



THE DRAFT CONSTITUTION OF THE VOLTA HALL JUNIOR COMMON ROOM (JCR), UNIVERSITY OF GHANA.

The Constitution of the Volta Hall Junior Common Room

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PREAMBLE

In The Name of the Almighty God, we the ladies of Volta Hall Junior Common Room,

Affirming our commitment to the perpetuation of the virtues of the ideal Ghanaian woman

Desiring to foster the spirit of friendship, and unity among the ladies of the Hall and maintaining a good relationship with the Alumni.

Providing an environment in which the Volta Hall lady may become an effective member of the University Community and a responsible member of the Ghanaian society.

And in solemn declaration and affirmation of our dedication to democracy, good governance, accountability, and equal opportunity,

Do hereby adopt, enact, and give to ourselves this Constitution.

Chapter One

Preliminary Matters

1. Name

1. The corporate name of the Common Room shall be the Volta Hall Junior Common Room hereinafter referred to as the JCR

2. Membership

1. The full members of the Volta Hall Junior Common Room shall be all female students of the University of Ghana, Legon affiliated to Volta Hall, who have matriculated and are not recognized by the University as being members of the Senior Common Room.

2. Any reference to "JCR Members" or "Ladies" refers to the full members.

3. Objectives

1. The objectives of the JCR shall include but not be limited to:

    a. Promoting the general, academic, financial, welfare and social interests of its members.

    b. Representing its members in the affairs of Volta Hall and the University of Ghana.

2. To that end, and subject to this Constitution, the JCR shall implement and pursue such courses of action as fits propriety.

4. Supremacy and Enforcement of the Constitution

1. The Constitution shall be the supreme law of the Volta Hall Junior Common Room. It shall be subject to the SRC constitution, the Basic Laws and Statutes of the University of Ghana and the Constitution of Ghana.

2. The sovereignty of the Volta Hall Junior Common Room rests in the Ladies of the Junior Common Room of Volta Hall in whose name and for whose welfare such powers are to be exercised in the manner and within the limits laid down in this Constitution.

3. Any Lady or group of Ladies who avers that an act of commission or omission of any Lady or group of Ladies is inconsistent with a provision of this Constitution may apply to the Tribunal for a declaration to that effect.

4. For the purpose of the declaration in clause three, the Tribunal shall make such orders and give such directions as it may consider appropriate.

5. Failure to obey or carry out the terms of an order or direction made or given under clause four shall constitute a violation of this Constitution and contempt of the Tribunal and shall in the case of a JCR executive board Lady constitute a ground for removal from office under this Constitution.

6. For the purpose of clause five, in the matter of other Ladies of the Hall, the Tribunal shall decide on the appropriate sanctions.

5. Rights of Ladies

All Ladies have the right to:

a. Enjoy the principles of fundamental human rights.

b. Enjoy all rights recognized by the general University regulations.

c. Enjoy all benefits attached to membership of the JCR.

d. Participate in all activities of the JCR.

e. Enjoy facilities in the Hall subject to such qualifications stated by the University of Ghana.

f. Information subject to such qualifications as is necessary in a democratic society.

g. Vote and be voted for in any JCR election.

6. Responsibilities of Ladies

All Ladies of the Volta Hall JCR shall

a. Fulfill all financial obligations to the JCR as and when they arise.

b. Co-operate with the Senior Common Room which constitute the Hall Management and the executive board of the JCR.

c. Uphold and defend the Constitution of the JCR.

d. Participate in activities organized by the Hall Management and the executive board.

e. Protect and safeguard the Hall, its environment and property.

f. Respect and obey all regulations of the Hall.

g. Refrain from all acts of commission and omission which are detrimental to the development of the Hall.

h. Adhere to the terms and conditions of the Hall's Code of Conduct.

7. Breach of responsibility and Liabilities

1. Any Lady who fails to adhere to any responsibility provided in article six shall be liable to

a. Impeachment where that Lady holds an office.

b. Financial liability where the breach leads to destruction of JCR property.

c. Loss of residential status.

d. Any other sanctions to be determined by the Judicial Board.

2. No motion can be passed which would mandate a Lady to violate the Constitution

Chapter Two

Representation of the Junior Common Room

8. Right to Vote

Every Lady of the Volta Hall JCR has the right to vote in any JCR election.

9. Electoral Commission

1. There shall be an electoral commission which shall consist of

    a. The Commissioner who shall be the chairperson of the commission

    b. The deputy commissioner who shall assist the Commissioner and act in her absence

    c. Four Ladies

The Ladies shall be appointed by the Commissioner in consultation with the JCR executive board with the prior approval of Senate.

2. For the purpose of conducting elections, the Electoral Commission may invite the assistance of other Ladies of the JCR.

3. Except as provided under this chapter, the electoral commission in the performance of its functions shall not be subject to the direction or control of any person or authority.

4. The Electoral Commission shall, under the powers conferred on it under this constitution with prior approval by Senate determine the rules for the conduct of all JCR elections

5. The Outgoing Electoral Commission shall hand over to the new electoral commission at a special sitting conducted for that purpose

10. Qualifications of members of the electoral commission

1. A Lady shall qualify to be an electoral commissioner if she qualifies to hold an executive position under this constitution.

2. The Commissioner, the deputy commissioner and the four ladies of the Commission shall not hold any other office in the Hall while they hold their office on the Commission.

3. Any Lady of the Commission who is in breach of article 1 must resign

4. Any Lady of the Commission shall be forced to resign upon proven incapacity of the mind or body, incompetence in the line of duty or guilty of misappropriation of funds before the Tribunal.

5. The resignation shall in writing, signed and addressed to the President and a copy be addressed to the secretary of senate.

6. When there is an absence in the Commission, the President in consultation with the executive Board shall within seven working days and subject to the approval of Senate, appoint a Lady to fill the vacancy.

11. Functions of the Electoral Commission

The electoral commission shall have the following functions-

a) To conduct and supervise all JCR elections

b) To educate the Members of the JCR on the electoral process and its purpose

c) To publicize the report of the vetting committee after the interview of the candidates

d) To make a Constitutional instrument to regulate the conduct of elections subject to the limits as set down by this constitution

e) To perform such other functions as may be prescribed by a resolution of Senate not contrary to the letter and spirit of this Constitution.

12. Vetting Committee

1. There shall be a vetting committee which shall consist of-

a. The Electoral Commissioner

b. The Deputy Commissioner

c. The Legal Advisor representing the Executive Board

d. A Lady from senate

e. Any other Lady of the Hall of reputable character invited by the Electoral Commission.

