SPEAKER AND CLERK**

The Speaker and the Clerk of the CSRC shall be elected in the first meeting of the CSRC after the Chairpersonship elections and their tenure shall be one academic year from the date they were elected or the last working day of the even semester of the academic year, whichever is earlier.

#### **ARTICLE 27**

##### **CONVENING OF FIRST CSRC MEETING**

The first meeting of the CSRC shall be convened within ten days after the Chairpersonship elections.

#### **ARTICLE 28**

##### **ELECTION OF GENERAL SECRETARY AND CONFIRMATION OF CABINET**

In the first meeting after the Chairpersonship election, the CSRC shall elect the General Secretary and confirm the Students' Organization Cabinet.

#### **ARTICLE 29**

##### **OATH OF ALLEGIANCE**

1. The Chairperson, Vice Chairperson and the General Secretary shall not assume office unless they have taken oath of allegiance to be administered by the commissioner for

oaths or a recognized lawyer in the presence of the convener of the College electoral committee.

2. The Speaker, Deputy Speaker and Clerk of the CSRC shall take oath to be administered by the commissioner of oaths or a recognized lawyer.
3. Secretaries, Deputy Secretaries shall not assume their offices unless they have first taken oath of allegiance or such other oath to be administered by the commissioner of oaths for the due discharge of the duties of their office, in the presence of the convener of the College electoral committee and the speaker of the CSRC.

## **ARTICLE 30**

### **OTHER ELECTIONS**

All elections other than the Chairpersonship elections and election to be done by the CSRC shall be conducted before or along with the Chairpersonship elections.

## **CHAPTER 6**

### **RELATIONSHIPS WITH COLLEGE**

## **ARTICLE 31**

### **COMMUNICATION, DUTIES AND OBLIGATIONS OF STUDENTS' ORGANIZATION TO COLLEGE**

Apart from the other proceedings, Students' Organization is accountable to the College in the following areas:

1. There shall be a submission of the official list of the Cabinet, Board, CSRC, and other executive members to the College authorities before installation.
2. All reports of the audited statement of the accounts should be made available as and when required and also by the end of every year before the dissolution of the CSRC and the Cabinet.
3. All communications between the Students' Organization and the College will be addressed to the Principal and routed through the dean of students of the College.
4. All the minutes of the meetings of the cabinet and Board should be minuted and a copy given to the dean of students.
5. Permission for conducting any meetings should be obtained in writing from the dean of students.

6. For other matters not expressed herein, the interpretation of the College authorities will be final.