

**OPERATIONAL  
GUIDELINE OF THE  
ABUAD STUDENTS'  
REPRESENTATIVE  
COUNCIL.**

# **DRAFT OPERATIONAL GUIDELINE OF THE STUDENT REPRESENTATIVE COUNCIL**

## **VISION**

Being a conduit for unified interest.

## **MISSION STATEMENT**

Serving as a platform for the unification of the entire ABUAD students' body and facilitating the actualization of the vision and mission of the University.

## **PREAMBLE**

We the members of the **"STUDENT REPRESENTATIVE COUNCIL"** Afe Babalola University Ado-Ekiti having extensively analyzed and attained a consensus to be bound as a council under this University for the purpose of

## **REMAINING**

One Indivisible and Independent body to serve as an intermediary between the student and management of Afe Babalola University Ado-Ekiti, Ekiti State

**DO HEREBY MAKE, ENACT AND GIVE OURSELVES** the following Operational Guidelines:

## **PART 1**

### **GENERAL PROVISION**

#### **SECTION 1**

1. This Operational Guideline is supreme and its provision shall have binding force on all members and committees/departments within the council and shall not be subject to alteration, save in accordance with the provisions
2. Subject to the Universities' handbook, if any other law within council is inconsistent with the provision of this Operational Guideline, this Operational Guideline shall prevail and that other law shall be null and void to the extent of its inconsistency.

#### **SECTION 2**

### **NAME OF THE COUNCIL**

The name of this council shall be known and called **"AFE BABALOLA UNIVERSITY STUDENTS' REPRESENTATIVE COUNCIL"** thereafter referred to as **"THE COUNCIL"**

**PROVIDED that;** If the University at anytime changes its name, the name of the council shall change accordingly

### **SECTION 3**

#### **AIMS AND OBJECTIVE**

Pursuant to the vision and mission of the University, the following are the Aims and Objectives of the Council:

1. To establish, and maintain a sense of good faith and common goal of labor, service and industry amongst the students.
2. To provide an effective forum for expression and exchange of students' ideas and opinions.
3. To bring to the notice of the University management, complaints of the students and to proffer solutions to them.
4. To serve the University by positively contributing to the maintenance of her property in order to ensure compliance to University policies.
5. To promote students' welfare and a conducive, serene and relaxed environment.
6. To undertake grass-root peer counseling and provide conflict resolution methods for fellow students.
7. To serve as intermediaries between the students and the University management.
8. To bring to the notice of the University management through The Council, students who contravene the University's rules and regulations.

### **SECTION 4**

#### **MEMEBERSHIP**

1. Membership of The Council will be by election from the various colleges of the university.
2. Subject to the decision of the University management, The Council shall constitute a maximum of 25 members with 5 elected representatives from each college.
3. Prospective members must be students who have been found worthy in both learning and character by Heads of Department in the various Colleges, with a sound inter-personal relationship with students.
4. Prospective members should meet a minimum of 3.5 CGPA and must possess a recommendation letter from the head of their department
5. To be eligible to contest, prospective members must be in 300 level to final year for 5-6 year courses and 200 level to final year for 4 year courses.
6. The tenure of office of each member will be for one academic session and can be re-elected for another academic session, thereafter he or she will be rendered ineligible.
7. Final year students cease to be members of The Council upon the inauguration of a new Council after the general election.