The vetting committee shall be set up by the Electoral Commissioner.

2. The vetting Committee shall be responsible for

a. ensuring that candidates for any office under this constitution satisfy the requirements provided for under this constitution or under a constitutional instrument issued by the Electoral Commission.

b. Receiving, processing, and evaluating applications from the candidates

c. Preparing, maintaining, and distributing documents to provide guidance to applicants and the Ladies of the JCR on the procedures that are to be followed for evaluations of applications

d. Ensuring by appropriate means that the above procedures are being followed

e. Validating claims made by applicants through thorough scrutiny of information provided

f. Ensuring that application forms submitted by candidates are complete in all respects

g. Conduct interviews in an ethical manner consistent with this Constitution and the values of the Hall

h. Reporting the results of the evaluation of each application for the various offices to the Electoral Commission

i. Having established written procedures for dealing with non-standard applications and ensure equality of opportunity

13. Qualification and eligibility of candidates

1. A Lady shall be disqualified from holding an office of the JCR if she has been found guilty of any offence involving dishonesty by any Tribunal, Committee of enquiry, and court of the students' representative council, the JCR of Volta Hall or the University.

2. Ladies who are disqualified from contesting for JCR elections shall include-

a. Ladies found guilty of breaches of duty under this constitution

b. Ladies who have been found to be incompetent to hold any office by any Tribunal, Committee of enquiry, and court of the students' representative council, the JCR of Volta Hall or the University.

c. Ladies who have been cautioned two or more times by a notice from the Tribunal for committing an offence.

d. Ladies who are of notorious character

3. a. No Lady shall be eligible to contest for any JCR office if she is in the final year of her course of study or if she is due to take the final examination of her course of study in the University. This provision shall not apply to Floor Lady Representatives.

b. Without prejudice to article 3a, first year students shall not be eligible to contest for JCR executive board elections

4. To qualify to hold any offices of the JCR,

a. a Lady must have completed at least two years of her course of study in the university, with a minimum CGPA of 3.0 and have more than a year of study in remainder at the time of application.

b. a Lady must have been resident in the Hall for at least a year at the time of application.

c. with reference to article 4 a and b, the electoral commission may use its discretion in exceptional cases.

5.a any Lady reading a course which would require her leaving the Hall or the University either at the end of the third year or within the fourth year for more than a period of one month shall be disqualified from contesting for any JCR office

b. for the purposes of article 5a, where a member undertakes to waive her leaving the hall and/or University and stay till the end of the final year, she shall with the signed support of at least one member of each block be allowed to contest the election

c. where a guarantor guarantees for a Lady and she leaves, the guarantor would be compelled to explained herself to the Tribunal

d. For the positions of Treasurer, Legal Advisor preference should be given to Bachelor of Administration students and law students respectively.

14. Voting at elections

1. At any JCR election, voting shall be by secret ballot.

2. a. elections shall be held within fourteen days and not earlier than three days after the close of nominations

b. voting shall be at polling stations designated by the Electoral Commissioner

c. the electoral commission shall by constitutional instrument make regulations for the effective performance of its functions under this Constitution including the conduct of elections and voting by proxy for floor lady representative elections.

d. there shall be a meeting between all the candidates and the entire JCR body before the election day. This meeting shall be organized by the Electoral Commission

e. the candidate with fifty plus one vote (50+1) shall be declared elected and in the event, no one meets the fifty plus one (50+1) there shall be a second

round of election between the Ladies who had the tie for the office within seven working days and the one with highest votes wins.

f. where the candidate is unopposed, she shall be declared winner only if she obtains fifty percent of valid votes cast.

g. where a candidate fails to attain the requisite fifty percent, she shall be subjected to the senate's approval to be declared a winner. Where the senate fails to approve of such a candidate, the executive board subject to senate's approval shall appoint any competent Lady of the Hall

15. Challenging elections of an executive member

A petitioner alleging a breach or breaches of any provision of this constitution, or any other electoral regulations shall lodge a written complaint with the Tribunal not later than forty-eight hours before or after the election date. Before lodging the complaint, the petitioner shall notify the Electoral Commission in writing on the fact of the existence of such a breach or breaches.

Chapter Three

The Executive Council

16. Composition of the executive council

1. There shall be an Executive Council which shall comprise the:

a) President

b) Vice President

c) General Secretary

d) Financial Secretary

e) Organizing Secretary

f) Sports Secretary

g) Legal Advisor

h) Electoral Commissioner

2. The Officers of the Executive Council, with the exception of the Legal Advisor, who shall be duly appointed in accordance with Article 17(7) of this constitution, shall be elected from among the members of the JCR.

3. The Executive Council shall be responsible for conducting the business of the JCR and in such cases, be held individually and collectively responsible for any omission or commission on their part.

4. The Executive Council, hereby referred to as The Council shall present to the Audit Committee a general account of all transactions at least four (4) months after being sworn into office and at least two (2) months prior to the end of their tenure of office.

5. In the event where transactions are entered into after the delivery of such accounts as given in clause 4, then an account of such transactions shall be
presented to the Audit Committee at least three (3) weeks prior to the end of their tenure of office.

17. Functions of the executive officers

1. The President

There shall be a President of the Executive Council who shall;

a) Represent the JCR within and without the Hall.

b) Preside over all the meetings of the JCR unless otherwise provided.

c) With reference to paragraph (a), the President may delegate any member of the Executive council or the JCR for that matter, to represent the Hall in such meetings held outside the Hall.

d) Address Senate on the State of the JCR once every two (2) months as the case may be.

e) Be responsible for coordinating the other members of The Council.

f) Be a signatory to all accounts of the VOLTA HALL JCR.

g) Conduct all external affairs of the Hall in a manner not detrimental to the good name of the Hall.

h) Direct the general affairs of the Hall.

2. The Vice President

There shall be a Vice President who shall;

a) Assist the President in carrying out her duties.

b) Assume the duties of the President when the latter by reason of absence or any other cause however arising is incapable of exercising the function of her office.

c) Act as the chairperson in the event where the President's acts are called into question.

d) Perform any other function assigned to her by the President.

3. General Secretary

There shall be a Secretary of the Executive Council whose functions shall include;

a) Taking official correspondence of the JCR

b) Keeping records of all proceedings of the JCR and the Executive Council

c) Putting up notices of the JCR

d) For the purposes of paragraph (c), all notices shall be put up at least twenty four (24) hours before the event for which the notice is put up is due.

e) Convening all JCR and Executive Council meetings.

f) Performing any other functions as the Executive may assign.

4. Organizing Secretary

There shall be an Organizing Secretary who shall;

a) In conjunction with the other Executive officers be responsible for the organization of all JCR activities.

b) Be responsible for the proper maintenance and cleanliness of the Hall.

c) Coordinate the activities of the Floor Representatives in pursuance of paragraph (b).

d) Perform any other function as will be assigned to her by the President.

5. Treasurer

There shall be a Treasurer who shall;

a) Be responsible for all the financial policies of the JCR.

b) Receive all funds accruing to the JCR and shall disburse such funds as the JCR may direct.

c) Be a signatory to all cheques drawn on the JCR account.

d) Present to Senate a budget on behalf of the Executive within a month after assuming office.

e) Keep true and accurate records of all financial transactions and shall at the last general meeting before handing over submit a detailed statement of accounts covering the period of office of the JCR Executive.

f) Take on a profitable venture on approval by Senate.

g) Be subject to audit by the Audit committee at the end of the term of office and shall be duly published and displayed on all JCR notice boards.

6. Sports Secretary

There shall be a Sports Secretary who shall be done with the sports secretary and the executives and go through senate and make sure they satisfy the necessary requirement. She shall

a) Be responsible for all sporting activities within and outside the Hall.

b) Initiate and draw a well-structured sports calendar at the beginning of each semester.

c) Account on the state of the sports equipment and the disbursement of incentives to sports ladies every semester.

d) Perform any other function as the President may assign to her.

7. Legal Advisor

a) There shall be a Legal Advisor who shall be appointed by the President in consultation with Executive with prior approval by Senate.

b) The Legal Advisor shall;

i. Be a JCR member who is a Level 300 student of the University of Ghana School Of Law.

ii. Be a member of the Executive Council and the principal advisor to the JCR.

iii. Represent the Executive and all Bodies and committees on legal matters before the Judicial Council.

iv. In the instance of a suit against the Executive and all Bodies and committees, be the defendant.

v. Perform any other function assigned to her by the President.

8. Electoral Commissioner

a) There shall be an electoral commissioner who shall be appointed by the president in consultation with the executive with prior approval by Senate

b) The Electoral Commissioner shall

i. be responsible for organizing the conduct of all JCR elections

ii. invite candidates to file nominations

iii. responsible for the supervision of voting procedures, counting and the declaration of results

iv. publish the results within twelve hours after the election

v. makes regulations for the efficient organization of election

18. Term of Office

1. All officers of the Executive Council shall hold office for an academic year.

2. No officer of the Executive Council shall be eligible for election for the same position for another term .

19. Removal from office

The office of any member of the Executive shall become vacant;

1. Upon the expiration of the tenure or office of the Executives.

2. If she dies or is incapacitated by illness from performing the functions of her office and she is absent for 2/3 of 8 months ,she will be removed by senate

3. a) If she resigns from office.

b) Any member of the Executive Council other than the President may resign by writing under her signature and address to the President stating the reason for the decision so made. Copies must be sent to the judicial committee and Senate.

c) there shall be attached to the letter all statement of account and finances and a surrender of all JCR property.

d) The President shall within 24 hours present to the Audit committee the statement of account for clearance.

e) The Audit committee shall within 36 hours submit report on the statement of account. The report shall be subject to approval by Senate within 48 hours.

f) The President shall within 48 hours after approval by Senate of the report by the Audit committee decide whether or not to accept the resignation.

g) Where an officer insists on resigning after due rejection by the President, the officer shall be liable for all financial losses determined by the Committee. The officer shall afterwards present to the President a letter under her signature confirming the resignation which shall be pasted on all JCR notice boards.

h) The above shall be applicable to resignation by the President only to the extent that all letters shall be addressed to the Chief Justice.

4. a) Upon a vote of no confidence passed by the said Executives

b) A vote of no confidence shall be moved by petition signed by at least 10 members of the JCR from each Floor of the Hall addressed to the Chair of Senate and copied to the President and the said Executives.

c) Where a petition referred to in paragraph (b) is filed, an emergency Senate meeting shall be called for this purpose within 48 hours.

d) The Executive(s) concerned in clause 3(b) shall be given a hearing at a meeting specified in paragraph (e).

e) Where a special meeting to this effect is organized ¾ of Senate members must be present.

f) For the purpose of paragraph (b), a vote of no confidence shall be by a secret ballot and at least 2/3 of the votes cast shall be in favor of it.

g) Where 2/3 of members of Senate vote in favor of the vote of no confidence, the Electoral Commission shall within seven (7) days organize and supervise the passing of the vote of no confidence by the entire JCR.

4. (a) Any member of the JCR shall by a notice in writing and signed by 10 other JCR members from each block addressed to the Chief Justice commence impeachment proceedings against the Executive(s).

(b) The Executive(s) in question shall be served with a copy of the notice at least 48 hours before the start of such proceedings by the judicial committee.

(c) The Chief Justice shall within five days of receiving the notice of impeachment convene a sitting of the judicial committee for a determination of the grounds of impeachment

(d) Where prima facie case has been established by the judicial committee, it shall be communicated to an emergency Senate meeting called for the purpose by the Senate secretary.

(e) For the purpose of Article 19(4) decision by the Judicial Council shall be by simple majority.

(f) Senate shall debate and thereafter vote on the issue.

(g) For the purpose of impeachment, at least 2/3 of Senate members shall be required.

20. Grounds for removal

An Executive shall be removed from office if found in accordance with the provisions of this article:

1. To have acted in violation of this constitution

2. To have conducted herself in a manner,

(a) Which brings or is likely to bring the name of the Hall or her office into disrepute, ridicule or contempt

(b) Prejudicial or inimical to the interest of students.

3. To be incapable of performing the functions of her office by reason of infirmity of body or mind.

4. To have embezzled funds or recklessly handled the finances of the JCR.

5. To be inefficient or negligent in the discharge of her duties.

21. Case of Removal

1. In the event of the position of President becoming vacant, the Vice President shall succeed to the office of President till a new President is elected within 10 days. No Executive shall be eligible to stand for the position.

2. In the event of the position of the Vice President becoming vacant, The General Secretary shall succeed to the office until a new Vice President is elected within 10 days. No Executive shall be eligible to stand for the position.