## SECTION 5

### MODE OF ELECTION

- 1) Election to The Council shall be done in each college. Each college is to elect five (5) representatives to council.
- 2) An ad-hoc committee constituted of out-going Council members by the out-going Council Chairman shall preside over and observe the election across all departments and colleges.
- 3) For the college of Social and Management Sciences:
  - (i) Students will be elected across the departments of the college.
  - (ii) Elected students at the departmental level will then proceed to stand another election at the collegial level where the entire college (students) elects five (5) of these candidates elected at the departmental level.
  - (iii) The five elected candidates will constitute the representatives of Social and Management Sciences in the Students Representative Council.
- 4) For the College of Sciences:
  - (i) Students will be elected across the departments of the college.
  - (ii) Elected students at the departmental level will then proceed to stand another election at the collegial level where the entire college (students) elects five (5) of these candidates elected at the departmental level.
  - (iii) The five elected candidates will constitute the representatives of the College of Sciences in the Students Representative Council.
- 5) For the College of Engineering:
  - (i) Students will be elected across the departments of the college.
  - (ii) Elected students at the departmental level will then proceed to stand another election at the collegial level where the entire college (students) elects five (5) of these candidates elected at the departmental level.
  - (iii) The five elected candidates will constitute the representatives of the College of Engineering in the Students Representative Council.
- 6) For the College of Medical and Health Sciences (inclusive of clinical students):
  - (i) Students will be elected across the departments of the college.
  - (ii) Elected students at the departmental level will then proceed to stand another election at the collegial level where the entire college (students) elects five (5) of these candidates elected at the departmental level.
  - (iii) The five elected candidates will constitute the representatives of the College of Medical and Health Sciences in the Students Representative Council.
  - (iv) For clinical students who are interested in standing as candidates during the Students Representative Council elections must avail themselves for the departmental and collegial elections on campus to be eligible.
- 7) For the College of Law:
  - (i) The Law Students' Society at its general assembly will elect five (5) eligible students subject to the confirmation of the provost of the college.

- 8) For Bye-Elections:
  - (i) To fill-in a vacancy or vacancies in council, elections will be held in the primary constituency [i.e. department or level (for the college of Law)] of the representative(s) whose seat has been declared vacant by virtue of expulsion (subject to Section 15) from the council or upon graduation from the university or tender their resignation in writing.
  - (ii) The tenure of the representative(s) elected during bye elections will elapse at the expiration of the tenure of the representative whose vacancy they are to fill.
- 9) Elections are to hold three weeks to the undergraduate second semester examination across all colleges.

### **ELECTORAL PROCESS**

- 1) Prospective members must meet a minimum of 3.5 CGPA and must possess a letter of recommendation from the heads of their departments
- 2) Prospective members must be students who have been found worthy in both learning and character by Heads of Department in the various Colleges, with a sound inter-personal relationship with students.
- 3) A form, for a fee recommended by the council, must also be purchased by prospective members.
- 4) Prospective members will be screened by a committee constituted by the Chairman of the council. This panel shall constitute of the council's staff adviser, the head of the committee who shall be appointed by the Chairman who shall appoint 4 other members, who together with the Chairman and the staff adviser shall constitute the committee.
- 5) This committee shall be responsible for the screening of prospective members and decisions shall be by a vote in favor of the majority.
- 6) Persons who are successful after the screening, shall proceed for the election of which 5 candidates with the simple majority will emerge winners.
- 7) The committee shall be dissolved as soon as the electoral process is complete.

## **SECTION 6**

### **RIGHTS OF MEMBERS OF THE STUDENTS' REPRESENTATIVE COUNCIL**

1. Every active member of the council shall be entitled to the right to vote and be voted for, without prejudice to any of the provisions of this guideline.
2. Every member shall have the right to attend and participate in all programs of the council organized by the council, including seminars, symposiums, public lectures and all other activities relating to the council thereto.
3. Every member of the council shall be entitled to equal rights and privileges both in council and out of council irrespective of college or department.
4. The contributions, recommendations and suggestions made on the floor of the council by either individual representatives or a consensus to the university's management shall not be treated in contempt nor employed to victimize the representative(s).

5. Based on the Council's budget subject to the approval of the University's management, remuneration shall be made to individual representatives in council.