3. Where any other office is vacant, the President shall nominate a JCR member into that office subject to the approval by JCR members in a referendum supervised by the Electoral Commission within 7 days.

4. In the event of the position of the President becoming vacant two months prior to the end of her tenure, the Vice President shall succeed to the office of the President. The Vice President shall within 7 days however appoint a JCR member to the Office of Vice President subject to a simple majority approval by Senate within 7 days.

5. Where any other office is vacant one month to the end of the tenure, the President shall appoint a JCR member into that office subject to simple majority approval by Senate within 7 days.

6. In the event of the Executive resigning or being removed enbloc, the Chairperson of Senate with the assistance of 10 JCR members approved by Senate shall run the affairs of the JCR.

7.The Electoral Commission shall conduct a general election within 3 weeks after removal from office.

8. The immediately preceding clause (2) shall not apply if the event occurs within 3 months to the expiration of the tenure of office of the said Executive(s).

22. Handing Over

1. Within 21 days after the results have been declared by the Electoral Commissioner, the outgoing President shall convene a JCR meeting where she shall formally hand over to the newly elected Executive.

2. In pursuance of clause (4) of this article, the outgoing President shall ensure the handing over of documents, gadgets, tools, etc. to the newly elected Executive(s).

3. The Outgoing General Secretary shall within 24 hours after handing over write to all bodies in which the JCR has interest and is involved to introduce the newly elected officers.

4. The Outgoing General Secretary shall within a week write to the Bankers of the JCR introducing the new Executives through the Senior Tutor with their photographs to replace the outgoing President and Financial Secretaries as signatories.

23. State of the JCR address

1. The President shall hold an open forum at the beginning and at the end of each semester.

(a) For the purposes of clause (1), the forum shall be held at least 2 weeks after school reopens and a month to the end of the semester.

2. The President shall address Senate on the State of the JCR twice every semester.

(i) Such address shall be delivered 6 weeks after school reopens and 3 weeks to the end of the semester.

Chapter Four

The Senate

24. Composition of the Senate

1. There shall be a legislative body of the Volta Hall JCR called the Senate

The members of Senate shall comprise:

a. The executive council of the JCR under this constitution excluding the president

b. The Floor Lady of each floor in Volta Hall

c. The members representing the JCR at the General Assembly of the SRC

2. The leadership of Senate shall comprise:

a. The speaker

b. The deputy speaker

c. The clerk

3. Senate shall elect its own speaker and deputy speaker by a simple majority at the first sitting

4. The deputy speaker shall act as speaker where the seat is vacant

5. The speaker shall nominate a non-member to serve as clerk subject to the approval by the house.

6. The clerk shall have no voting right. She shall take minutes and send out notices.

7. The election of the speaker shall be supervised by the electoral commissioner

8. The leadership of the house shall have no voting rights.

9. No executive member shall be a leader in the senate

10. Senate may appoint standing committees and other committees as may be necessary to effectively discharge its functions.

25. Removal of members of senate

1. A member shall vacate his seat in Senate

a. Upon dissolution of senate

b. Having conducted herself in a manner which brings or is likely to bring her office into disrepute

c. Having acted in a manner prejudicial or inimical to the interest of the students

d. Where she is unable to perform her functions by reason of infirmity of mind and body

e. Having embezzled or recklessly handled the finances of the JCR

f. Where she is absent without permission in writing to the Speaker and unable to give reasons for her absence for two sittings in a semester

g. Where she resigns from her office as a member in writing under her signature and addressed to the speaker

26. Floor Ladies

1. Each floor shall effectively appoint from among its members, a representative who shall exercise the functions assigned to her by this constitution

2. The floor lady shall receive general and individual complaints from members of the floor and take the necessary steps to resolve such complaints and if it is above her refer such complaint to the executive council

3. The floor lady shall coordinate with the welfare committee head to ensure the welfare and general happiness of all members of the floor

4. Proceedings and decisions made at Senate shall be communicated to the floor ladies through the floor representatives within nine working days for ordinary meetings and three working days for emergency meetings

5. The floor lady shall initiate programmes to enhance neatness on the floor

6. The election of floor ladies shall be supervised by the Electoral commission

27. Removal of floor ladies

1. A floor representative shall be removed from office by

a. Proven incompetence before the judiciary .The suit may be brought by a member with the signed support of ten members

b. Inability to perform functions due to infirmity of the body or mind

c. Resignation by writing under her hand addressed to the President and the Secretary

28. Removal of Leadership of Senate

1. The speaker/deputy speaker/secretary shall vacate her office

a. Where she resigns from office

b. The resignation shall be written, signed and addressed to the secretary of senate. In the case of the secretary, it should be sent to the chairperson of the Senate.

c. Where she is removed from office by a resolution of senate, it should be supported by the votes of at least three fourths of all the members

29. Functions of Senate

1. Approval of JCR dues and budget of the executive council

2. The examination of JCR programmes and making necessary recommendations to that effect

3. The approval of committee heads

4. They shall periodically scrutinize and review the activities of the executive and the various committees and report on them to the JCR.

5. The house shall have the right to summon any member of the executive or committee in respect of any decision or activities concerning her

6. The senate shall have residual powers in all matters not specifically mentioned in this constitution only if such powers do not conflict with the powers of any executive body or an independent body

7. Senate shall be an independent body and a forum for the discussion matters relating to students. Decisions of the Senate shall be subject to judicial review

30. Attendance of observers at Senate meetings

1. All members of the Volta Hall JCR are entitled to witness and participate in the proceedings of senate at the discretion of the speaker

2. An observer shall not be entitled to vote

31. Representation of the JCR on the SRC General Assembly

1. There shall be five representatives from among members of the JCR to the SRC General Assembly

2. The representatives shall be selected by the Vetting Committee of the Electoral Commission

32. Removal of General Assembly members

1. A general assembly member shall be removed in the manner by which a floor lady is removed

Chapter Five

The Judicial Council

33. Composition of the Judicial Council

1. There shall be a Judicial Council consisting of five members who shall adjudicate upon all legal matters referred to it by the executive council, the senate or any member of the JCR

2. The Judicial Board shall consist of at least three law students one of whom shall be the Chief Justice

3. The Chief Justice shall have completed at least two years at the University Of Ghana School Of Law

4. Members of the Judicial Council including the Chief Justice shall be appointed by the President in consultation with the executive council with the prior approval of senate

5. There shall be the ordinary and full benches. The ordinary bench shall be duly constituted by three members and the full bench by five members

6. The Chief Justice shall have the power to empanel the bench in the exercise of its functions under this constitution

7. The hearing shall be in public except in matters where it will be prejudicial to the interest of the JCR and the principles of natural justice

34. Jurisdiction

1. The judicial council shall have jurisdiction in

a. All matters relating to the enforcement or interpretation of this constitution

b. All matters relating to elections under this constitution

c. Impeachment proceedings against any member of the constitution

d. Any other matter this constitution provides

2. The judicial council shall have the power to issue writs of mandamus, certiorari, quo warranto, declaration and injunctions and issue directions for the purpose of enforcing its powers

3. The judicial power shall have the power to give advisory opinions to the executive council and the senate on any legal issue on request

4. An appeal shall lie as of right from a judgement or order of the judicial council to the Appeals Board

5. The judicial council shall have the power to subpoena any lady of the JCR before and she shall oblige

6. The judicial council may invite not more than three contributions from the public before it retires to consider its verdict

7. The judicial council shall have the power of sanction against any member found to have breached the provisions of this constitution. The sanction shall be approved by the Senior Tutor before it applies

8. All petitions to the Judicial Council shall be in writing and signed by the petitioner and submitted to the Chief Justice of the Judicial Council

9. Any person appearing before the Judicial Council or the Appeals Board shall have a right to counsel of her choice. The counsel shall be a law student from the University of Ghana School of Law.

35. Independence of the Judiciary

1. The judicial council shall not be subject to the direction and control of any person or institution in the discharge of its duties

36. Vacation from office

1. A member of the Judicial Council shall be deemed to have vacated her office

a. upon the completion of her programme in the University Of Ghana School Of Law

b. having conducted herself in a manner which brings or is likely to bring her office into disrepute

c. Having acted in a manner prejudicial or inimical to the interest of the students

d. Where she is unable to perform her functions by reason of infirmity of mind and body

e. Having embezzled or recklessly handled the finances of the JCR

f. Where she resigns from her office as a member in writing under her signature and addressed to the President

37. Appeals Board

1. There shall be an Appeals Board which shall consist of

a. The Chief Justice of the judicial council

b. The senior tutor

c. The immediate past legal advisor

2. Subject to the provisions of this constitution, the Appeals Board shall determine its own procedure and shall have appellate jurisdiction over all decisions of the Judicial Council

3. An appeal against the Appeal Board's decision shall go to the SRC judicial Board

Chapter Six

Finance

38. Source of Funds

1. The JCR shall derive its funds from

a. Contributions from members

b. Contributions from the Hall management

c. Donations, endowments, gifts or other aid

d. Contributions from the University

e. Sale of JCR paraphernalia

2. The JCR shall operate a bank account where all monies accruing to the JCR shall be deposited

3. All cheques drawn against the accounts of the JCR shall be signed by the Senior Tutor and any two of the following persons

a. The President

b. The vice president

c. The treasurer

4. The senate shall determine the maximum amount beyond which no withdrawal of money from JCR coffers should be made without the approval of senate

5. No loans shall be contracted for on behalf of the JCR without the prior approval of senate

6. At every general meeting at the beginning of every semester the treasurer shall submit to the senate a review of the money expended during the last semester and current statement of accounts of the JCR

Chapter Seven

Committees

39. Appointment of Committee Members

1. Seven working days after the assumption of office, the executive council of the JCR shall appoint members on to the following committees with the approval of senate to serve for a period of one year:

a. Finance Committee

b. Central Planning Committee

c. Food Committee

d. Welfare Committee

40. Finance committee

1. The members of the finance committee shall include

a. The treasurer

b. A lady from the University Of Ghana Business School in her third year of study

c. Any other member appointed by the President

2. The functions of the committee shall include

a. To formulate budgets in relation to the hall week activities

b. Any other function assigned to it by the president

41. Central Planning Committee

1. There shall be a central planning committee which shall comprise

a. The organizing secretary as the chairperson

b. The treasurer

c. The head of the welfare committee

d. The sports secretary

e. Six non position holders of the JCR

2. The functions of this committee shall be

a. To formulate, organize and execute all matters pertaining to hall week activities in consultation with the JCR executive council

b. Programmes drawn by the committee shall be subject to the approval of the senate at its first meeting in the semester

c. Any other function assigned to it by the President

42. Food Committee

1. The members of the food committee shall include

a. The vice president

b. Four non position holders of the JCR

2. The functions of this committee shall include

a. Acting as adviser to the domestic bursar and shall negotiate on behalf of the members of the JCR on all matters affecting food at the Hall's kitchen and any other catering facility

b. Responsible for any other matter in respect to accessibility, wholesomeness and affordability of food

c. Any other function assigned to it by the president

43. Welfare committee

1. There shall be a seven member welfare committee

2. The president shall appoint members of this committee subject to the approval of senate

3. The committee shall perform the following functions

a. It shall be responsible for all matters pertaining to the welfare of JCR members including health, cleanliness and fitness

b. Any other function assigned to it by the President

44. Sports committee

1. The members of this committee shall include

a. The sports secretary

b. The deputy sports secretary

c. Five members appointed by the president subject to the approval of the senate

2. The committee shall perform the following functions

a. It shall be responsible for all sporting activities of the JCR

b. The committee shall account to the JCR on the state of sports, sports equipments and disbursements of incentives to sports persons every semester

c. The committee shall perform any other functions assigned to it by the president

45. Library committee

1. There shall be a five member library committee appointed by the president subject to the approval of senate

2. The committee shall oversee the library ,reading room and TV rooms as well.

3. Any other function assigned to it by the president

46. Publicity Committee

1. The members of this committee shall include

a. The general secretary

b. Seven other members appointed by the executive council subject to the approval of senate

2. The functions of the committee shall include

a. The publication of notices of the JCR

b. Responsibility for the neatness of the JCR notice board

c. Any other function assigned it by the president

47. Audit Board

1. There shall be a three member audit board who shall be appointed by the judicial board with the prior approval of senate at the first senate meeting

2. Preference shall be given to JCR members with an audit and accounting background

3. The board shall audit the accounts of the JCR

4. The board shall submit a report with recommendations if any to senate and publish on all notice boards of the Hall

5. No member of the Audit Board whilst serving on the Board shall hold any other office in the hall and shall be in office for one academic year