## **SECTION 7**

### **POWERS AND FUNCTIONS OF THE SRC**

1. The Council shall exercise an oversight duty over all departmental and collegial associational bodies.
2. The Council shall have the power and function to duly represent the entire student body at any meeting with the University management upon invitation by the University management.
3. The Council shall have the power for appointing committee(s) of inquiry constituted by representatives in council for such special or general purpose as may be better regulated and managed by means of such a committee, may by resolution, regulation or otherwise, as it thinks fit, delegate any functions exercisable by it to any such committee.
4. Members of committees shall exercise unrestrained entry into any facility on campus for thorough inspection, investigation and inquiry in line with their mandate subject to the University management's approval.
5. The Council shall receive petitions and general complaints from the student body and tender these petitions and complaint to the appropriate authority.
6. Representatives of The Council will represent the entire student body in both internal (on campus) and external functions requiring the representation of the Afe Babablola University student body to the exclusion of departmental functions except on special invitations.
7. The Council will be actively involved in the orientation and induction of fresh students (i.e. 100 level or direct entry or transfer students).
8. The Council shall possess the power of receiving petitions against any member of staff engaged in activities, attitudes or habits injurious to students' welfare or contravening the rights of students as contained in the student's handbook, or conflicting with University rules and regulations; and channeling these petitions to the University management for appropriate actions.
9. The Council reserves the power to summon for explanations only the appearance of executive members of departmental associations before the Council in order to exercise its oversight functions over departmental associations.
10. For the purpose of this guidelines, the Council reserves the right to work with every departmental organization
11. The Council shall have the powers to receive information from students and give feed back to the student
12. For the purpose of exercising this under sub 1 of this section, The Council shall have the power to call a student congress subject to the approval of the University management.
13. The Council shall have to power to employ the use of blogs and social media operational in the University's campus for the purpose of information dissemination at no cost.

14. The Council shall have power to suspend a member of the council, upon an allegation, which has been duly investigated by a committee set up by the Chairman.
15. The Council shall have the power to perform the functions of election observers in all departmental and collegial elections conducted into The Council
16. The Council shall have the power to perform their function without any unnecessary interference

## **PART 2**

### **STRUCTURE**

The Afe Babalola University Students' Representative Council comprises of:

- 1) The Chairman
- 2) The General-Secretary
- 3) The Financial Secretary
- 4) The Public Relations Officer
- 5) The Welfare Officer
- 6) Welfare Officer II
- 7) Officials
- 8) Members of The Council

### **SECTION 8**

#### **POWERS AND FUNCTIONS OF THE PRINCIPAL OFFICERS**

##### **1) THE CHAIRMAN**

- (i) There shall be for the Student Representative Council a Chairman.
- (ii) The Chairman of the Student Representative Council shall be the symbol of unity and representation of the entire student body of the University.
- (iii) The Chairman shall be the leader of the Student Representative Council.
- (iv) The Chairman shall preside over all meeting of the Students Representative Council.
- (v) The Chairman shall possess the veto power over all recommendations, submissions and suggestions made by the Student Representative Council to Management of the University.
- (vi) The Chairman shall exercise the power of meting out disciplinary actions to erring members of the Students Representative Council.
- (vii) The Chairman shall have the power to appoint students who are non-members of The Council into strategic positions within The Council to facilitate administrative duties as well as in fulfillment of The Council's obligations to both the University management and students body.
- (viii) Subsection (vii) of this section is subject to a two third majority vote by members of The Council

- (ix) The Chairman shall have the power to appoint administrative staff within and outside the Council subject to a simple majority of the Council.
- (x) The Chairman shall exercise the power of giving assent or endorsement to documents, recommendations, reports and any other activity within the Council that requires an official approval before commencement.
- (xi) The Chairman shall be the 1<sup>st</sup> signatory to The Council's account
- (xii) The Chairman may, at his discretion, appoint a social director and sports director to facilitate the administration of the council's affairs.
- (xiii) The Chairman shall be the foremost representative of the entire student body of Afe Babalola University.

## **SECTION 9**

### **2) GENERAL SECRETARY**

- (i) There shall be for the Student Representative council a General Secretary.
- (ii) The General Secretary shall be the convener of all Council meetings.
- (iii) The General Secretary shall be the administrative head of the Secretariat of the Student Representative Council.
- (iv) The General Secretary shall assume the lead role in documentation of all council proceedings as well as taking down minutes of Council meetings and reading out minutes of previous council meetings.
- (v) In the absence of the Chairman, the General Secretary shall assume the office of the Chairman tentatively until the resumption of duties by the Chairman.
- (vi) The General Secretary shall be the 3<sup>rd</sup> signatory to The Council's account.
- (vii) The General Secretary shall be in charge of the itinerary of the Chairman.