48. Editorial Board

1. There shall be an editorial board responsible for the production of all publications of the JCR

2. The Editorial Board shall produce an annual magazine called Pearls

3. The Editor-in-Chief shall be the chairperson of the editorial board

4. The legal advisor shall be a member of the editorial board and shall be responsible for scrutinizing the content of the magazine

5. The board shall through notices invite students interested to join it

6. The members of the editorial board shall be jointly liable for any publication contained in the Pearls

Chapter Eight

JCR meetings

49. General Meetings

1. There shall be at least two general meetings each semester

2. Without prejudice to any provision in this Constitution, the General Secretary shall in consultation with the president convene a general meeting3. A general meeting shall be deemed convened if a notice to that effect is pasted on all notice boards at least 48 hours before the meeting

4. The quorum for a general meeting shall be two thirds of all JCR members

5. Where a quorum is lacking at a particular meeting in relation to a certain issue, the meeting shall be adjourned and deliberated upon in subsequent meetings. Where there still be a lack of quorum at the subsequent meeting, the issue should be abandoned unless it is an issue of such pressing urgency that a decision should be taken in which case the deliberations shall proceed in the absence of a quorum notwithstanding

6. Whenever an emergency meeting is called, two thirds of the votes of those present including at least three JCR executive members shall be enough to cover a decision.

Chapter Eight

Review and Amendment of the Constitution

50. Review of the constitution

1. This Constitution shall be reviewed quinquennially.

2. Any Lady of the JCR shall have the power to introduce a review proposal. All review proposals shall have the support of at least five members of each floor.

3. The proposal shall be addressed to the legal advisor who shall present it to senate after it has been published on all notice boards for 21 working days.

4. Senate shall approve the proposal by a simple majority and thereafter form a review committee with the chief justice as head. The committee shall submit its work to the legal advisor who shall present it to senate after careful scrutiny.

5. The senate shall not decide on its review proposal until it has been sat on in not less than three sittings. At the third sitting, two thirds of the members of the senate shall form a quorum for the review to be validly accepted.

6. The approved proposal shall be sent to the president for her assent within three working days. The constitution shall come into force after the President's assent. Where the president fails to assent, the proposal shall be returned to the senate who by three quarter majority bring the constitution into force

7. Notice of the assented constitution shall be presented to the Hall management in writing

8. All or any part of this constitution shall be amended, altered or deleted if and only when the procedure of amendment as required by this Chapter has been fully complied with

51. Amendment of the Constitution

1. Any lady of the JCR shall have the power to introduce an amendment proposal bill addressed to the Speaker of Senate

2. All amendment proposals shall have the support of at least ten members from each floor of the Hall

3. The proposal shall be addressed to the legal advisor who shall present it to senate after it has been published on all notice boards for 21 working days.

4. Senate in deciding on an amendment may consult the judicial board for an advisory opinion

5. Two thirds of senators shall form a quorum for an amendment out of which three quarters must have voted for the proposal to take effect

A bill for the amendment of this Constitution which has been passed in accordance with this constitution shall be assented to by the President only if it is accompanied in print by a certificate signed by all the senators stating that the provisions of this constitution have been complied with in relation to the amendment bill.

VOLTA HALL

FIRST SCHEDULE

Transitional Provisions

1. Notwithstanding any provision contained in this Constitution to the contrary, the persons duly elected as officers of the JCR under the law in force immediately before the coming into force of the amendment of this Constitution shall be deemed to be duly elected for the purpose of this Constitution.

2. A member who immediately before the coming into force of the amendments to this Constitution held or was acting in an office in existence immediately before this amendment shall be deemed to have been appointed as far as consistent with the provisions of this Constitution.

3. Pursuant to sections 1 and 2 of the first schedule of this Constitution, the persons duly elected or appointed shall, notwithstanding anything to the contrary to the provisions of this Constitution, continue to perform their functions as per the law in existence immediately preceding the amendment.

4. This Constitution shall not affect the JCR Administration in existence immediately preceding the coming into force of this Constitution.

SECOND SCHEDULE

Oath of Office

THE OAT OF ALLEGIANCE

I ……. do (in the name of the Almighty God swear) (solemnly affirm) that I shall bear true faith and allegiance to the JCR, uphold, preserve, protect and defend the Constitution, and to expose with faithful vigour any act or any other

matter that would undermine this Constitution and the interests of the JCR. SO, HELP ME GOD

(To be administered by the…..).

THE PRESIDENTIAL OATH

I……,having been elected to the high office of President (Vice President) of the Junior Common Room of Volta Hall, do hereby solemnly affirm, that I will be faithful and true to the JCR; that I shall strive at all times to preserve, protect and defend the Constitution of the JCR and I hereby dedicate myself wholly, without fear or favour to the service and welfare of the members of the JCR and uphold this Constitution at all times. I further affirm that I will conform to the principles of strict accountability; financially and otherwise and that should I at any time break this Oath of office, I shall submit myself to the dictates of the JCR Constitution and suffer the penalty therein. SO, HELP ME GOD.

(To be administered by the Chief Justice)

THE EXECUTIVE OFFICERS/ LEGAL ADVISOR

I……, having been elected …… do hereby in the name of the Almighty God affirm that I will at all times faithfully and truly serve the JCR in my capacity as……..……; that I will support and uphold the principles of meticulous accountability, financially and otherwise; that I will seek the welfare of the entire membership of the JCR. I further solemnly affirm that should I break my Oath of office; I shall submit to the penalty prescribed by the JCR Constitution. SO, HELP ME GOD.

(To be administered by the Chief Justice)

SPEAKER OF SENATE/ SENATE MEMBERS

I……, having been elected member of the JCR Senate, do hereby in the name of God, affirm, that I will bear true faith and allegiance to the JCR Constitution and uphold, preserve, protect, and defend the JCR Constitution and expose with faithful zeal any act, commission or omission or any matter that will undermine the said JCR Constitution. SO, HELP ME GOD

(To be sworn before the President)

CHIEF JUSTICE/THE JUDICIAL COUNCIL

I……..…..having been appointed a member of the Judicial Council do hereby in the name of God affirm that I will interpret the JCR constitution without fear or favour, defend and uphold the constitution and adjudicate all matters that shall be brought to the Judicial Board nor place myself in such a position as to frustrate the efficient functioning of the said Judicial Board of the JCR. SO, HELP ME GOD

(To be administered before the Senate)

COMMITTEE MEMBERS

I……..……having been elected to the …… Committee of the JCR, do hereby in the name of God, affirm, that I will bear true faith and allegiance to the JCR Constitution and uphold, preserve, protect and defend the JCR Constitution and expose with faithful zeal any act, commission or omission or any matter that will undermine the said JCR Constitution. SO, HELP ME GOD

(To be sworn before the President)

THIRD SCHEDULE

Standing Orders

AGENDA- Order paper- e-copy.