## **SECTION 10**

### **3) FINANCIAL SECRETARY**

The Financial Secretary to the SRC shall:

- (i) Be responsible to the Chairman
- (ii) Be the custodian of all financial records of the Council.
- (iii) Keep accurate record of all financial transactions of the Council.
- (iv) Prepare and submit weekly and monthly financial reports of all Council financial transactions to the Chairman, SRC and the Dean, Student Affairs or an officer in charge of Students' Affairs.
- (v) Be responsible for the preparation of each session's budget, together with other members of the ad-hoc Budget Preparation Committee.
- (vi) Be responsible along with the Chairman for the disbursement of all Council funds following the Dean, Students' Affairs or an officer in charge of Students' Affairs, approval.
- (vii) Be the 2<sup>nd</sup> signatory to the Council's account.

## **SECTION 11**



#### **4) PUBLIC RELATIONS OFFICER**

- (i) There shall be for the Student Representative Council a Public Relations Officer.
- (ii) The Public Relations Officer shall be the official spokesperson for the Student Representative Council.
- (iii) The Public Relations Officer shall communicate all issues bordering on the Students Representative Council and its activities and dealings to the necessary authority and student body.
- (iv) The Public Relations Officer shall have a reserved right to all information, both documented and undocumented, of the Student Representative Council.

### **SECTION 12**

#### **5) WELFARE OFFICER**

- (i) There shall be for the Student Representative Council a Welfare Officer.
- (ii) The Welfare Officer shall be in charge of the general welfare of members of the Student Representative Council.
- (iii) The Welfare Officer will be in charge of the protection and furtherance of the rights of members of the Student Representative Council by serving as an authority through which misgivings of members of the Student Representative Council shall be channeled to the Chairman. Where the Chairman is adamant to take necessary and swift action to palate members' grievances, the Welfare Officer has the power to assume the duty of the Chairman in performing that obligation. This power can and will be evoked by mandate of a two third majority of members in council.
- (iv) The Welfare Officer shall represent in the interest of individual members of the Students Representative Council.
- (v) Carry out other assigned responsibilities by the Chairman.

### **SECTION 13**

#### **6) WELFARE II**

There shall be a Welfare Officer II for the Students' Representative Council charged with the following responsibilities:

- (a) Liaise with relevant authorities, in the fixing the price of students' personal services such as Dining services in the various cafeterias, buttry services in the halls of residence, barber and hair dressing services, laundry services, etc., and setting standards for nutritional value, hygiene, conduciveness, etc., in the aforementioned places.
- (b) Carry out periodic inspection of the various cafeterias and food vendors to ensure that set standards in terms of hygiene, nutritional value and pricing, are met;
- (c) To receive complaints related to services offered in the aforementioned services outlets and from the students' body and channel these complaints to the relevant authorities for immediate action;
- (d) Present a monthly report to Council on all activities carried out during the course of the month; and

- (e) Carry out other functions assigned it by the President incidental to the duties of this department.

## **SECTION 14**

### **7) (a) OFFICIALS**

- (i) There shall be for The Council at least three (3) departments, which shall include, the Residency Department, Entrepreneurship and Creative Department, the Academic Department; and any other department The Council may deem fit.
- (ii) A Secretary who shall be appointed by The Council subject to the approval of the Chairman shall head each Department.
- (iii) There shall also be appointed by The Council subject to the approval of the Chairman, Hostel Representatives, Wing Representatives and Floor Representatives.
- (iv) The Hostel Representatives, Wing Representatives and Floor Representatives shall not be members of the council and will be report directly to the Secretary of the Residency Department.

### **(b) FUNCTIONS AND POWERS OF THE OFFICIALS**

#### **SECRETARIES OF DEPARTMENTS**

- (i) Council members and ex-officio members (appointed by the President subject to Council's approval made up of students) would constitute membership of these departments.
- (ii) These are five member (Council members) departments with a secretary, who will head each of the departments. The secretaries of each department are the Chief-Administrators of these departments and are directly responsible to the President.
- (iii) The department of residency will consist of two secretaries – the female secretary of the department of residency and the male secretary of the department of residency – so as to ensure that the needs of both the girls and boys hostels are well catered for.
- (iv) It is worthy of note that only council members will be secretaries of these departments

#### **THE TREASURER**

- (i) The Treasurer shall be a student of 300 level at the time of the election.
- (ii) His academic performance shall not be less than 3.5 in the overall.
- (iii) He shall assist the financial secretary in the preparation of the budget estimates.
- (iv) He shall liaise with appropriate bodies to resolve any dispute arising from financial transactions of the Council.
- (v) He shall issue cheques for withdrawals from the Council's account.
- (vi) He shall keep an imprest account not more than ₦20,000 for emergency purposes.