Approval of minutes

Correction of order paper

MOTION- Roberts rules

Main motion should dispose of the subject at hand. Discuss specifics and vote. You can make an amendment to the motion.

Motion to table…usually done when you get an interruption and the person has to speak.

Motion to postpone- the motion

Motion to recess- take a break or lobby for your motion

Motion to adjourn- -

Move to previous question- ends debate and moves the body to an immediate vote on the issue.

OFFICIAL ATTIRE-

LEAVING THE ROOM- BOW.

BUDGET FOR SENATE- Done by treasurer.

Absence without excuse for the leaders of senate. Excuse should be in writing sent by email.

Emoluments for outstanding senate REPS- Citation- at final year dinner.

The Chairperson of the General Assembly shall be elected by a simple majority of the General Assembly at the first sitting of the same, in an election that shall be conducted by the Electoral Commission.

(v) The Chairperson of the General Assembly shall have no voting rights in the General Assembly, and shall not participate in discussions of the General Assembly. Such participation shall include statements of opinion, comments or any contribution that may potentially impinge upon the substance of discussions.

(2) (i) There shall be a Deputy Chairperson of the General Assembly, nominated from among the membership of the general Assembly and elected by a simple majority of the same, provided that the said member shall not be an Executive Officer of the SRC.

(ii) For the avoidance of doubt, the Chairperson shall not chair a sitting of the General Assembly in which matters concerning his ability to perform his duties, for whatever reason, are under discussion. In this event, the Deputy Chairperson shall act in his stead.

(3) The Deputy Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson, and when acting in that capacity, shall not have the right to vote or participate in the substance of discussions.

Notwithstanding (iii) of this clause, the Deputy Chairperson, in the absence of the Chairperson, shall not chair a sitting of the General Assembly in which matters concerning his ability to perform his duties, for whatever reason, are under discussion. In this event, the Clerk of the General Assembly shall act in his stead.
(v) Furthermore, shall the Chairperson and the Deputy Chairperson both be absent from proceedings, the Clerk of the General Assembly shall chair the sitting. (3) There shall be a Clerk of the General Assembly who shall keep all records of the G e n e r a l A s s e m b l y i n accordance with the provisions of this Constitution and shall see to all correspondence between the General Assembly and any other person or

body, as the case may be. Among such records, the Clerk shall keep a record of all m e m b e rs o f t h e General Assembly.

MEETINGS

(1) The General Assembly shall meet at least three times every semester. (2) The Clerk shall, in writing, notify members of-email- such meetings, specifying the agenda not less than three clear days before the meeting. (3) The quorum for a General Assembly meeting shall be (a) The Chairperson or in his absence, the Deputy Chairperson; executives- 4

Floor reps- 7

Committte members- 2 from each committee

GA reps- 3

EMERGENCY MEETINGS

(1) Notwithstanding clause (1) of article 8 of this Constitution, the Executive Committee or, any twentyfive (25) members of the General Assembly, may request an emergency meeting, provided that notice of such a meeting shall be given in writing, and that the agenda or agendum, as the case may be, shall be attached and delivered to the SRC Secretary.

(2) For the avoidance of doubt, a request made under clause (1) of this article shall be duly signed byall the members of the General Assembly requesting the emergency meeting.

(3) The SRC Secretary shall, in consultation with the Executive Committee summon such meeting within three (3) days of receipt of such request through the office of the clerk. (4) Without prejudice to clause (1) of article 7 and clause (1) of article 8

of this Constitution, the first sitting of the General Assembly shall be within twenty-one (21) days after the assumption of office of new Executive Officers.

DECISION MAKING IN THE GENERAL ASSEMBLY

(1) The General Assembly shall be the highest decision making body of the SRC and all issues concerning students shall be decided at the General Assembly.

(2) Notwithstanding clause (1) of this article, decisions of the General Assembly shall be subject to Judicial Review in accordance with clause (1) of article 3 of this Constitution.

(3) Notwithstanding clause (1) of this article, the General Assembly shall not have the power to overturn a decision of the Judicial Board in respect of any matter. (4) The General Assembly may concern itself with questions of general policy referred to it by the Executive Committee of the SRC.

The General Assembly shall regulate its own proceedings using such procedures and protocols as may be appropriate the Standing orders provided for in Schedule 3 of this Constitution.

(9) Except as may be otherwise provided for in this Constitution, the decisions of the General Assembly shall be made by a simple majority of members present and voting.

(10) (i) The General Assembly shall arrive at decisions by voice count, head count or by secret ballot as may be appropriate. (ii) Notwithstanding (I) of this clause, decisions made by a voice count shall be subjected to a second round of voting in event that a member of the House, seconded by at least ten other members, shall call for the same. A second round so called, shall be a head count of members present and voting.

TENURE OF OFFICE OF MEMBERS OF THE GENERAL ASSEMBLY

(1) A member of the General Assembly shall vacate his seat in the General Assembly:

(a) Upon the dissolution of the General Assembly; or

(b) having conducted himself in a manner: I. Which brings or is likely to bring his position as a general assembly member into disrepute, ridicule or contempt; or ii. Prejudicial or inimical to the interests of students; or

To be incapable of performing the functions of his office by reason of infirmity of body or mind or, to have embezzled funds or recklessly handled the finances of If he is absent, without the permission in writing of the Chairperson, and is unable to offer a reasonable explanation to the Welfare Committee, for two sittings in a semester; or

(d) If he is expelled from the General Assembly after having been found guilty of contempt of the General Assembly by the Disciplinary Committee; or

(e) If he resigns from office as a member of the General Assembly by writing under his hand addressed to the Chairperson of the General Assembly; or (f) If he is removed from office in accordance…… constitution.

(2) (a) The General Assembly shall be dissolved by the outgoing Executive Committee on the same day as the new Executive Officers shall be handed over

ATTENDANCE OF OBSERVERS AT GENERAL ASSEMBLY MEETING

(a) Observers or a member of any committee who is not a member of the General Assembly, shall be entitled to participate in the proceedings of the General Assembly

and shall be accorded all the privileges of a member of the General Assembly except the entitlement to vote.