- (vii) He shall receive from the financial secretary all the Council's monies derived from whatever source(s) and deposit same within 48 hours of such receipt, into the Council's account.
- (viii) He shall be generally responsible for the safe keeping of the Council's funds, documents and valuables in his custody.

### **Entrepreneurship and Creative**

There shall be for the SRC an Entrepreneurship and Creative Department charged with the following responsibilities:

- (a) Liaise with the office of the Dean of Students' Affairs in the registration and regulation of students' entrepreneurial ventures;
- (b) Promote the spirit of entrepreneurship among the students' body;
- (c) Provide student entrepreneurs with the necessary help in furtherance of their entrepreneurial venture;
- (d) He shall be responsible alongside other members of his department for the social affairs/engagements organized by the council i.e. parties
- (e) His decisions shall be subject to the approval of the council
- (f) Organize entrepreneurship workshops for the advancement of the students
- (g) Liaise with the Department of General Studies in giving students the practical exposure to entrepreneurship; and
- (h) Carry out other functions assigned it by the President incidental to the duties of this department.

### **Academics Department**

There shall be for the SRC an Academic Department charged with the following responsibilities

- (a) Exercise Council's oversight duty over all departmental and collegial associations;
- (b) On behalf of Council, organize academic programs for the students' body;
- (c) Keep track of the academic progress of individual students and rendering help where need be to students who sought after such help;
- (d) Promote research among students;
- (e) Liaise with the Office of the Deputy Vice Chancellor Academics in seeing to the academic development of the Students' body;
- (f) Present monthly reports to the Council on activities of the department; and
- (g) Carry out other functions assigned it by the President incidental to the duties of this department.

### **Residency Department**

There shall be for the SRC a Residency Department charged with the following responsibilities:

- (a) Supervise the activities of and receive weekly reports from the various floor representative of every wing of every hostel;
- (b) Ensure that students' welfare and wellbeing in the various hostels are secured and guaranteed;
- (c) Bring to the notice of Council any development in the hostel that requires immediate attention from the university's management;

- (d) Take inventories in the hostels and ensure damages in the hostel are reported to the relevant authorities for immediate repairs;
- (e) Be mediators for peaceful co-existence amongst students in the hostel and ensuring that disputes between students are peacefully resolved; and
- (f) Carry out other functions assigned it by the President incidental to the duties of this department.

### **Functions Duties of the Floor Representative**

- (a) Serve as agent of peaceful conflict resolution
- (b) Receive complaints from students who are resident on a floor which they represent
- (c) Channel students' complaint through the hostel representative to the Council for onward forwarding to the appropriate authorities
- (d) Supervise the work of cleaners assigned to the floor and forward monthly reports on the performance of cleaners to the Council.

### **Functions/Duties of The Wing Representative**

- (a) Serve as custodians of council's property allocated to floors on their wings
- (b) Administer instructions to the floor representative from the council.
- (c) Supervise the work of floor representative.

### **8) MEMBERS OF THE COUNCIL**

- (i) See Section 6 (2) above.
- (ii) Members shall include, The Chairman, General Secretary, Financial Secretary, Public Relations Officer, Welfare Officer, and secretaries of Departments and the other members of The Council.

## **SECTION 15**

### **PRESIDENTIAL FORUM**

- 1) All presidents of collegial and departmental association shall be members of the presidential forum
- 2) The forum shall be an advisory arm of the council.
- 3) The forum is to be chaired by the Chairman of council.
- 4) The decisions prescribed by the presidential forum shall be forwarded to the council, who shall take notice of the recommendation and put it through for consideration.
- 5) The presidential Forum meeting shall be held once every month and in every circumstances of emergency on the authority of the Chairman of Council whom shall be the convener of the meeting.

## **SECTION 16**

## **MODE OF ELECTING EXECUTIVE MEMBERS OF THE SRC**

- 1) Executive members of Council will be elected by council members.
- 2) The election of the executive members will take place a day after the constitution of the new Student Representative Council. Inauguration follows thereafter.
- 3) Council members are to indicate their interest for the positions they intend vying for. After the candidates have presented themselves to Council, two minutes will be allotted each candidate to deliver his/her manifesto, thereafter voting commences immediately.
- 4) This sequence of voting will follow this order:
  - (i) The Chairman, SRC
  - (ii) General Secretary, SRC
  - (iii) Financial Secretary, SRC
  - (iv) Public Relations Officer, SRC
  - (v) Welfare Officer, SRC
- 5) After Council has elected its executives, there will be an inauguration of the entire Council and swearing-in of the new Executives not later than two weeks after elections in a general congress.
- 6) All elected SRC members are eligible to vie for any of the executive positions during the elections.
- 7) Once a member of Council has indicated interest to vie for any executive position, such stance cannot be changed especially in the event of losing in the election. Once a member loses his election, he automatically becomes a floor member of council with no other opportunity to vie for another executive position.
- 8) Election of Executive members will be by a simple-majority voting system.
- 9) Elections must take place on the floor of council chambers to be valid. Any other location invalidates the election.
- 10) In pursuant to section 13(1), the quorum for an election to take place must be a two third of the twenty-five member SRC.
- 11) All members reserve the right to vote and be voted for including the candidates in the election.
- 12) This election is to be organized, regulated and monitored by an ad-hoc committee set up by the out-going Chairman, constituting of out-going members of the SRC who are either graduating students or are members who have served their two-tenures in Council and are therefore ineligible to be re-elected into the SRC or are members who vied for reelection into the Council but lost the election.

## **SECTION 17**

### **SPECIFIC PROVISIONS; QORUM, ETHICS, MODE OF DRESSING**

#### **1) QUORUM**

The quorum for the commencement of any council meeting shall be two third of the twenty-five member Student Representative Council, with the Chairman and General Secretary, or only the General Secretary in the absence of the President, being in attendance.

## **2) ETHICS**

- (i) Before the commencement of any Council meeting, all members must sing in unison the University's anthem and say a word of prayer.
- (ii) On entry into any Council meeting, members must take a bow before assuming their seats.
- (iii) On entry of any principal officer as well as members of staff of the University, all members in council must be up standing until such authority assumes his or her seat. Thereafter, members can assume their seats. Default of this provision attracts a fine of one hundred naira.
- (iv) Lateness for meetings attracts a fine of five hundred naira. Members shall be considered late when they walk into council meetings fifteen minutes into the meeting.
- (v) Members of the Student Representative Council must speak with one voice when making recommendations to management. All issues should have been resolved in house and consensus reached before been brought to bear before management or the Students body or the University Community. Any member or group of members who lead a separations movement stand a risk of loosing their membership of the Students Representative Council

## **SECTION 18**

### **CUSTODY OF THE COUNCIL'S PROPERTY**

1. All property acquired by council shall be in the custody of any member of the council, as appointed by the members of council subject to the ratification of the Chairman.
2. The Property above includes moveable and immovable property.

## **SECTION 19**

### **FINANCE**

#### **1) INCOME**

- (i) The Council will be funded through a yearly due of N1, 000 (One thousand naira) levied on all students upon resumption for the first semester.
- (ii) Subject to the approval of the University's management and prevalent circumstances, this amount is to be paid into The Council's account and the proof of payment presented to officials of The Council upon resumption or included in the school fees of all students.
- (iii) Upon payment of the levy, a receipt will be issued to the student as evidence of payment.
- (iv) At the beginning of every first Semester, the SRC shall set up a 5 man ad-hoc Finance and Budget Preparation Committee whose responsibility shall be to prepare a budget for the session.
- (v) The members of this ad-hoc committee shall be:
  - a) The Chairman, SRC

- b) General Secretary
- c) Financial Secretary
- d) Welfare Officer
- e) One president form any Departmental/Collegial Association

## **2) BUDGET RATIFICATION**

- (i) The proposed budget shall be presented to the Dean, Student Affairs or any officer in charge of students' affairs, who shall forward it to the Founder and Vice-Chancellor's office for ratification alongside the Chairman and Financial Secretary of The Council.
- (ii) All extra-budgetary needs and request for disbursement shall be deliberated upon at The Council meetings and forwarded through the Dean, Student Affairs or any officer in charge of students' affairs to the Vice-Chancellor's office for perusal and ratification.