(b) A motion tabled by any such accredited observer or any non member of the General Assembly, shall be valid provided the said motion is seconded by at least 3 General Assembly members.

(c) An observer shall not have the right to second a motion raised in the House, and shall not have the right to vote on any motion in the General Assembly.

(d) For the accordance of doubt, an observer shall be a student of the University of Ghana.

OBSERVERS FROM OUTSIDE THE HALL.

No vote, no motion, just opinions.

REMOVAL OF THE LEADERSHIP OF THE GENERAL ASSEMBLY

The Chairperson, Deputy Chairperson or Clerk of the General Assembly shall, if found to have been inefficient in the performance of their duties, be removed from office by a two-thirds majority of the General Assembly.

REMOVAL OF A GA MEMBER

JCR representation on the General Assembly ---shall have power to withdraw or remove any or all of its representatives in the General Assembly provided that such exercise shall be effected through a resolution properly passed by the said body.

(2) The General Assembly of the SRC shall have power to suspend or expel any member who is not an Executive Officer upon stated misbehaviour, provided that such a member shall have the right to appeal to the Judicial Board, which suspension

or expulsion shall be upheld by a two-thirds majority of the entire membership of the General Assembly.

Where he is found to be inefficient or negligent in the discharge of his duties, provided that the grounds so adduced have not been appealed against at the Judicial Board.

AMENDMENT

For the purpose of consideration and debating on the draft proposals referred to in clause (4) of this article, at least, half of the total membership of the General Assembly shall be present and the vote of two-thirds of such members shall be required to continue the process of the amendment.

(6) The Commission responsible for the amendment shall publish the provisions intended to be amended together with the proposals for amendment and the draft provisions on all notice boards for at least twentyone days and provided that within the said twenty-one days there shall be a deliberation in each appropriate legislative body of the JCRs of the traditional Halls of affiliation on the proposals

Amendments to this Constitution shall be listed and annexed to this Constitution in the nature of amendments and shall be numbered in their order of creation dated and gazette. (11) For the purposes of this article, the Electoral Commission shall supervise the vote on the question of amendment at any JCR meeting of the Halls of residence, called for that purpose.

The members of Senate shall, before assuming office, take and subscribe the oath for members of Senate set out in third schedule to this Constitution

The Leadership of Congress shall comprise the Speaker, the Deputy Speaker (a) The Speaker shall perform the following functions; (i) chair all Congress meetings. (ii) introduce each item on the agenda and open the floor for debates in the House. (iii) ensure that meetings are conducted in an orderly manner. (iv) except in emergency and extraordinary situations, consult with the Congress leadership to draw up the agenda for all meetings.

(k) Congress shall have the power to sanction its members for disorderly behavior or absence from meetings in accordance with laid down procedures of congress.

(l) Members of Congress shall not receive any monies as financial reward or sitting allowance but shall be entitled to any form of motivation as approved by Congress in consultation with the Executive Council.

Motions in The Chamber (1) All Members of The Chamber shall have the right to file motions/proposals. Nonetheless, non-members who are members of the Jubilee JCR can file motion only when three (3) members of The Chamber second such motion(s). (2)All motions shall be submitted in writing and must be addressed and handed over to the Speaker, whereupon, the motion must be heard immediately. (3)No motion shall be opened for discussion unless it has been seconded. (4)Without prejudice to clause (2), no matter shall be moved unless it concerns an approved subject on the agenda. (5)A Proposer and Seconder must be given the opportunity to justify such motion/proposal. (6)After the Mover and Seconder have spoken for the motion, the speaker shall invite a member to debate on the motion in the following order, For the motion; Against the motion. (7)The mover of an original motion shall

have the right to reply the close of the debate upon his motion. No further discussion of the motion shall be allowed once a decision has been taken. (8)A motion once submitted to the Speaker cannot be withdrawn without the consent of the majority of the members present at such meeting. (9) Discussion of a motion may be curtailed in time by the procedural motion, which shall be in writing after it has been seconded.

(8) The Speaker shall limit debates in all such motions provided that the mover and one speaker against the motion shall in all cases have the right if wishing to do so.

63. VOTING ON MOTIONS (1) All accredited members shall have voting rights. Each accredited member shall be entitled to a single vote. (2)In voting, decisions would generally be deemed to have been made by simple majority unless otherwise stated by this constitution. (3)The casting of votes shall be in the following order; FOR, AGAINST and ABSTENTION. (4)If the number of votes FOR, and AGAINST is same, the Speaker shall exercise the casting vote but if the ABSTENTIONS and FOR or AGAINST are the same, the verdict shall be in favour of the FOR or AGAINST.

. ORDER OF PRECEDENCE (1)The Speaker shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of proceedings:

a) that the motion be now put;- when an important motion comes up,

b) that the motion not now be put- not to be discussed now maybe after the main issue is discussed.

c) a motion be adjourned to a specified meeting,

d) a motion to refer the matter to a committee for investigation and for a report.- an adhoc

(2) Movers of motions provided for by paragraphs (a) to (d) above shall be allowed to speak before the original question is put to vote. (3) Only the proposer of the motion under discussion shall be allowed to speak before the original question is put to vote. Such a proposer shall be allowed a maximum of five (5) minutes to sum up before the original motion is put to vote.

INTERVENTIONS

(1) In addition to discussions on a motion, the Speaker shall allow the following points in order of precedence:

a) Point of correction;
b) Point of information- used to ask a question relating to business at hand;
c) Point of order. (2) A point of order must be heard at all times, and the chairperson shall give his ruling before the issue is further discussed

(3) A point of order shall deal with the conduct of Chamber proceedings. The member rising to put the point of order shall prove one or more of the following: a) That the Speaker or a speaker on the floor is travelling outside the scope of the motion under discussion; b) That he is using improper language; c) That he is infringing the Constitution or standing orders.- used to inquire with the chair whether the rules are being followed correctly.

(4) A point of correction shall be a factual presentation seeking to correct a statement made by the speaker. It must be strictly related to the subject under immediate discussion. (5)A point of information is a question or a brief statement of a relevant fact concerning the matter under discussion. It should be directed to either the last speaker or the Speaker.

MOTION TO RECONSIDER- reconsider an action from a previous meeting. Usually when there's new information. 2/3.

You always have the right to ask questions on what is going on

You only enforce your rules as strictly as you need to get work done. Make compromises