## **3) DISBURSEMENT**

- (i) All disbursements shall be preceded by requests according to the approved budget.
- (ii) Bank and cash payment vouchers shall always be prepared for every expenditure. Supporting documents shall always be attached to the payment vouchers. The authorizing and approving officers and the payee shall at all times endorse the payment vouchers on the expenditure column.

## **4) EXPENDITURE**

- (i) Expenditures shall not deviate from the approved budget unless the said budget is amended.
- (ii) All expenditures must be processed through the Chairman, SRC, and approved by the Dean, Students' Affairs or any officer in charge of students' affairs.

## **5) ABUAD FOOTBALL LEAGUE (AFL)**

- (i) The Abuad Football league shall be supported by the Council.
- (ii) The AFL shall be included in the financial budget of the SRC annually.
- (iii) The allocation will be based on the percentage agreed upon by the council on the ratification of the Chairman.
- (iv) The above provision shall be subject to Section 17(i),(ii) and (iii) of this guideline

## **6) FINANCIAL RECORDS/REPORTS**

- (i) The Financial Secretary shall be the custodian of all financial records of the SRC.
- (ii) The Financial Records shall include:
  - a. Monthly income and expenditure statements.
  - b. Budget vs. Actual (every semester)
- (iii) The Financial Secretary shall submit end of tenure financial report to the Vice-Chancellor through the Dean, Student Affairs or any officer in charge of students' affairs.

## **SECTION 20**

### **REMUNERATION**

- 1) Members of The Council shall be remunerated on a per semester basis.

- 2) Remuneration of members of The Council shall be subject to its provision in The Council's annual budget subject to the rectification of the University management.

## **SECTION 21**

### **STAFF ADVISERS**

- 1) There shall be general staff adviser for The Council from any of the Colleges, appointed by the Council subject to the approval of the University management.
- 2) There shall be a staff adviser for each of the colleges to The Council, appointed by the Council who must be members of staff of the college to which they are staff advisers, subject to the approval of the University management.
- 3) All staff advisers must be teaching staff.

## **SECTION 22**

### **REMOVAL**

- 1) Any member of Council, who has been found guilty for committing any offence by the Students' Disciplinary Committee and is thereafter punished for the offence committed, will have his membership of the Students' Representative Council withdrawn and his elected seat declared vacant.
- 2) Any member of council who has been found to be inactive and absent in Council meetings consecutively for one-month, without any tangible reason backed with proof, will be issued a letter of caution by the General-Secretary. If the member fails to attend the next SRC meeting after receipt of the letter of caution, the President reserves the right to declare the seat of that representative vacant and call for a bye-election to fill-in the vacancy in pursuant to section 7(7)(i), subject to the approval of a two third majority of Council.
- 3) Removal from the SRC results in forfeiture of all associated offices and privileges

## **SECTION 23**

### **AMENDMENT**

- (i) The Council may propose amendments to any of the articles in this Guideline for better governance of The Council. Such proposal shall be subject to ratification by the University management
- (ii) This Operational Guideline shall be subject to amendment by the University management with prior notice to the Council.



**THIS OPERATIONAL GUIDELINE WAS SIGNED THIS DAY THE \_\_\_\_\_ OF \_\_\_\_\_, 2017**

**BY**

\_\_\_\_\_

**INOKOBA WOYENGIMIEBI T.  
U.**

**CHAIRMAN, ABUAD STUDENTS'  
ABUAD**

**REPRESENTATIVE COUNCIL.**

\_\_\_\_\_

**EKETE MAURICE-FREEDOM**

**GENERAL SECRETARY,**

**STUDENTS'  
REPRESENTATIVE COUNCIL**